

Observation of Assessment Activities Last updated Feb 6<sup>th</sup> 2009

Direct Assessment	Yes/No	Trainee A1	Yes/No
Indirect Assessment	Yes/No	Qualified A1	Yes/No
Qualification		Assessor	
Location		Date	
Counter signatory/mentor		Internal verifier	

Did the assessor:	
Give clear information on the assessment process to the individual?	
Encourage the individual to identify and present evidence?	
Refer to the specified national standards?	
Use the specified assessment documentation?	
Remain as unobtrusive as was practicable?	
Use questions which were clear and did not lead individuals?	
Use sufficient, justifiable questions to infer competence?	
Invite the candidate to contribute in his/her own assessment?	

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Did the assessor:	
Consider all feasible sources of evidence?	
Accurately judge evidence against units, elements, performance criteria, range, underpinning knowledge and evidence requirements?	
Ensure that the evidence can be reliably attributed to the candidate?	
Clarify and resolve inconsistencies in the evidence?	
Confirm the outcome of the assessment and feedback as soon as practicable?	
Encourage the candidate to ask questions?	
Record evidence and assessment decisions according to the verification requirements?	
Manage equality of opportunities	
Manage Skills for Life opportunities?	

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Notes to assessor (Positive comments and/or recommendations)		
Actions to be taken/items to be resubmitted and date	Actions complete Signature of assessor and date	Actions complete Signature of IV and date
Comments from the assessor		

Assessor Signature \_\_\_\_\_ Date \_\_\_\_\_

Internal Verifier Signature \_\_\_\_\_ Date \_\_\_\_\_

IV Counter signature \_\_\_\_\_ Date \_\_\_\_\_