## **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 |  |