

Assessment Guide

Domain Assessment of Learning

Unit 4098 V8 Use standards to assess candidate performance Level 4 Credits 6

Entry information

There are no pre-requisite requirements for this unit.

Candidate to complete

Name	Company
NSI No.	Email/phone

Pre-assessment confirmation

I, the **candidate**,

- Understand the assessment process and assessment requirements for this unit.
- Understand the appeals and resubmission processes.
- Believe I have the skills and knowledge to successfully complete the assessment requirements.

Assessor to complete

Name	Company
Email/phone	

Pre-assessment confirmation

- I, the **assessor**, can confirm the candidate has achieved any pre-requisite requirements.

Assessment result

<input type="checkbox"/> I, the assessor , confirm the candidate has achieved this unit standard.	Stamp
Signature	

Resubmission

Resubmission required? Yes No

Record resubmission details:

Post-assessment feedback

Assessor judgement

I, the **assessor**, have reviewed the candidate's evidence for Unit Standard 4098 v8 and judge that it is sufficient and authentic.

I confirm the candidate can competently:

- Prepare for and conduct assessments.
- Complete assessment administration.

Candidate response

I, the **candidate**: Agree with the assessment result. Wish to appeal.

Signature

Date

Candidate instructions

You will need to be able to show your ability to:

- » Prepare for and conduct assessments
- » Complete assessment administration
- » Review the assessment practice.

Important information

- » Carefully read through this Assessment Guide so you know exactly what is expected.
- » All evidence you provide for this assessment must be your own work.
- » Clearly name and label all attached evidence.
- » You will need to choose a suitable observer from your workplace to verify your work.
- » See the Appendix at the back of this assessment for further information.

What you need to do		Completed
Task sheets	You must complete two task sheets by carrying out two assessments. For each you will need to: <ul style="list-style-type: none">» Prepare for and conduct the assessment in consultation with stakeholders.» Collect sufficient evidence to support your decision of “Achieved”.» Complete assessment administration.» Review and reflect on your assessment practice.» Answer questions about your preparation.» Complete your self-review.» Collect trainee feedback and attach to the assessment documentation.	<input type="checkbox"/>
Trainee feedback	Ask your trainee to complete the feedback form which is at the back of this assessment. This will need to be done by both trainees if the assessments are done by two people.	<input type="checkbox"/>

You can also attach additional material which shows you have the required skills and knowledge, for example, checklists, work samples, photos, screenshots, videos.

Task sheet 1 – Assess trainee 1

You will need to plan and carry out an assessment with your trainee.

To do this, you will need to:

- » Prepare for the assessment including working with stakeholders and ensuring conditions are right for the trainee.
- » Conduct the assessment.
- » Collect sufficient evidence.
- » Complete all paperwork.
- » Review your process.
- » Complete Part A of the task sheet, and answer questions about what you did. Your observer will need to complete Part B.
- » Attach:
 - The assessment completed by the trainee which you have assessed.
 - The model answers for the unit standard which was assessed.
 - The trainee feedback form (appendix).

You may be asked additional questions to check your knowledge and understanding and may need to demonstrate your skills and/or carry out tasks more than once.

Note to the observer

- » Complete Part B of the task sheet. By completing this checklist, you are confirming that the candidate has completed the tasks and/or demonstrated the skills.
- » Where prompted, please provide specific and detailed comments.
- » Check the candidate has completed Part A and has attached any required evidence.

Part A: Candidate to complete this section											
Your name											
Workplace											
Date trainee is assessed		Date this task sheet is completed									
1. Trainee's name											
2. Trainee's employer											
3. Unit standard being assessed – number, title and version											
4. Unit standard level		Unit standard credits									
5. Attach evidence	<input type="checkbox"/> Trainee's assessment <input type="checkbox"/> Model answers <input type="checkbox"/> Trainee feedback form (appendix) <input type="checkbox"/> Other:										
Prepare for assessment			<input checked="" type="checkbox"/>								
1. I selected assessment materials and discussed with stakeholders (see definition on page 3), including:			<input type="checkbox"/>								
<table border="1"> <thead> <tr> <th>Stakeholder's position</th> <th>Stakeholder's name</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>				Stakeholder's position	Stakeholder's name						
Stakeholder's position	Stakeholder's name										
2. I highlighted the pre-moderation statement in the footer of the assessment to show I had checked that moderation had been done.			<input type="checkbox"/>								

