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| Title | **Assess candidate performance using supplied assessment guides** | | |
| Level | **4** | **Credits** | **4** |

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| Purpose | This competency standard covers the skills and knowledge required to plan for and conduct assessment, complete assessment administration, and provide feedback to candidates.  Best practice assessment occurs when the assessor focuses on outcomes and gives due consideration to all evidence requirements within the competency standard. It will occur when the assessor judges, the candidate has provided sufficient evidence that the outcomes, identified in the outcome statements, have been met. |

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| Classification ISCED | 0115 Assessor training |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

| **Competency Unit** | **Performance Criteria** | **Knowledge** |
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| **D1.** Prepare for assessment | **Assessor will be able to**:   1. Select assessment materials in consultation with all relevant stakeholders 2. Identify and meet pre-assessment moderation requirements 3. Inform all relevant stakeholders of the assessment arrangements and obtain agreement 4. Prepare the assessment environment and/or context | Assessor will know and understand:   1. Assessment materials (assessment tasks or activities, assessment schedules, assessor briefs, evidence guides, common assessment tasks (CATs), checklists, marking guides, etc) Stakeholders (may include: other teachers, colleagues, other assessor, candidates) 2. Pre-assessment moderation requirements 3. Assessment arrangements (sequence of events, location, time, etc) 4. Preparations required for assessment environment (sufficient tools, materials, consumables, machinery, and work area required for each candidate to undertake assessment tasks within allotted timeframe) and or context (candidate’s special needs, health and safety considerations, assessment conditions, etc) |
| **D2.** Conduct assessment | **Assessor will be able to**:   1. Conduct the assessment according to the agreed assessment plan, standard operating procedures and the assessment material requirements 2. Use appropriate language according to the target audience and level of the competency standard 3. Assess whether the candidate evidence is valid, authentic, current and sufficient 4. Ensure decisions are consistent with the evidence and the assessment guide | Assessor will know and understand:   1. Requirements for conduct of assessment 2. Appropriate language for target audience and level of competency standard 3. Evidence requirements for validity, authenticity, currency and sufficiency 4. Decision-making consistent with evidence and assessment guide |
| **D3.** Provide feedback to candidates | **Assessor will be able to**:   1. Give feedback to candidate that is timely, direct and confined to the strengths and weaknesses of the performance 2. Record feedback in form provided for that purpose | Assessor will know and understand:   1. Methods for providing feedback to candidates on their performance in accordance with principles of assessment 2. Recording feedback and forms for purpose |
| **D4.** Complete assessment administration | **Assessor will be able to**:   1. Record assessment results in accordance with Awarding Body and Assessment Centre’s requirements for accuracy and timeliness 2. Meet all post- assessment moderation requirements, if any. | Assessor will know and understand:   1. Awarding Body and Assessment Centre’s requirements for recording assessment results 2. Post-assessment requirements for moderation |