

Attainment worksheet

Decide the threshold, the scale and the target before the assessment is sat, and minute them.

Decisions taken in advance

Performance threshold		Minuted on	
Attainment scale	Level 3 at 70 percent or more meeting threshold, level 2 at 60 to 69, level 1 at 50 to 59, level 0 below 50	Target level	

Course outcome attainment

Course outcome	Assessment task	Number assessed	Number at or above threshold	Percentage	Level

Programme outcome attainment

Programme outcome	Contributing course outcome	Weight	Level	Weight x level
Total				
Weighted attainment = total divided by sum of weights			Target	

Five traps to declare or avoid

- Untagged items, so results cannot be attributed to any outcome.
- Tiny samples reported as a programme number without the number assessed.
- A threshold moved after the results were seen.
- Double counting, one station deciding three outcome numbers.
- Survey substitution, an indirect rating reported as attainment.

Based on the ERAS Africa Outcome Based Education course, 2026, the EAA training manuals on competency based curriculum implementation and education quality assurance, the ETA Implementation Guideline for Accreditation of Medical and Health Science Programs (January 2022) and the WFME global standards. Free to copy and adapt with attribution.