Standards for the Assessment of Humanitarian Competencies

Overview

Standard 1: Analysis
Relevant assessment needs are identified.

Standard 2: Design
Assessments are designed and prepared according to identified needs.

Standard 3: Delivery
Assessments are delivered effectively and accurately.

Standard 4: Resources
Resources for assessments are appropriate, sufficient and well managed.

Standard 5: Communication
Communication effectively supports assessments.

Standard 6: Administration
Administration systems effectively support assessments.

Standard 7: Evaluation and Accountability
Evaluation and accountability mechanisms effectively support quality assessments.

Supporting and Strengthening Humanitarians Everywhere

At HPass, we are working towards a world where humanitarians benefit from greater access to quality learning and professional recognition.

Visit www.hpass.org to find out more, including information about the associated Humanitarian Learning Standards.

Email: info@hpass.org | Website: www.hpass.org

6 6 Standard 6 Administration

Administration systems effectively support assessments

Key actions

An assessment provider will:

6.1 provide effective administrative and logistical support before, during and after assessments.
6.2 follow procedures for safely and securely managing assessment materials and results.
6.3 store candidates’ personal information using secure and appropriate data-management procedures.
6.4 make sure relevant personal information using secure and appropriate data-management procedures.
6.5 share personal and confidential information only as agreed.

7 Standard 7 Evaluation and Accountability

Evaluation and accountability mechanisms effectively support quality assessments

Key actions

An assessment provider will:

7.1 systematically monitor and evaluate assessment services.
7.2 use transparent and accessible methods to receive honest feedback.
7.3 record and deal with concerns and complaints.
7.4 use lessons learnt to improve and update.
7.5 make information about the quality of assessment services available and transparent.
7.6 treat candidates, staff and other stakeholders in a way that promotes inclusivity, anti-discrimination and well-being.

Visit www.hpass.org to find out more, including information about the associated Humanitarian Learning Standards.

Supporting and Strengthening Humanitarians Everywhere

At HPass, we are working towards a world where humanitarians benefit from greater access to quality learning and professional recognition.

Visit www.hpass.org to find out more, including information about the associated Humanitarian Learning Standards.

Email: info@hpass.org | Website: www.hpass.org

6 6 Standard 6 Administration

Administration systems effectively support assessments

Key actions

An assessment provider will:

6.1 provide effective administrative and logistical support before, during and after assessments.
6.2 follow procedures for safely and securely managing assessment materials and results.
6.3 store candidates’ personal information using secure and appropriate data-management procedures.
6.4 make sure assessment results (and recognised badges or certificates, if available) are delivered and can be retrieved in the stated time period.
6.5 share personal and confidential information only as agreed.

7 Standard 7 Evaluation and Accountability

Evaluation and accountability mechanisms effectively support quality assessments

Key actions

An assessment provider will:

7.1 systematically monitor and evaluate assessment services.
7.2 use transparent and accessible methods to receive honest feedback.
7.3 record and deal with concerns and complaints.
7.4 use lessons learnt to improve and update.
7.5 make information about the quality of assessment services available and transparent.
7.6 treat candidates, staff and other stakeholders in a way that promotes inclusivity, anti-discrimination and well-being.

Visit www.hpass.org to find out more, including information about the associated Humanitarian Learning Standards.

Supporting and Strengthening Humanitarians Everywhere

At HPass, we are working towards a world where humanitarians benefit from greater access to quality learning and professional recognition.

Visit www.hpass.org to find out more, including information about the associated Humanitarian Learning Standards.

Email: info@hpass.org | Website: www.hpass.org

6 6 Standard 6 Administration

Administration systems effectively support assessments

Key actions

An assessment provider will:

6.1 provide effective administrative and logistical support before, during and after assessments.
6.2 follow procedures for safely and securely managing assessment materials and results.
6.3 store candidates’ personal information using secure and appropriate data-management procedures.
6.4 make sure assessment results (and recognised badges or certificates, if available) are delivered and can be retrieved in the stated time period.
6.5 share personal and confidential information only as agreed.

7 Standard 7 Evaluation and Accountability

Evaluation and accountability mechanisms effectively support quality assessments

Key actions

An assessment provider will:

7.1 systematically monitor and evaluate assessment services.
7.2 use transparent and accessible methods to receive honest feedback.
7.3 record and deal with concerns and complaints.
7.4 use lessons learnt to improve and update.
7.5 make information about the quality of assessment services available and transparent.
7.6 treat candidates, staff and other stakeholders in a way that promotes inclusivity, anti-discrimination and well-being.

Visit www.hpass.org to find out more, including information about the associated Humanitarian Learning Standards.

Supporting and Strengthening Humanitarians Everywhere

At HPass, we are working towards a world where humanitarians benefit from greater access to quality learning and professional recognition.

Visit www.hpass.org to find out more, including information about the associated Humanitarian Learning Standards.

Email: info@hpass.org | Website: www.hpass.org

6 6 Standard 6 Administration

Administration systems effectively support assessments

Key actions

An assessment provider will:

6.1 provide effective administrative and logistical support before, during and after assessments.
6.2 follow procedures for safely and securely managing assessment materials and results.
6.3 store candidates’ personal information using secure and appropriate data-management procedures.
6.4 make sure assessment results (and recognised badges or certificates, if available) are delivered and can be retrieved in the stated time period.
6.5 share personal and confidential information only as agreed.

7 Standard 7 Evaluation and Accountability

Evaluation and accountability mechanisms effectively support quality assessments

Key actions

An assessment provider will:

7.1 systematically monitor and evaluate assessment services.
7.2 use transparent and accessible methods to receive honest feedback.
7.3 record and deal with concerns and complaints.
7.4 use lessons learnt to improve and update.
7.5 make information about the quality of assessment services available and transparent.
7.6 treat candidates, staff and other stakeholders in a way that promotes inclusivity, anti-discrimination and well-being.
Key actions
An assessment provider will:

2.1 define measurable assessment criteria that candidates will be able to demonstrate through assessment
2.2 decide appropriate assessment modalities
2.3 plan the steps for a consistent, inclusive and impartial assessment process including measures to prevent dishonesty
2.4 define the expected outcomes of each step of the assessment process
2.5 choose or create appropriate assessment tools to accurately measure the selected knowledge, skills, attitudes or competencies

Standard 2
Design
Assessments are designed and prepared according to identified needs.