

Integrated assessment of unit standards

11281

Prepare candidate(s) for assessment against standards

Version 4

Level 4

Credit 3

4098

Use standards to assess candidate performance

Version 5

Level 4

Credit 6

Notes for person preparing candidates for assessment and assessing candidates' performance against standards

The criteria of these standards may be met within the context of normal work, a training programme, or life setting.

Evidence for these standards must cover:

- Assessment of 2 candidates
- Each against a different standard (with a total of 4 credits for both standards)
- On different occasions

All assessments you submit must include verified evidence of your performance as an assessor by an observer. Your 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.

In preparing for assessment you must:

- Select two candidates for a minimum of two assessments using different standards with a minimum of 4 credits, or equivalent, in total.
- Consult with the candidates, your observer and anyone else involved in the assessment to plan the assessment and to select the assessment material.
- Determine appropriate assessment methodology(ies) to meet the context and level of the assessment.
- Match assessment materials to current version of the standards and any special requirements.
- Identify and meet pre-assessment moderation requirements.
- Advise candidates on types of evidence to collect.
- Encourage your candidates to analyse their skills knowledge and attributes through self assessment.

In deciding candidates' readiness for assessment you must:

- Scan the candidates' evidence for validity, authenticity, consistency and sufficiency.
- Inform the candidates about their readiness for assessment.
- If necessary advise on further requirements.

In preparing the assessment environment you must:

- Inform candidates and people affected by the assessment of the arrangements.
- Ensure that the environment and/or context are safe and are matched to candidates and assessment requirements.
- Consider any special requirements.
- Provide supporting evidence to show that all of the above occurred.

In conducting each assessment you must:

- Use the agreed plan in accord with the assessment material requirements.
- Agree on any changes to the arrangements.
- Use language that is appropriate to the candidate and level of the standards.
- Assess whether candidates' evidence of performance is valid, authentic, current and sufficient.
- Ensure your assessment decision is consistent with the evidence and the assessment schedule.
- Give feedback to the candidate that is timely, direct and confined to strengths and weaknesses of performance (this should be recorded in some form).
- Advise if further evidence is required.

In completing administration of each assessment you must:

- Record the result of the assessment in accord with your organisational requirements and those of any other organisation such as an ITO.
- Describe and meet the post assessment moderation requirements that apply to the assessment you have carried out.

In reviewing your preparation and assessment practice you must:

- Obtain and analyse feedback from the candidates and observer(s) and any other stakeholders for both assessments.
- Compare this feedback with your self-review.
- Identify possible areas for future improvements.