



INTERNATIONAL TECHNICAL
RESCUE ASSOCIATION

International Technical Rescue Association

994 Old Eagle School Rd. Ste 1019

Wayne, PA 19087, USA

<https://itra.international/>

info@itra.international

Assessment Charter v4

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Scope

Information on methodology, roles, and responsibilities for attending or conducting a candidate assessment.

Audience

Assessors and assessment candidates.

Contents

Combined assessment information from:

Assessment Charter v3 Sept 2022.pdf

Sections from: Organization And Structure v2 March 2022.pdf

Sections from: Assessor Guidance v2.pdf

Sections from: Instructor Handbook v1.5

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Assessment Charter

In the case of a conflict between the wording of the International Technical Rescue Association (ITRA) assessment charter, discipline assessment sub-charters, or other ITRA documents, the wording of the ITRA assessment charter has precedence on the topic of assessment. The original English language version of this document will be considered authoritative over translations.

Introduction

The ITRA Assessment Charter provides the policy to underpin the assessment methodology undertaken when student candidates and instructor candidates are assessed against ITRA learning objectives.

General Principles

- Assessments must be conducted in accordance with:
 - ITRA assessment charter
 - Discipline-specific assessment sub-charters
- Assessment consists of oral, written, and hands-on components.
 - The hands-on skill component will be conducted in accordance with the discipline's syllabus and Performance, Standards, and Conditions (PSC)
 - Oral and written knowledge-based components will be in accordance with the discipline's syllabus.
- Candidates shall not be assessed on topics beyond the assessment level's PSCs and Learning Objectives.
- Assessment is performed only for established ITRA qualifications.
- Direct entry qualification assessment is allowed at any level.

Assessment Procedure

- The discipline-specific assessment sub-charter further defines assessment criteria, discrepancies, and additional guidance to be followed.
- Prior to the assessment, the assessor may request to consult with the candidate's previous instructor (ITRA or other) to clarify technical matters or questions about the candidate's ability
 - Consultation should not lead to pre-determining the candidate's level of competence.
- Assessment specifics may sometimes require specific techniques and redundancy due to insurance, legal, or training site restrictions. Any special requirements or limitations must be clarified when scheduling an assessment.

- If the candidate requires special assistance, this must be brought to the assessors' attention when initially scheduling the assessment.
- Accommodation for translation will be supported but must be coordinated before an assessment begins.
 - Assessments are focused on technical skills, not language skills.
 - Written documentation is not required to be in English
- The assessment procedure must be clearly explained before the assessment begins.
- For a direct entry qualification assessment all previous level learning objectives and PSCs must also be assessed.

Knowledge Assessments

- Questions will be specific to the discipline's learning objectives and not above the assessed level of the candidate.
- Scoring of knowledge assessments is specific to disciplines and is available in the relevant discipline sub-charter.

Assessment Discrepancies

- Assessment discrepancies are classified as minor and major.
- A minor discrepancy is an instance that may lead to unsafe situations or displays inappropriate technique.
 - A minor discrepancy will be corrected and the assessment allowed to continue.
- A major discrepancy is a violation that is potentially life-threatening or destructive to property.
 - A single major discrepancy will terminate the assessment and the entire assessment must be retaken.
- Three or more minor discrepancies will be considered a major discrepancy and will terminate the assessment and the entire assessment must be retaken.

Successful Assessment

- The assessor shall notify the Association of the assessment outcome within seven days.
- Results will be recorded and available in the ITRA Global Training database.
- Qualification is only awarded upon successful completion of the assessment.

Unsuccessful Assessment

- In the event of a failed assessment, a lower-level qualification may be awarded if all objectives for that level were completed successfully.
 - Example: A candidate failing a level 3 objective but passing all level 1 and 2 objectives will be awarded a level 2 qualification.
 - If a lower level is awarded, a retest does not need to be performed on those learning objectives.
 - Example: A candidate fails a level 3 assessment and is awarded a level 2 qualification. A retest for level 3 only requires an assessment of level 3 learning objectives.
- Assessment retests require completing all required objectives, not only the objective that was failed.
 - Example: A candidate fails a Level 2 PSC task. During the retest, the candidate must complete all the required Level 2 tasks, even if they successfully completed specific objectives during a prior attempt.
- Only one assessment shall be attempted per calendar day.
- Assessment retests are subject to assessor availability.

Assessment Appeals

- Candidates who wish to appeal the outcome of a failed assessment should initially discuss their concerns with their assessor.
- If the matter is not resolved, the candidate can initiate an appeal to the Association within 14 days of the assessment by using the ITRA Appeals and Complaint Form located at: <https://forms.gle/vMP4EzKGt2mMhHLo9> or emailing info@itra.international outlining the grounds for the complaint.
- When an appeal is received, it will be reviewed within 14 working days. A review panel of three suitably qualified and independent members, with no conflict of interests, will review the complaint which may include contacting the candidate and assessor for further information.
- The panel shall provide an interim finding within 30 working days.
- The candidate and assessor will have 7 days to respond to the interim finding.
- The panel shall then make a final binding decision and notification to the candidate.

