

# **A1 Assessor Award**

## **Unit A1: Assess candidates using a range of methods**

### **Elements:**

- A1.1: Develop plans for assessing competence with candidates**
- A1.2: Judge evidence against criteria to make assessment decisions**
- A1.3: Provide feedback and support to candidates on assessment decisions**
- A1.4: Contribute to the internal quality assurance process**

### **This unit is appropriate for you if your role involves:**

- assessing candidates against agreed standards of competence using a range of assessment methods
- giving candidates feedback on your assessment decisions
- contributing to the internal quality assurance processes

### **The activities you are likely to be involved in:**

- developing realistic plans for learning and assessment with candidates
- understanding assessment requirements
- planning the assessment process with candidates and the other people involved
- helping candidates to meet the agreed assessment requirements
- reviewing the candidate's level of competence and identifying what they need to do to be fully competent
- supporting candidates with different needs during your assessment
- using a variety of assessment methods
- making a record of your assessment decisions
- giving candidates feedback on their performance and reviewing their progress throughout the assessment process
- using different types of evidence to give an overall assessment of competence
- working with the other people involved in the assessment process, such as workplace supervisors and other teachers or trainers

## **What the unit covers:**

- 1 developing plans for assessing competence with candidates
- 2 judging evidence against agreed standards to make assessment decisions
- 3 giving candidates feedback and support on your assessment decisions
- 4 contributing to the internal quality assurance process

## **Scope**

This unit covers assessing of candidates by using different assessment methods.

These include:

- watching candidates perform in the workplace
- asking candidates questions
- taking account of past experiences and achievements
- setting tests
- setting projects and tasks
- arranging simulations
- assessing the candidate's report of their work
- using evidence from other people, including peers and witnesses

Assessment can include using material from Awarding Bodies and from within your own organisation. It can also include assessing the competence of those who assess candidates as a major part of their role.

Observation may take place in person or using appropriate technology such as a video tape. Evidence may also include examining products. All candidates must show they have agreed assessment requirements. You must also show you are aware of and understand the appeals and complaints procedures and the process for handling them.