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| **Unit of competency:**  **(code and title)** | |  | |
| **Review items** | | **Comments** | **Suggested improvements** |
| What went well and why? | |  |  |
| Was the assessment plan followed correctly? | |  |  |
| Did the assessment plan cover all required aspects? | |  |  |
| Were all organisational, legal and ethical considerations addressed? | |  |  |
| Were the learners adequately briefed, supported and guided? | |  |  |
| Did the learners understand what was expected from them? | |  |  |
| Did the assessment activity meet the unit requirements? | |  |  |
| Were the rules of evidence applied? | |  |  |
| Were the principles of assessment applied? | |  |  |
| Did you make any reasonable adjustments? | |  |  |
| As the assessor, did you feel confident and comfortable with the assessment tools? | |  |  |
| Were the assessment tools appropriate to the unit? | |  |  |
| Did you provide clear and constructive feedback to the learners? | |  |  |
| Did you inform relevant parties of the assessment decision? Who are they? | |  |  |
| Did you record and report the assessment documents against organisational requirements? How so? | |  |  |
| **Additional Comments:** | | | |
|  | | | |
| **Date of review:** |  | | |