Assessment Renewals

- Qualification certificates at all levels shall be renewed within three years of the assessment date.
- Renewal assessments shall be performed before the expiration of the previous certificate.
- If the renewal assessment is completed less than 6 months prior to the date of expiry, a new certificate shall be issued with an expiry date three years from the date of expiry of the previous certificate.
- Renewal assessment candidates must retest all learning objectives for the level being reassessed.
- Assessment of lower-level learning objectives is at the discretion of the assessor.

Assessment Guidance

- The maximum number of candidates being assessed is determined by the discipline in their sub-charter.
- The assessor is responsible for providing or coordinating any necessary assessment resources.
- The assessor may consult with the instructor as to any details of instruction that took place during the teaching of the learning objectives.

Assessment Independence

- Assessments must be conducted with consistency and without bias.
- Assessors must not influence the outcome of the assessment in any way including coaching.
- In order to remove the appearance of potential bias, whenever possible assessors and instructors shall not be related, from the same company, or have an ongoing close financial relationship.
- Assessors must seek clarification if they feel there might be a conflict of interest.
- Potential conflicts of interest must be disclosed and recorded on the assessment documentation.
- Candidates must be assessed independently from instruction.
- Learning objectives can not be assessed by the same instructor who taught them within the previous 6 months.
- The relevant ITRA working group and board will investigate and take appropriate action where it has evidence of a lack of impartiality during an assessment.

Assessment Safety

- A safety briefing will be given prior to beginning an assessment.
- The assessment may be stopped at any time on the grounds of safety.
- Suitable emergency medical capability and procedures must be available.
- The candidate may not be allowed to attempt an assessment if there are questions about their physical, mental, or medical fitness to perform the required tasks.

Assessment Equipment

- All equipment must comply with the discipline safety and standards guidance
- Equipment must be used according to the manufacturer's instructions and recommendations.
- Equipment shall be suitable and functional in the environment in which it is used.
- Equipment must be compatible with the system where it is used and conform to standards relevant to the intended use.
- If equipment inspection records are not available, items must be inspected before use.
- Off-label equipment use will not be allowed during ITRA assessments.

Assessment Facilities

- The assessment location, props, and area must be capable of sustaining the number of candidates.
- Assessment sites should be free from outside hazards and without undue distractions.

Assessment Moderation

- Moderation is the quality assurance process to ensure assessments have been carried out according to the parameters of the assessment charter and in accordance with procedures laid out by the Association.
- Assessment decisions may be randomly sampled for moderation by the ITRA board and/or the respective discipline working group.

Assessment Records

- Assessment documents shall be completed by the assessor and submitted to the Association within 7 days of the assessment.
- Assessment evidence must be maintained for audit and review for 12 months. Evidence used in an assessment decision includes but is not limited to participant agreements, consent documents, risk disclosures, incident reports, checklists, theory assessments, and other approved assessment instruments.

- It is recommended that video and/or photographic evidence is taken with consent during assessment.
- Assessment evidence material must be provided to the association within 14 days of a request for review.

Assessment Models

The preferred assessment models are Independent Assessment and Split Instruction And Assessment. Requirements for the use of the other models must be specified in the relevant discipline sub-charter or detailed in the PSCs.

When Independent Assessment or Split Instruction and Assessment cannot be used, the reason must be documented on the assessment form.

Independent Assessment

Independent assessment is performed with separate instructors and assessors. The assessor shall not have been involved with teaching any of the ITRA learning objectives to the student and have no conflicts of interest.

Split Instruction And Assessment

Split Instruction And Assessment involves instructors teaching courses concurrently but independently of each other.

- To conduct an assessment, instructors switch groups and assess the candidates they did not instruct.
- Learning objectives may be assessed as the course progresses or at the completion of the course instruction.
- Detailed tracking of learning objectives and assessments must take place to ensure independence is maintained.
- At no time may an instructor assess a candidate on a learning objective that they previously taught to the same candidate.

Team-Based Assessment (TBA) model

A team-based assessment may be used when a learning objective either cannot be performed alone or the skills are graded together with other candidates.

- Candidates will be assessed on the learning objectives as a group and all pass or fail collectively.
- Learning objectives that use a team-based assessment must be noted in the learning objective's PSCs.

Exceptional Circumstances

Additional assessment models can be used in the case of extenuating circumstances.

- A proposal must be submitted to the discipline working group for review at least 30 days prior to the assessment.
- The reason for the new alternative assessment model must be described in detail.
- The proposal will be reviewed by the discipline working group.
- The proposal with working group comments will then be forwarded to the ITRA board of directors for final review and disposition.