



ASPIRE RECOGNITION OF EXCELLENCE IN ASSESSMENT IN A MEDICAL, DENTAL, VETERINARY SCHOOL

APPLICATION FORM

This pdf version is provided for reference only. All applications must be submitted electronically via AMEE’s online submissions portal. Please contact our team on ASPIRE@amee.org if you require further information.

SECTION A	SUBMITTER INFORMATION
SECTION B	SUMMARY
SECTION C	RESPONSE RELATING TO CRITERIA
SECTION D	ADDITIONAL INFORMATION/SUPPORTING DOCUMENTATION
SECTION E	STUDENT PERSPECTIVE
SECTION F	CERTIFICATION

SECTION A

Name of University and School / Faculty: Click here to enter text.	
Address: Click here to enter text.	
Name of Submitters: 1 Click here to enter text. 2 Click here to enter text. 3 Click here to enter text.	Role in Institution: 1 Click here to enter text. 2 Click here to enter text. 3 Click here to enter text.
Contact person: Click here to enter text. Email address: Click here to enter text.	Tel: Click here to enter text. Fax: Click here to enter text.
Email address: Click here to enter text.	
First time application?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you applied for ASPIRE in other areas?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Key features of the school programme including date established, graduate or high school entry, programme length, curriculum type, distinctive features

(maximum 500 words)

[Click here to enter text.](#)

Accreditation status: date, duration, any conditions, accrediting agency. *A copy of the most recent accreditation letter must be appended.*

(maximum 200 words)

[Click here to enter text.](#)

REFERENCE ONLY

SECTION B

SUMMARY

- Please summarise the evidence and reasons why your school should be recognised as excellent with regard to assessment.
- Highlight how excellence is achieved in assessment using the criteria described in Section C.
- Refer to any innovative approaches adopted.
- Do not repeat the general information about the school provided in Section A.

(maximum 750 words)

[Click here to enter text.](#)

REFERENCE ONLY

SECTION C

RESPONSE RELATING TO CRITERIA

This is the main part of your submission.

- Please ensure that you address the various criteria listed. If some criteria do not apply to your programme, please indicate this but contact the Assessment panel chair for further advice.
- Try and avoid repetition and do not feel that you need to fill all available space.
- When you respond to the ASPIRE criteria, you must provide evidence of attaining the criteria and include specific examples to support your submission.
- Please quantify evidence, where possible using numbers or percentages, rather than using terms like 'many', 'a few' or 'several.'
- Refer to innovations, sustainability and, where appropriate, the uptake of your efforts by other health professions programmes.
- In the main text refer to evidence included as an appendix.
- If a link to a website is given, please indicate the specific document that is to be considered.
- For each piece of evidence included in the appendix to support your claim, attach a commentary in English (maximum 300 words) detailing how excellence is demonstrated. The evidence may be in a language other than English.
- All evidence including web links should be numbered and included in Section D of this form.

Please remember that we are looking to recognise and reward excellence and impact, and the evidence provided by you must be convincing.

1. CRITERION 1 - THE ASSESSMENT PROGRAMME SERVES AND SUPPORTS THE MISSION OF THE INSTITUTION AND THE GOAL OF MEDICAL, DENTAL AND VETERINARY EDUCATION GLOBALLY IN ENHANCING AND IMPROVING THE HEALTH OF BOTH POPULATIONS AND INDIVIDUALS.

Assessors seek evidence that:

- 1.1. The assessment programme does not exist in isolation and the institution should demonstrate how assessment fits into its overall context and vision alongside the other aspects of learning and teaching;
- 1.2. The assessment programme is tailored to the needs of the community/purpose the institution has identified in its mission;
- 1.3. The assessment is fit for purpose i.e. is there a clear purpose for the assessment programme and the delivery of the assessment programme supports this purpose.

Enter text in support of Criterion 1. Number the paragraphs corresponding to 1.1 to 1.3

(maximum 2000 words)

[Click here to enter text.](#)

REFERENCE ONLY

SECTION C (continued)...

2. CRITERION 2 – THE ASSESSMENT PROGRAMME SUPPORTS, ENHANCES AND CREATES LEARNING OPPORTUNITIES.

Assessors seek evidence of:

- 2.1. Strong alignment between the programme of assessment and the curriculum, curriculum delivery strategy, and educational philosophy of the institution;
- 2.2. The use of continuous formative assessment to foster learning both at the individual learner level and also at the level of faculty;
- 2.3. How performance in assessment is used to guide an individual's future learning i.e. what feedback and advice/support do learners receive;
- 2.4. How cohort performance data influence the curriculum content and development, and staff development;
- 2.5. Strategic use of timing and amount of assessment;
- 2.6. A process of remediation and support, which is individually designed for individuals who require it.

Enter text in support of Criterion 2. Number the paragraphs corresponding to 2.1 to 2.6

(maximum 2000 words)

Click here to enter text.

