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| **Assessment Creator Name:** |  |
| **Reviewer Name:** |  |
| **Unit Code and Title:** |  |
| **Assessment Instrument 1:** |  |
| **Assessment Instrument 2:** |  |
| **Discussion item** | **Yes/No** | **Comments required**  |
| **Review the assessment tools** |
| The assessment tasks addressed the competency standards  |  |  |
| The assessment conditions were addressed  |  |  |
| The assessment tools addressed workplace requirements  |  |  |
| The assessment tool met the individual’s needs |  |  |
| The assessor guide contained clear instructions on how to administer and use the assessment tools |  |  |
| The assessor guide contained clear decision-making rules |  |  |
| Benchmark responses in the assessor guide were sufficient in ensuring a reliable assessment.  |  |  |
| The mapping matrix covered the relevant competency standards in each unit |  |  |
| **Review the principles of assessment** |
| Valid: The assessment assesses the relevant competency standards  |  |  |
| Reliable: The evidence requirements will allow the assessor to make consistent outcome decisions  |  |  |
| Flexible: The assessment has the potential to cater for individual needs |  |  |
| Flexible: The range of assessment methods is suitable in measuring individual performance |  |  |
| Fair: A reasonable adjustment could be applied to take into account individual needs |  |  |
| Fair: The assessment instructions are sufficient  |  |  |
| **Review the rules of evidence** |
| Valid: The collected evidence accurately reflects the unit of competency and assessment requirements |  |  |
| Current: The collected evidence is from the present or very recent past |  |  |
| Sufficient: The quality and quantity of the evidence is sufficient in demonstrating competency  |  |  |
| Authentic: The collected evidence belongs to the individual |  |  |
| **Trial the assessment instruments** |
| The assessment process was clear and concise  |  |  |
| The evidence requirements were explained in the assessment  |  |  |
| The assessment tasks were relevant to the work environment  |  |  |
| The content in the assessments addressed relevant competency standards  |  |  |
| The assessment tasks addressed the assessment requirements |  |  |
| **Trial findings:** |
| Issues identified: |  |  |
| Recommendations for improvement: |  |  |
| Amendments made to the assessment tool: |  |  |