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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:** |  |