

# BEST PRACTICE NOTE

<b>Observed Run Sheet Scoring</b>		
<b>Version - 2</b> <b>Issue Date: -</b> January 2018	<b>Issued To: -</b> All Committee Members All National, Local, Qualified and Trainee Observers	<b>Issued By :-</b> David Rushfirth

## 1. The Issue

The IAM RoadSmart scoring system does not provide a sufficient view of the progress an Associate makes and therefore falls short of giving the Associate the inspiration they need. Using this system, many Associates would be given a score of 3 for most of the elements until the final few runs.

A meeting of MYAM Observers on 22nd June 2016 identified the use of a 1-3 scoring system on the latest IAM RoadSmart run sheets as an inadequate way to reflect associate progress through the training period. The meeting agreed that a 1-5 scoring system would be preferable.

Since that time MYAM has been challenged by IAM RoadSmart regarding this preferred 1-5 system advising that it does not comply with the standard set by the IMI and therefore also by IAM RoadSmart.

The issue has been discussed with IAM RoadSmart who have suggested that if any further scoring is required at group level it can be included in the Observer Comments box against each element.

This Best Practice Note has therefore been updated to reflect the necessary change in requirement, returning to the IAM RoadSmart scoring system whilst introducing a suitable method of recording the development of the Associates prior to reaching test standard.

## 2. IAM RoadSmart Scoring

Observers will complete the IAM RoadSmart Run Sheet using scores of 1 to 3 as shown on the top of the sheet. The lack of guidance on the meaning of these scores on either the Run Sheet or the Course Guides could lead to inconsistencies. The following provides such guidance.

### **1 = Commended.**

The element being scored is being demonstrated by the Associate at a consistently high level, without being prompted by the Observer and may be indicative of

contributing to a F1RST level pass. Use this score with caution as it could set an expectation that the Associate fails to meet on test, leading to disappointment.

## **2 = Satisfactory.**

The element being scored is generally being demonstrated consistently at an acceptable level and may be indicative of a test pass. Add comments where any further development considered by the Observer as being achievable, should there be an aspiration to aim for a test pass with a F1RST. All 2's on the run sheet would indicate an Associate is test ready.

## **3 = Requires Development.**

The element being scored is not meeting the required level necessary for a test pass. Add a further score in accordance with the MYAM development scoring requirements in the comments box to record the development stage achieved.

### **3. MYAM Development Scoring**

Using the previous MYAM scoring system as a basis a further development record can be added to the run sheet by MYAM Observers, which allows the early development of the Associate to be recorded, whilst still satisfying the IMI and IAM RoadSmart scoring requirements.

While a score of "3" is being recorded in the Run column a further development score should be added to the Observer Comments column to indicate the progress being made by the Associate. The last page of this Best Practice note details the recommended method of recording a score thereby tracking the development of the Associate in a consistent way.

By following this method of scoring much of the writing the Observer needs to do can be reduced significantly so can benefit those Observers who tend to avoid writing comments against each element on the run sheet. Further comments may be added to show where improvements need to be made, avoiding words such as 'Poor' and 'Unsatisfactory', which could demoralise the Associate.

The MYAM scoring explanation has been separated onto a single sheet at the back of this Best Practice Note, which allows the page to be printed and inserted into the Associates course guide for their reference. It can also be inserted into the Observers copy of the guide.

## Observed Run Sheet MYAM Scoring

The following scores are used by MYAM in the Observer Comments area against the individual elements on the IAM RoadSmart run sheets. This is used to record development during the course where a score of 3 appears in the run column.

Use this guide as a cross reference so that the scores set by the Observer are understood and can be acted upon.

### **A = Close to test standard**

The element is understood by the Associate and normally delivered to an acceptable level but with occasional lapses and errors that could lead to the Associate not being recommended for IAMR membership at the conclusion of a test.

### **B = Further practice required**

The element generally understood by the Associate but is not yet delivering it in a consistent way without being guided by the Observer. Good progress towards that is being made with further practice by the Associate being necessary.

### **C = Element not yet understood**

The element has been explained by the Observer but the Associate has not yet shown that it has been understood. The Associate needs to study the relevant section of the course guide, watch any video based material as directed by the Observer and put into practice what has been learnt.

### **D = Element not started**

The element has yet to be explained by the Observer. The Associate would generally be in the early stages of training therefore not expected to demonstrate the necessary skill required. The Associate could however read the course guide to make themselves aware of what is coming as part of the course.