REFERENCE ONLY

SECTION C (continued)...

3. CRITERION 3 – THE ASSESSMENT PROGRAMME ENSURES THE COMPETENCE OF STUDENTS AS THEY PROGRESS.

Assessors seek evidence of:

- 3.1. Clear guidelines and processes detailing how assessment relates to student progression which are available and transparent to regulatory bodies, the institution's faculty, teachers, clinicians, employers, students, patients and carers;
- 3.2. Documentation demonstrating that the assessments are robust in their measurement of competence and that the assessment programme is comprehensive i.e. does it cover the range of competences required?
- 3.3. Clear rules and effective processes to address learner appeals against assessment outcomes.

Enter text in support of Criterion 3. Number the paragraphs corresponding to 3.1 to 3.3

(maximum 2000 words)

[Click here to enter text.](#)

REFERENCE ONLY

SECTION C continued

4. CRITERION 4 – THE ASSESSMENT PROGRAMME IS SUBJECT TO A RIGOROUS AND CONTINUOUS QUALITY CONTROL PROCESS.

Assessors seek a sound rationale and evidence of:

- 4.1. Assessments used representing good practice;
- 4.2. Robust and continuous internal evaluation for quality control;
- 4.3. A process of external review of the assessment programme;
- 4.4. The institution being receptive and responsive to constructive advice from external review;
- 4.5. A cohesive institutional programme to train faculty on assessment with regular planned opportunities for appropriate staff development;
- 4.6. Appropriate and available assessment expertise within the institution.

Enter text in support of Criterion 4. Number the paragraphs corresponding to 4.1 to 4.6 (maximum 2000 words)
[Click here to enter text.](#)

REFERENCE ONLY

SECTION C continued

5. CRITERIA 5 – THE ASSESSMENT PROGRAMME DEMONSTRATES A COMMITMENT TO CONTINUOUS SCHOLARSHIP AND INNOVATION.

Assessors seek evidence of:

- 5.1. Innovation in assessments and evaluation of how these innovations improved the assessment process;
- 5.2. Scholarly activity including dissemination of innovation to demonstrate a sustained commitment to improving assessment at local and/or national and/or international levels.

Enter text in support of Criterion 5. Number the paragraphs corresponding to 5.1 to 5.2

(maximum 500 words)

[Click here to enter text.](#)

REFERENCE ONLY

SECTION D

ADDITIONAL INFORMATION/SUPPORTING DOCUMENTATION (OPTIONAL)

You may wish to attach additional information relating to the submission or support for the submission from a range of stakeholders, for example, health authorities, those concerned with post-graduate education or the local community.

Appendix 1 should be the accreditation letter.

Appendix 2 can be an acknowledgement and list of all who contributed to the preparation of the submission.

Other appendices provided as evidence may be submitted in a language other than English.

Each appendix, with evidence to support the submission, must be accompanied by a commentary in English (max 300 words) that summarises the content of the material provided and how it contributes as evidence to support the case for excellence in student engagement.

Where confidential material, for example, relating to finances is included in an appendix, this should be clearly stated at the top of the appendix and noted in the letter accompanying the submission.

List here the title(s) of appendices attached and number each appendix

Click here to enter text.

REFERENCE ONLY

SECTION E

STUDENT PERSPECTIVE

As part of the ASPIRE submission process it is a requirement that you show the final version of your application to representatives of students in your institution and seek from them a statement that provides their perspective. The school can have sight of the student report and refer to it in their submission but not alter or influence it.

Please ensure that students are aware this document is being produced and that the student response reflects a representative range of students.

Student Report

Number of students who have viewed the school submission: [Click here to enter text.](#)

Does the school's submission accurately reflect the student experience in your school?

Yes in full

Yes in part

No

Please comment on your school's submission and highlight any aspects you consider to be particularly strong and, where applicable, those areas where your experience differs from that outlined.

Enter text from student representatives

(maximum 600 words)

[Click here to enter text.](#)

REFERENCE ONLY

Mechanism for producing the student report, including who had final approval of the report:

Click here to enter text.

Signature(s) of Student(s):

Name(s): Click here to enter text.

Official status of student(s): Click here to enter text.

REFERENCE ONLY

SECTION F

CERTIFICATION

<p>Certification by Submitter:</p> <p><i>I confirm that the information contained in this application is an accurate reflection of the Assessment process (enter name of School)</i> Click here to enter text.</p>
<p>Signed:</p>
<p>Name of Submitter: Click here to enter text.</p>
<p>Role in Institution: Click here to enter text.</p>

<p>Certification by Dean:</p> <p><i>I hereby give permission for this ASPIRE application and confirm that the information contained is an accurate reflection of the Assessment process in our School</i></p>
<p>Signed:</p>
<p>Name: Click here to enter text.</p>
<p>Title: Click here to enter text.</p>

Please return completed form to aspire@amee.org

AMEE – The International Association for Health Professions Education
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