

TO Chief Executive Officers of Tertiary Educational Organisations
NZQA Liaison Officers

ATTENTION Adult Education Programme Managers
Heads of Adult Education and related departments

SUBJECT Registered assessors of 4098 Use standards to assess candidate
performance. Level 4 Credits 5 Version 3.

Background

The following guidelines have been designed to assist Tertiary Educational Organisations (TEOs) and registered assessors in preparing candidates for assessment against unit standard 4098.

The circular can be found online at www.nzqa.govt.nz/publications/circulars. Should you require further information or clarification please contact Tertiary Assessment and Moderation by telephoning 04 463 4214 or email tam@nzqa.govt.nz.

Linda Glogau
Manager
Tertiary Assessment and Moderation.

All enquiries to:

Tertiary Assessment and Moderation
NZQA
PO Box 160
Wellington

Telephone 04 463 4214

Fax 04 802 3114

Email tam@nzqa.govt.nz.

NATIONAL QUALIFICATIONS FRAMEWORK
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New Zealand Qualifications Authority

**Assessment Guidelines for Tertiary Education Organisations assessing against unit standard
4098 *Use standards to assess candidate performance. Level 4 Credits 5 Version 3***

General

- 1 These guidelines are adapted and updated from a similar statement sent to all Tertiary Education Organisations (TEOs) of this unit standard in July 1999. They are designed to assist TEOs and registered assessors preparing candidates for assessment against unit standard 4098 *Use standards to assess candidate performance*.
- 2 Unit standard 4098 is used by a wide range of TEOs working with candidates across industry, the public sector and the teaching profession. Because of this diversity, some TEOs have difficulty in identifying the nature of the evidence needed from candidates to meet the standard. This has, in some cases, lead to the inappropriate use of simulation in the assessment of this unit standard.

Assessment guidelines

- 3 Assessment activities for unit standard 4098 need to reflect the requirements in the special notes in the standard, the level of the standard (level 4) and the credit (level 5).
- 4 Assessors of unit standard 4098 are expected to apply judgement about the use of simulated or real situations, in accordance with best practice in the candidates' industry or profession.
- 5 It is not appropriate for candidates to carry out simulated assessments for the purposes of gaining unit standard 4098, if simulated assessment is not common practice in their industry or profession.
- 6 The assessment activities which candidates are using while being assessed against unit standard 4098 must relate to their industry or profession and be conducted on the job or in a real life environment. It is not appropriate for candidates to carry out assessments on each other in a 4098 training situation using standards unrelated to the subjects they would normally assess. For example; on-course assessment of a fellow 4098 training course participant against two generic low level unit standards in numeracy, simple communication skills or time management is not acceptable when the candidate normally assesses skills in hairdressing. 4098 candidates from the hairdressing industry should be assessed in their ability to carry out assessment activities for standards in hairdressing.