 ***Educate. Learn. Empower. Lead***

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| **Assessor Survey** | | | | | | |
| **Course:** | | | **Unit/s of Competency/s:** | | | |
| **Date:** | | | **Completed by:** | | | |
| ***Instructions for use***  *Within Moderation meetings or course review activities the ICAN Learn’s Training and assessment staff should answer the following questions and consider a review of their assessment where ‘No’ answers are registered. Completed Surveys should be uploaded to the ICAN Learn’s Quality Management System for further review.* | | | | | | |
| **Processes** | | | | | **Yes**  **√** | **No**  **√** |
| 1. Are the responsibilities of all staff and students involved in the assessment process clearly defined? i.e. WHS | | | | |  |  |
| 1. Are students provided with an opportunity to raise concerns or questions about the assessment process? | | | | |  |  |
| 1. Is prior advice of assessment events provided to all candidates? | | | | |  |  |
| 1. Does the RPL process capture the same or similar assessment requirements as the usual classroom assessment? | | | | |  |  |
| 1. Are all assessors qualified according to the Regulators requirements / ICAN Learn requirements? | | | | |  |  |
| **Methods and Tools** | | | | | **Yes**  **√** | **No**  **√** |
| 1. Does the relevant Training and Assessment Guide contain information concerning the unit of competency? | | | | |  |  |
| 1. Do the assessment methods and tools accurately encompass the guidelines of the units of competency? (i.e. Assessment conditions as outlined in Assessment guide) | | | | |  |  |
| 1. Have any [workplace simulations](#_Simulation_Checklist) been tested against the Dimensions of Competency? | | | | |  |  |
| 1. Are the needs of students with language, literacy and numeracy issues considered in the assessment process? | | | | |  |  |
| 1. Are the current versions of assessment tools being used verified by a system of version control? | | | | |  |  |
| 1. Are all the necessary resources required for assessment given a [prior check](#_BSBS_Quality_Assurance) for availability? | | | | |  |  |
| 1. Are current industry practises and contexts considered in the review of assessment methods and tools? | | | | |  |  |
| 1. Was compliance with the Units’ Evidence Guide maintained within any customisation or contextualisation of assessment that has taken place? | | | | |  |  |
| 1. Is the evidence gathered [reviewed](#_Assessment_Checklist_Tools_1) for validity, reliability, flexibility and fairness? | | | | |  |  |
| 1. Is the evidence gathered [reviewed](#_Rules_of_Evidence) for validity, currency, authenticity and sufficiency? | | | | |  |  |
| **Evidence and Judgements** | | | | | **Yes**  **√** | **No**  **√** |
| 1. Are all aspects of the unit of competency considered within the judgement of competency? | | | | |  |  |
| 1. Are reasonable adjustment measures applied with consideration for all aspects of the unit of competency? | | | | |  |  |
| 1. Have on the job assessors been given advice of any assessment adjustments? | | | | |  |  |
| 1. Are specific instructions provided for these on the job assessors? | | | | |  |  |
| 1. Are judgements based upon the ‘rule of sufficiency’? (Demonstration over a period of time in different contexts against the full range of performance criteria) | | | | |  |  |
| 1. Is advice of the complaints and appeals procedures provided to all candidates prior to the assessment event? | | | | |  |  |
| **Trainer & Assessor name** | **Date of moderation** | | | **Signed** | | |
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| **Comments:** | | | | | | |
| **Executive Officer Signature:** | | **Date of Review:** | | | | |
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