

<b>Title</b>	<b>Use standards to assess candidate performance</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>6</b>

<b>Purpose</b>	People credited with this unit standard are able to: prepare for and conduct assessment; complete assessment administration; and review the assessment practice.
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<b>Classification</b>	Generic Education and Training > Assessment of Learning
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<b>Available grade</b>	Achieved
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### Guidance Information

#### 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.

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

#### 2 References

*Assessment guidance:* [Aromatawai and the Principles of Assessment](#).

*Assessment support material:* <https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/assessment-of-standards/assessment-support-material/assessment-of-learning/>.

#### 3 Evidence of a minimum of two assessments using different standards with a minimum of 4 credits, or equivalent, in total is required. 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.

#### 4 It is essential that the assessments providing evidence for this unit standard are conducted in situations that have not been artificially created for assessment purposes. Simulations should not be used for the assessment of standards unless their use is common practice for the type of standards being assessed e.g. Emergency Response.

- 5 All evidence submitted by the candidate must be verified by an observer. The observer must either;
- hold this standard, standard 30421, or the New Zealand Certificate in Assessment Practice (Level 4) [Ref: 2752]; or be able to demonstrate equivalent skills and knowledge in assessment;
  - or be a subject matter expert in assessment;
  - or be a context-specific subject matter expert with experience in assessment;
  - or be a supervisor or manager with experience in assessment.
- 6 All activities must conform to the procedures and requirements of the relevant standard setting body or quality assurance body.

## Outcomes and performance criteria

### Outcome 1

Prepare for assessment.

#### Performance criteria

1.1 Assessment materials are selected in consultation with 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.

### Outcome 2

Conduct assessment.

#### Performance criteria

2.1 The selected assessment materials and agreed assessment arrangements are included in the assessment. 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 given in a timely and direct manner, and is confined to strengths and weaknesses in performance and/or requirements for further evidence.

**Outcome 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.

**Outcome 4**

Review the assessment practice.

**Performance criteria**

- 4.1 Identification of possible areas for future refinement is included in the review of assessment practice.
- Range feedback from others involved and self-review.

<b>Planned review date</b>	31 December 2028
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	9 April 1995	31 December 2015
Review	2	20 August 1997	31 December 2015
Review	3	19 October 2000	31 December 2015
Revision	4	10 March 2005	31 December 2015
Review	5	12 December 2008	31 December 2025
Rollover and Revision	6	26 June 2013	31 December 2025
Rollover	7	28 September 2017	31 December 2025
Rollover and Revision	8	30 August 2018	31 December 2026
Rollover	9	27 October 2022	31 December 2026
Review	10	27 April 2023	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0045
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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**Comments on this unit standard**

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