3. I informed stakeholders (listed in question 1) of the following assessment arrangements: □

Arrangements	Give details
Sequence of events	
Assessment methodology	<input type="checkbox"/> Practical/observation <input type="checkbox"/> Written/oral questions
Reassessment arrangements	
Appeal procedure	
Location	
Time	

4. I prepared the environment and/or context for the assessment taking into consideration (tick what is applicable):

Considerations	
Trainee's special needs Explain:	<input type="checkbox"/>
Health and safety considerations Explain:	<input type="checkbox"/>
Assessment conditions Explain:	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>

Assessment review

5. On completion of the assessment, and considering stakeholder feedback, describe what went well.



6. Reflecting on the assessment, what would you do differently next time?



Part B: Observer to complete this section

Your name

Workplace

Date of observation/assessment

Qualifications

- Unit Standard 4098
- Unit Standard 30421
- New Zealand Certificate in Assessment Practice (Level 4) [2752]
- None of the above

Please attach evidence of qualifications if applicable.

Experience

- Subject matter expert in assessment
- Context specific subject matter expert with experience in assessment
- Supervisor or manager with experience in assessment

More information:

I confirm the candidate:



1. Used assessment materials that matched those discussed with stakeholders.



2. Made assessment arrangements through engagement with and agreement of all stakeholders.



3. Made assessment judgements based on evidence which is:



Valid

Authentic

Current

Sufficient

Consistent

Please record details:

4. Provided feedback to trainee which was:

Timely

Direct

Confined to strengths and weaknesses

Requirements for further evidence (if applicable)

Please record details:

5. Assessments results are recorded in accordance with stakeholder requirements.

6. Post moderation requirements are described and met.

Please record key points from candidate's response:

7. The review of practice includes identification of possible areas for future refinement:

Feedback from stakeholders

Self-review

Please record details:

Please provide specific comments on the candidate's ability to assess.

--	--	--	--

Observer name and title		Signature	
Phone/email		Date	

You have reached the end of task sheet 1 of 2.

Task sheet 2 – Assess trainee 2

Note: You can assess one trainee for both unit standards.

You will need to plan and carry out an assessment with your trainee.

You will need to:

- » Prepare for the assessment including working with stakeholders and ensuring conditions are right for the trainee.
- » Conduct the assessment.
- » Collect sufficient evidence.
- » Complete all paperwork.
- » Review your process.
- » Complete Part A of the task sheet, and answer questions about what you did. Your observer will need to complete Part B.
- » Attach:
 - The assessment completed by the trainee.
 - The model answers for the unit standard which was assessed.
 - The trainee feedback form (appendix).

You may be asked additional questions to check your knowledge and understanding and may need to demonstrate your skills and/or carry out tasks more than once.

Note to the observer

- » Complete Part B of the task sheet. By completing this checklist, you are confirming that the candidate has completed the tasks and/or demonstrated the skills.
- » Where prompted, please provide specific and detailed comments.
- » Check the candidate has completed Part A and has attached any required evidence.

Part A: Candidate to complete this section											
Your name											
Workplace											
Date trainee is assessed		Date this task sheet is completed									
1. Trainee's name											
2. Trainee's employer											
3. Unit standard number being assessed – number, title and version											
4. Unit standard number being assessed level		Unit standard number being assessed credits									
5. Attach evidence	<input type="checkbox"/> Trainee's assessment <input type="checkbox"/> Model answers <input type="checkbox"/> Trainee feedback form (appendix) <input type="checkbox"/> Other:										
Prepare for assessment			<input checked="" type="checkbox"/>								
1.	I selected assessment materials and discussed with stakeholders (see definition on page 3), including:		<input type="checkbox"/>								
	<table border="1"> <thead> <tr> <th>Stakeholder's position</th> <th>Stakeholder's name</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>			Stakeholder's position	Stakeholder's name						
Stakeholder's position	Stakeholder's name										
2.	I highlighted the pre-moderation statement in the footer of the assessment to show I had checked that moderation had been done.		<input type="checkbox"/>								

3. I informed stakeholders (listed in question 1) of the following assessment arrangements:



Arrangements	Give details
Sequence of events	
Assessment methodology	<input type="checkbox"/> Practical/observation <input type="checkbox"/> Written/oral questions
Reassessment arrangements	
Appeal procedure	
Location	
Time	

4. I prepared the environment and/or context for the assessment taking into consideration (tick what is applicable):

Considerations	
Trainee's special needs Explain:	<input type="checkbox"/>
Health and safety considerations Explain:	<input type="checkbox"/>
Assessment conditions Explain:	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>

