

Use standards to assess candidate performance

Level 4

Credits 6

Purpose People credited with this unit standard are able to: prepare for and conduct assessment; complete assessment administration; and review the assessment practice.

Subfield Generic Education and Training

Domain Assessment of Learning

Status Registered

Status date 12 December 2008

Date version published 12 December 2008

Planned review date 31 December 2013

Entry information Open.

Accreditation Evaluation of documentation and visit by NZQA and industry.

Standard setting body (SSB) NZQA National Qualifications Services

Accreditation and Moderation Action Plan (AMAP) reference 0045

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Special Notes

1 Definitions

Assessment materials may include but are not limited to – assessment tasks and/or activities, assessment schedules, assessor briefs, evidence guides, common assessment tasks.

Stakeholders includes candidate, assessor and observer. Other stakeholders may include, but are not limited to – employer, supervisor, trainer and standard setting body.

Standards are statements of performance with measurable outcomes. Standards may include but are not limited to – NQF unit standards, other national standards, organisational standards, learning outcomes.

- 2 It is recommended that assessment against this standard be done in conjunction with unit standard 11281, *Prepare candidate(s) for assessment against standards*, as the two standards assess complementary skills.

- 3 All activities must conform to the procedures and requirements of the relevant standard setting body or quality assurance body.
- 4 Evidence requirement for this standard is a minimum of two assessments using different standards with a minimum of 4 credits, or equivalent, in total. Where assessors in an industry or sector usually assess single, larger standards, a single assessment of a standard with a minimum of 10 credits could be considered sufficient. Assessment of this single standard must use at least two different assessment methods.
- 5 It is essential that the assessments providing evidence for this unit standard are real. Simulations should not be used for the assessment of unit standards unless their use is common practice for the type of unit standard being assessed eg Emergency response.
- 6 All assessments submitted by the candidate must include evidence of verification by an observer.
The observer must either;
 - hold unit standard 4098 or be able to demonstrate equivalent skills and knowledge in assessment.
 - or be a subject matter expert with experience in assessment.
 - or be a supervisor or manager with experience in assessment.

Elements and performance criteria

Element 1

Prepare for assessment.

Performance criteria

- 1.1 Assessment materials are selected in consultation with all relevant stakeholders.
- 1.2 Pre-assessment moderation requirements are identified and met.
- 1.3 All relevant stakeholders are informed of the assessment arrangements.

Range	may include but is not limited to – sequence of events, assessment methodology, reassessment, appeal procedure, location, time.
-------	---
- 1.4 The environment and/or context in which the assessment is to occur is prepared.

Range	may include but is not limited to – candidate special needs, health and safety considerations, assessment conditions.
-------	---

Element 2

Conduct assessment.

Performance criteria

- 2.1 Assessment matches the selected assessment materials and agreed assessment arrangements. Any modifications are agreed with relevant stakeholders.
- 2.2 Assessment judgements are based on evidence that is valid, authentic, current, and sufficient, and are consistent with judgements made on similar evidence.
- 2.3 Feedback is timely, direct, and is confined to strengths and weaknesses in performance and/or requirements for further evidence.

Element 3

Complete assessment administration.

Performance criteria

- 3.1 Assessment results are recorded in accordance with all relevant stakeholder requirements.
- 3.2 Post assessment moderation requirements are described and met.

Element 4

Review the assessment practice.

Performance criteria

- 4.1 Review of assessment practice includes identification of possible areas for future refinement.

Range feedback from stakeholders and self-review.

Please Note

Providers must be accredited by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact the NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.