

Title	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.
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Classification	Generic Education and Training > Assessment of Learning
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Available grade	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.

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 – NZQF unit standards, other national standards, organisational standards, learning outcomes.
- 2 Assessment support material for an integrated assessment can be found at: <http://www.nzqa.govt.nz/providers-partners/assessment-and-moderation/assessment-of-standards/assessment-support-material/assessment-of-learning/>
- 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 e.g. 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.

Outcomes and performance criteria

Outcome 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.

Outcome 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.

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 Review of assessment practice includes identification of possible areas for future refinement.
- Range feedback from stakeholders and self-review.

Planned review date	31 December 2018
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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	N/A
Rollover and Revision	6	26 June 2013	N/A
Rollover	7	28 September 2017	N/A

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

Comments on this unit standard

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