

Assessor Observation Form

This form should be used to conduct observations for candidates seeking the Assessor certificate. Assessors should conduct a meeting in which they provide assessment feedback to a candidate and plan collection of evidence.

Assessor Candidate: _____ Assessor: _____

Date and Location of Observation: _____

Units and Elements Observed: _____

Performance Expectation	Yes	No	Comments
Candidate put at ease.			
Assessment procedure explained and negotiated.			
Candidate encouraged to relate to evidence to standards.			
Questions relevant to appropriate performance, range and knowledge criteria			
All performance criteria and range covered (sufficiently, relevancy, authenticity and currency)			
Clear, evaluative feedback provided against each element.			
All possible sources of evidence have been considered.			
Further action agreed with candidate where appropriate.			
Necessary assessment documentation completed.			

Additional Comments:

Evaluation Criteria

- 1) Did the assessors in the observations carry out assessment in accordance with NCPC policies and procedures and national requirements, including:
 - a. Ensure that an **assessment plan** had been developed for each candidate prior to assessment of evidence?
Yes ___ No ___ Comments:
 - b. Prior to assessment, **brief each candidate on how the assessment** would be conducted and the evidence that was required?
Yes ___ No ___ Comments:
 - c. During assessment did the assessor **ask questions in an encouraging tone and manner without leading the candidate?**
Yes ___ No ___ Comments:
 - d. After the assessment did the assessor **resolve any inconsistencies** in the evidence?
Yes ___ No ___ Comments:
 - e. After the assessment did the assessor **inform the candidate** of the assessment decision?
Yes ___ No ___ Comments:
 - f. After assessment did the assessor **provide feedback that was clear, constructive, met the candidate's needs and was appropriate to his/her level of confidence?**
Yes ___ No ___ Comments:
 - g. After assessment did the assessor **encourage the candidate to seek** clarification and advice on assessment decisions?
Yes ___ No ___ Comments:
 - h. Did the assessor **complete an assessment record?**
Yes ___ No ___ Comments:
- 2) Could the assessor explain to you:
 - a. The action they would have taken if difficulty in judging the evidence had been experienced?

- b. The procedure for documentation of candidate progress during the certification process?
Yes ___ No ___ Comments:
- 3) Had the assessor ensured the following?
- a. The candidate's **evidence been recorded** in a way that indicated all the performance criteria and range statement requirements had been covered and that underpinning knowledge had been assessed?
Yes ___ No ___ Comments:
- b. The candidate's evidence satisfied any **specific assessment requirements** set out in the certificate documentation (i.e. Observations for FCWP2, reflections for management)?
Yes ___ No ___ Comments:
- c. The assessor ensured that the evidence was **valid, authentic, current and sufficient** to demonstrate the candidate could perform consistently to the standards required across the range specified requirements?
Yes ___ No ___ Comments:
- 4) If available, could the **candidate** whose evidence you inspected explain:
- a. How evidence is chosen for particular units or elements?
Yes ___ No ___ Comments:
- b. The relationship between the evidence and the performance/range/knowledge criteria?
Yes ___ No ___ Comments:

Assessor Signature and Date: _____

Assessor Candidate Signature and Date : _____