

NZQA Assessment Support Material

Guidelines for Assessors and Candidates

Unit standard		4098			
Title	Use standards to assess candidate performance				
Level	4	Credits	6	Version	8

Introduction

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

The following guidelines support assessors to carry out valid and consistent assessment, and provide guidance to support candidates.

Assessors and candidates need to be very familiar with the outcomes being assessed by the unit standard. The outcomes, evidence requirements and explanatory notes contain information, definitions, and requirements that are crucial when interpreting the standard and assessing candidates against the standard.

AWARD OF CREDIT



This unit standard can be awarded with an Achieved grade only.

CONDITIONS OF ASSESSMENT



This assessment will take place over a timeframe set by the assessor.

Simulations should not be used by trainee assessors unless their use is common practice for the type of standard being assessed (e.g. Emergency response).

Context/setting

Evidence for this unit standard must be gathered in real situations that have not been artificially created for assessment purposes.

Minimum evidence requirements

To meet the requirements of the standard, the trainee assessor must carry out at least two assessments using different standards with a minimum of 4 credits, or equivalent, in total. If their industry or sector usually assesses single, larger standards, a single assessment of a standard with a minimum of 10 credits could be considered enough. Assessment of this single standard must use at least two different assessment methods.

Observer requirements

All assessments submitted by the trainee assessor must be verified by an observer. The observer must meet one of the following criteria:

- hold unit standard 4098, *Use standards to assess candidate performance*, unit standard 30421, *Carry out assessments against standards to make judgements of learner performance*, or the *New Zealand Certificate in Assessment Practice (Level 4)* [Ref:2752]; or be able to demonstrate equivalent skills and knowledge in assessment,
- be a subject matter expert in assessment,
- be a context-specific subject matter expert with experience in assessment,
- be a supervisor or manager with experience in assessment.

Definitions

Some of the terms used in the standard that the candidate needs to be familiar with include:

Assessment materials refers to documents like assessment tasks and/or activities, assessment schedules, assessor briefs, evidence guides, common assessment tasks (CATs), checklists, and marking guides.

Assessment methods refers to ways to assess, such as observation of natural events, simulations, skills tests, examination of products, processes for attestation, and written and/or oral assessments

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 against which assessment occurs. Standards may include but are not limited to – Directory of Assessment Standards (DAS) unit standards, organisational standards, and other learning outcomes.

Possible assessment tools

There are a range of possible assessment tools that could be used for assessing candidates against 4098. These may include:

- Attestation/verification
- Direct observation with assessor checklist
- Documentation (e.g. logbook, diary notes, electronic data capture)
- Examination of documentation
- Observation/attestation
- Practical assessment
- Professional conversation
- Questioning/discussion (which need to be captured in some form)
- Reflective log/comments
- Written/oral questioning with documented or recorded answers.

Evidence and Judgement Guidance

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Outcome Statement	Evidence for Achievement	Judgements for Achievement
<p>Outcome 1 Prepare for assessment.</p> <p>Performance criteria</p> <p>1.1 Assessment materials are selected in consultation with all relevant stakeholders.</p> <p>1.2 Pre-assessment moderation requirements are identified and met.</p> <p>1.3 All relevant stakeholders are informed of the assessment arrangements.</p> <p>Range: may include but is not limited to – sequence of events, assessment methodology, reassessment, appeal procedure, location, time.</p> <p>1.4 The environment and/or context in which the assessment is to occur is prepared.</p> <p>Range: may include but is not limited to – candidate special needs, health and safety considerations, assessment conditions.</p>	<p><i>Possible source of evidence:</i></p> <ul style="list-style-type: none"> • Assessment plan • Consultation evidence – verbal or written • Assessment materials • Current standard document • Observer notes/check lists • Feedback from learners being assessed • Consent and Moderation Requirements (CMRs) • Standard Setting Body (SSB) and/or organisation moderation policies and procedures. 	<p><i>Evidence confirms:</i></p> <ul style="list-style-type: none"> • Two assessments of two standards with a total minimum 4 credits or One assessment of a single standard with a minimum 10 credits, using two assessment methods. See Guidance Information (GI 3) • Assessment is real and that a simulation has not been used, unless simulation is common practice for the standard chosen. • Consultation took place with all relevant stakeholders and their views were considered. • Pre-assessment moderation requirements have been met. • Selected assessment materials are matched to current version of standard and any special requirements.

Outcome Statement	Evidence for Achievement	Judgements for Achievement
		<ul style="list-style-type: none"> • Arrangements were agreed with all relevant stakeholders. • Arrangements are verified by a qualified observer. Refer to GI 5 • Environment and/or context are safe and are matched to candidate and assessment requirements – e.g. any equipment available and working, special needs met.
<p>Outcome 2 Conduct assessment.</p> <p>Performance criteria</p> <p>2.1 Assessment matches the selected assessment materials and agreed assessment arrangements. Any modifications are agreed with relevant stakeholders.</p> <p>2.2 Assessment judgements are based on evidence that is valid, authentic, current, and sufficient, and are consistent with judgements made on similar evidence.</p> <p>2.3 Feedback is timely, direct, and is confined to strengths and weaknesses in performance and/or requirements for further evidence.</p>	<p><i>Possible source of evidence:</i></p> <ul style="list-style-type: none"> • Completed assessment materials • Observers comments • Candidate evidence e.g. products, audio/visual recordings etc • Live performances • Candidate feedback. 	<p><i>Evidence confirms:</i></p> <ul style="list-style-type: none"> • Assessment is real and conducted according to the assessment plan – any modifications are agreed with relevant stakeholders and noted. • Assessment decisions are consistent with the evidence provided, the assessment schedule, and judgements made on similar evidence. • Feedback is documented, timely, objective, direct and, confined to strengths and weakness of performance and/or any further evidence required. • Trainee assessor has accurately determined whether the candidate's evidence is valid, authentic, current and sufficient.

Outcome Statement	Evidence for Achievement	Judgements for Achievement
<p>Outcome 3 Complete assessment administration.</p> <p>Performance criteria</p> <p>3.1 Assessment results are recorded in accordance with all relevant stakeholder requirements.</p> <p>3.2 Post assessment moderation requirements are described and met.</p>	<p><i>Possible source of evidence:</i></p> <ul style="list-style-type: none"> • Result sheets • Description of post-assessment moderation • Observer verification. 	<p><i>Evidence confirms:</i></p> <ul style="list-style-type: none"> • Assessment results are recorded in accordance with organisational requirements. • Post-moderation requirements are described and met in accordance with organisation/SSB procedures. • The observer/attester confirms that results recording and/or post-moderation requirements are met.
<p>Outcome 4 Review the assessment practice.</p> <p>Performance criteria</p> <p>4.1 Review of assessment practice includes identification of possible areas for future refinement.</p> <p>Range: feedback from stakeholders, self-review.</p>	<p><i>Possible source of evidence:</i></p> <ul style="list-style-type: none"> • Review and feedback notes or documents. • Documented changes for future assessment documents or process 	<p><i>Evidence confirms:</i></p> <ul style="list-style-type: none"> • Trainee assessor's self-review and analysis of feedback from the candidate and observer identifies possible areas for improvement in practice, if required, or confirms good assessor practice.