

## **A2 Assessors Award**

### **Unit A2: Assess candidates' performance through observation**

#### **Elements:**

**A 2.1. Agree and review plans for assessing candidates' performance**

**A 2.2. Assess candidates' performance against the agreed standards**

**A 2.3. Assess candidates' knowledge against the agreed standards**

**A 2.4. Make an assessment decision and provide feedback**

#### **This unit is appropriate for you if you are involved in:**

- assessing candidates against the agreed standards
- planning assessments with candidates
- giving feedback to candidates on your assessment decisions

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

- watching staff members in line with agreed assessment plans
- assessing candidates' performance
- assessing candidates' knowledge and how they apply their knowledge
- making a record of your assessment decisions
- working with other people who are affected by the assessment process, such as line managers or supervisors
- giving feedback to candidates

#### **What the unit covers:**

- 1 agreeing and reviewing plans for assessing candidates' performance
- 2 assessing candidates' performance against the agreed standards
- 3 assessing candidates' knowledge against the agreed standards
- 4 making an assessment decision and giving feedback

#### **Scope**

This unit covers assessing candidates by watching them in the workplace and assessing the areas of their knowledge that you cannot test by watching them work. You can do this by using materials and check lists from awarding bodies.

You can watch candidates either in person or by using a video or an audio tape. Evidence may also include examining work products. You can use evidence from tests to support evidence of candidates' performance. You must also show you are aware of and understand the appeals and complaints procedures and the process for handling them.