
Assessor best practice

Hand out the study guide prior to assessment to help the candidate prepare

Check any prerequisite requirements* before completing the assessment

Verify the candidate's abilities with the contractor or foreman prior to the assessment

Always use the most recent assessment and study guide documents – order new documents as required

Keep the assessment schedule on hand as an aid

Keep the training separate from the assessment

Rephrase questions as required

Use formative assessment where possible

Only assess to the level of the unit – check the level descriptors if unsure (become familiar with NZQA level descriptions)

* Competenz is unable to accept 'demonstration of equivalent skills and knowledge' to meet prerequisite requirements

Assessor process

1

Check assessor scope

Do not assess units out of scope – there will be no retrospective upgrades.

2

Ensure it's clear which unit is being assessed

Read the full title of the unit, unit number, unit version and unit level.

3

Discuss the appeal process with the candidates (NZQA requirement)

4

Check for literacy issues

Offer assistance to the candidate if required (oral assessment option).

5

Carry out a hazard ID with candidate

As appropriate for the unit being assessed (ie practical unit).

6

Collect evidence for every question or assessment task

This could be:

- » Written by the candidate in a supervised situation
 - » Written by assessor during an oral assessment
 - » Confirmed by the assessor where the candidate has filled out the assessment in an unsupervised situation. The assessor must confirm all questions have been answered by the candidate and that they can demonstrate understanding, through answering oral questions asked by the assessor.
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7

Inform candidate of results

If 'Not Yet Competent', explain why and what additional work or training is required. Where possible set a date for reassessment.

8

File assessment documents

Retain for a minimum of 12 months. However two years is recommended for moderation purposes.

9

Notify the national moderator

Prior to assessing another assessor for a unit standard. Failure to do so may result in future upgrading being denied.
