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Assessment
Framework
Document

BEYOND
CONFLICT

Candidates Name:

Candidates Details

Mediators Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Application Details

Date Applied to QAP: _____

Submission Reviewed & Approved by: 1. _____

2. _____

Date Application Approved: _____

Assessment Details

Date Written Assessment Due: _____

Date of Test, Skills Assessment & Interview : _____

Assessors Details

Written Work Assessed By: _____

Written Work Grade Verified By: _____

Assessment Day Primary Assessor: _____

Assessment Day Verification Assessor: _____

NOTES:

Assignment Title: _____

Word Count: _____

Format Received In: _____

Key:

- 0 = Missing
- 1 = Inadequate
- 2 = Acceptable
- 3 = Good
- 4 = Excellent

Marking Criteria

Criteria Description	Marks					Remarks
	0	1	2	3	4	
Demonstrated understanding of the underpinning theories in mediation by referring to these and discussing their appropriate application in a given specific context						
Demonstrated a good understanding of the process of mediation, outlining the model and style used in practice and linking it back to theory						
Comprehensively described personal learning and development and explained how this learning was informing practice						
Demonstrated in-depth analysis of own strengths and weaknesses						
Shows that a plan for future development has been identified and implemented						
Document focused, clearly outlined and coherently structured						

Candidates Declaration

I declare that the written assignment, which I have submitted for assessment, is entirely my own work and has not been taken from the work of others, save and to the extent that such work has been cited and acknowledged within the text of my work. I understand that plagiarism, collusion, and copying are serious offences and accept the penalties that would be imposed should I engage in plagiarism, collusion or copying. I have read and understood the assignment brief set out in the QAP documentation pack issued to me. Direct quotations from books, journal articles, internet sources, module text, or any other source whatsoever are acknowledged and the sources cited are identified in the assignment references.

Signed: _____ Date: _____
Candidates Signature

Assessors Declaration

This candidate has been assessed in line with my professional integrity and in accordance with the 'Beyond Conflict Code of Conduct'. I declare that I have assessed this work in line with the 'Beyond Conflict Equality & Diversity Policy' (independent of personal preference to a specific mediation style, training, or the training organisation the candidate is affiliated with, professional affiliations, religion, gender, race, sexual orientation, or other personal characterisations). I declare that all marks were placed independently and to the best of my ability. I also declare that I will keep any and all information gathered from this documentation private and confidential.

Signed: _____ Date: _____
Primary Assessors Signature

Signed: _____ Date: _____
Verification Assessors Signature

Written Assignment Grades

Total marks achieved: ____ out of a possible 24

Minimum pass mark: 19 marks

Key:

0 – 18 marks = Fail

19 – 21 marks = Pass

22 – 24 marks = Distinction

Written Test



Each candidate will be issued one of the six test sheets

Test Sheet Number: _____

Question	Marks	* / ✓
1	2	
2	2	
3	2	
4	2	
5	2	

Test Grades

Total marks achieved: _____
out of a possible 30

Minimum pass mark: 24 marks

Key for Q 6-10:

0 = Missing

1 = Inadequate

2 = Acceptable

3 = Good

4 = Excellent

Key for grade results:

0 – 23 marks = Fail

24 – 27 marks = Pass

28 – 30 marks = Distinction

Question	Marks					Remarks
	0	1	2	3	4	
6						
7						
8						
9						
10						

Marking Sheet A

Criteria Description	Marks					Remarks
	0	1	2	3	4	
Process						
Environment & Intro... Room setup, meeting and seating, introduction covers the needs of the process and dispute, explanation of the process and roles, expectation management						
Keeping the parties forward moving... Mediator motivates the parties to engage & give controlled input, set the tone for the mediation effectively						
Structure... Manages the process effectively						
Communication... Dealing with emotion, dealing with interruptions, guarding uninterrupted time, balancing a power imbalance, equal attention, keeping focus on the issues						
Framing... Ability to identify & focus on issues, ability to connect the disputants, identify positions / underlying interests / needs, identify joint interests, framing issues to aid discussion						
Options & Solutions... Brainstorming, several options discussed, all parties involved in developing options, time given to make decisions						

Marking Sheet B

Criteria Description	Marks					Remarks
	0	1	2	3	4	
Process						
Agreement... Sustainability investigated, discussion of possible derailers, agreement on any public information arising from the mediation, If a written agreement— must be documented in an appropriate way						
Skills						
Listening... Good listening skills displayed						
Questions... Good use of open, probing, triad, linear questions						
Summarising... Appropriate, realistic, positive, forward moving, ownership stays with parties						
Clarifying... Checks for accurate understanding, listens for gaps / hesitations / rushes, seeks to remove ambiguity						
Reframing... Shows ability to reframe appropriately, keeps ownership with the parties of reframed statements						
Professionalism... Balanced, rapport with parties, trust, empathic, relaxed						
Professional Ethics... Impartial, non-judgemental, professional distance						

Candidates Declaration

I declare that this skills demonstration and its subsequent video recording has been carried out in line with my professional integrity. I have received a copy of the 'Beyond Conflict Code of Conduct' and have acted in line with its requirements. I confirm that I had no prior meeting to confer with the disputant parties regarding this role play assessment. They did not prepare or rehearse this case with me. I also acknowledge that the parties playing disputants in the role play had 25 minutes to prepare their specific brief. I understand that this role play will be recorded for verification purposes by Beyond Conflict and may be viewed in an IMI audit. I understand that should Beyond Conflict discover that I acted against this declaration, any awarded IMI certification will be revoked.

Signed: _____
Candidates Signature

Date: _____

Name: _____
Print Name

Signed: _____
Party A

Date: _____

Name: _____
Print Name

Signed: _____
Party B

Date: _____

Name: _____
Print Name

Skills Demo Grade

Total marks achieved: _____ out of a possible 56

Minimum pass mark: 45 marks

Key:

0 – 18 marks = Fail

45 – 50 marks = Pass

51 – 56 marks = Distinction

Marking Sheet

Criteria Description	Marks					Remarks
	0	1	2	3	4	
Candidates self assessments in line with that of the assessors						
Candidate has good ability to see own strengths and weaknesses						
Professional attitude displayed during the interview						
Comprehensively described personal learning and development and explained how this learning was informing practice						
Critical analysis and evaluation of own personal style in mediating conflict						

Assessors Notes:

Interview Grade

Total marks achieved: _____ out of a possible 20

Minimum pass mark: 16 marks

Key:

0 – 15 marks = Fail

16 – 18 marks = Pass

19 – 20 marks = Distinction

Assessors Declaration

This candidate has been assessed in line with my professional integrity and in accordance with the 'Beyond Conflict Code of Conduct'. I declare that I have assessed this skills Demonstration & Interview in line with the 'Beyond Conflict Equality & Diversity Policy' (independent of personal preference to a specific mediation style, training, or the training organisation the candidate is affiliated with, professional affiliations, religion, gender, race, sexual orientation, or other personal characterisations). I declare that all marks were placed independently and to the best of my ability. I also declare that I will keep any and all information gathered from this documentation private and confidential.

Signed: _____ Date: _____

Primary Assessors Signature

Signed: _____ Date: _____

Verification Assessors Signature

Criteria	Min. Pass Marks	Marks Received	Result %	P / F / D
Written Work	19			
Test	24			
Skills Demonstration	45			
Interview	16			
TOTALS	104			

Date Grades Issued to Candidate: _____

Date Entered onto IMI System: _____

• Entered By: _____

Date Certification Awarded: _____

80%

Min. Pass

Key:

0 – 103 marks = Fail

104 – 116 marks = Pass

117 – 130 marks = Distinction