

Assessment Blueprint

Trade Allocation & Position Transfer (Portfolio Sample)

Purpose

Define what is assessed, where it is assessed in the module, and what “good” looks like for passing and feedback.

Passing rule

- Knowledge Check: 5 items, 10 points each (50 points total). Passing score: 80% (40/50).
- Scenario Decisions: formative practice (not scored for pass/fail). Learners receive immediate feedback and can retry.

Objectives: Evidence Map

Objective	Where assessed	Evidence of success	Feedback / reinforcement
Validate authorization + key fields before action	Scenario Decision 1; KC Q1	Selects “validate authorization and key fields first”	If missed: coaching message reinforces “urgency isn’t a control” + direct to Job Aid
Apply exception control steps in order (Pause > Validate > Route > Document > Notify)	Scenario Decision 2; KC Q2	Correctly sequences the 5 steps	If missed: show correct sequence + quick reminder of what each step does
Identify exception vs normal handling	Scenario Decision 3; KC Q3; KC Q4	Chooses “failed required validation” as the trigger; correctly categorizes examples	If missed: clarify that “near cutoff/urgent” alone ≠ exception; route failures through control steps
Write an audit-trail note that is factual and complete	KC Q5; Live VILT practice (chat note exercise)	Includes: what happened, impact, actions, who/when notified (timestamps), reference/ticket ID	If missed: provide a short “audit note template” + point to Job Aid / examples

Item-level review (how the data is used)

- Review most-missed KC items to identify concepts needing clearer teaching or additional examples.
- Update the relevant slide(s) and add short reinforcement (micro-content) where needed.