Assessment review



5. On completion of the assessment, and considering stakeholder feedback, describe what went well.



6. Reflecting on the assessment, what would you do differently next time?



Part B: Observer to complete this section	
Your name	
Workplace	
Date of observation/assessment	
Qualifications	<input type="checkbox"/> Unit Standard 4098 <input type="checkbox"/> Unit Standard 30421 <input type="checkbox"/> New Zealand Certificate in Assessment Practice (Level 4) [2752] <input type="checkbox"/> None of the above Please attach evidence of qualifications if applicable.
Experience	<input type="checkbox"/> Subject matter expert in assessment <input type="checkbox"/> Context specific subject matter expert with experience in assessment <input type="checkbox"/> Supervisor or manager with experience in assessment More information:
I confirm the candidate: <input checked="" type="checkbox"/>	
1. Used assessment materials that matched those discussed with stakeholders.	<input type="checkbox"/>
2. Made assessment arrangements consistent with agreed to arrangements with stakeholders.	<input type="checkbox"/>
3. Made assessment judgements based on evidence which is:	<input type="checkbox"/>
<input type="checkbox"/> Valid <input type="checkbox"/> Authentic <input type="checkbox"/> Current <input type="checkbox"/> Sufficient <input type="checkbox"/> Consistent	
Please record details:	

4. Provided feedback to trainee which is:

Timely

Direct

Confined to strengths and weaknesses

Requirements for further evidence (if applicable)

Please record details:

5. Assessments results are recorded in accordance with stakeholder requirements.

6. Post moderation requirements are described and met.

Please record key points from candidate's response:

7. The review of practice includes identification of possible areas for future refinement:

Feedback from stakeholders

Self-review

Please record details:

Please provide specific comments on the candidate's ability to assess.

--	--	--	--

Observer name and title		Signature	
Phone/email		Date	

You have reached the end of task sheet 2 of 2.

Appendix

Trainee feedback

If more than one trainee is assessed, then another copy should be made so it can be completed by both trainees.

Part C: Trainee to complete this section	
Your name	
Workplace	
Date of assessment	
1. Did you feel prepared before you did your assessment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Did you understand the following? (tick what applies):	<input type="checkbox"/> What would happen during the assessment? <input type="checkbox"/> When the assessment would be? <input type="checkbox"/> What type of assessment it was (observation or questions)? <input type="checkbox"/> What would happen if you needed to be reassessed? <input type="checkbox"/> How to make an appeal? <input type="checkbox"/> Where the assessment would take place? <input type="checkbox"/> When the assessment would take place?
3. Did you get feedback from your assessor during or after the assessment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Was the feedback from your assessor useful?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Was there anything further you would have liked to have know about before or during the assessment?	

Unit standard information

Conditions

» Range

Evidence of a minimum of **two** assessments **using different standards** with a **minimum of four credits, or equivalent**, in total is required. Where assessors in an industry or sector usually assess single, larger standards, a single assessment of a standard with a minimum of 10 credits could be considered sufficient. Assessment of this single standard must use at least two different assessment methods.

- » It is essential that the assessments providing evidence for this unit standard are conducted in real situations that have not been artificially created for assessment purposes. Simulations should not be used for the assessment of standards unless their use is common practice for the type of standards being assessed, for example, Emergency Response.
- » All evidence submitted by the candidate must be verified by an observer.

The observer must either:

- Hold this standard, standard 30421, or the New Zealand Certificate in Assessment Practice (Level 4) [Ref: 2752]; or be able to demonstrate equivalent skills and knowledge in assessment; or
 - Be a subject matter expert in assessment; or
 - Be a context-specific subject matter expert with experience in assessment; or
 - Be a supervisor or manager with experience in assessment.
- » All activities must conform to the procedures and requirements of the relevant standard setting body or quality assurance body.

Definitions

Assessment materials may include but are not limited to – assessment tasks and/or activities, assessment schedules, assessor briefs, evidence guides, common assessment tasks.

Stakeholders includes candidate, assessor and observer. Other stakeholders may include, but are not limited to – employer, supervisor, trainer and standard setting body.

Standards are statements of performance with measurable outcomes. Standards may include but are not limited to – NZQF unit standards, other national standards, organisational standards, learning outcomes.

References

- » Assessment support material for an integrated assessment can be found at: <https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/assessment-of-standards/assessment-support-material/assessment-of-learning/>.