## **Observation of Assessor Performance**

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| --- | --- | --- | --- | --- | --- |
| Appointed IQA |  | | Assessor name |  | |
| Course/event number (if applicable) |  | Date |  | Venue |  |
| Task sampled |  | Learner name |  | | |

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| --- | --- | --- | --- | --- | --- |
| **Outcome: C = Competent, AP: Action point, BP: Best practice, NS: Not seen** | | | | | |
| **The assessor is able to:** | | **Outcome** | **Comments** | | | |
| **Plan for assessment** | |  |  | | | |
| Select and use assessment methods which address learner needs and meets assessment requirements | |  |  | | | |
| Prepare resources and conditions for the assessment ensuring health and safety in maintained | |  |  | | | |
| **Briefing of learner(s)** | |  |  | | | |
| Introduce themselves and explain their role as assessor | |  |  | | | |
| Create and maintain a safe and supportive assessment environment | |  |  | | | |
| Carry out a briefing, putting the learners at ease, describing the logistics and agreeing the assessment methods | |  |  | | | |
| Make reference to the complaints and appeals procedures | |  |  | | | |
| **Observation and analysis of assessment** | |  |  | | | |
| Observe and record what was seen against the criteria using agreed assessment methods | |  |  | | | |
| Make assessment decisions based on the criteria which are valid, reliable and fair | |  |  | | | |
| Apply requirements for equality and diversity and, where appropriate, bilingualism | |  |  | | | |
| **Questioning** | |  |  | | | |
| Involve the learner in the assessment process by use of self-evaluation | |  |  | | | |
| Interpret the content on the self evaluation form in conjunction with the learner | |  |  | | | |
| Use appropriate, open and relevant questions based on the criteria | |  |  | | | |
| Clarify and resolve inconsistencies in the evidence | |  |  | | | |
| **Decision and feedback** | |  |  | | | |
| Make assessment decisions relating to against specific criteria | |  |  | | | |
| Clearly confirm the outcome of the assessment to the learner | |  |  | | | |
| Provide feedback to the learner | |  |  | | | |
| **Action planning** | |  |  | | | |
| Involve the learning in developing their action plan, identifying future opportunities development | |  |  | | | |
| **Documentation** | |  |  | | | |
| Complete the appropriate documentation for recording assessment | |  |  | | | |
| Follow procedures to maintain the confidentiality of assessment information | |  |  | | | |
| **Final grade (1-4)** | |  | | | | |
| Assessor signature |  | | | Date |  | |
| IQA signature |  | | | Date |  | |