

Title	Prepare candidate(s) for assessment against standards		
Level	4	Credits	3

Purpose	People credited with this unit standard are able to: prepare candidates for the assessment process; determine candidates' readiness for assessment; and review the preparation process.
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Classification	Generic Education and Training > Assessment of Learning
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Available grade	Achieved
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Guidance Information

- 1 The criteria of this standard may be met within the context of normal work, a training programme, or life setting.
- 2 It is recommended that assessment against this standard be done in conjunction with unit standard 4098, *Use standards to assess candidate performance*, as the two standards assess complementary skills. Assessment support material for an integrated assessment can be found at: <http://www.nzqa.govt.nz/providers-partners/assessment-and-moderation/assessment-of-standards/assessment-support-material/assessment-of-learning/>.
- 3 Sufficiency for this standard is evidence of preparation of:
 - two candidates for assessment against a standard(s), on different occasions (possibly against the same standard)
 - or
 - one candidate for assessment against two different standards.

Outcomes and performance criteria

Outcome 1

Prepare candidate(s) for the assessment process.

Performance criteria

- 1.1 The preparation encourages the skills, knowledge, and attributes of candidate(s) to be identified through self-assessment and analysis.
- 1.2 The preparation determines how the candidate(s) will be assessed.

Range may include but is not limited to – portfolio assessment, project, questioning, interview, attestation, observation.

1.3 The preparation advises candidate(s) to collect evidence for assessment.

Range evidence types may include but are not limited to – portfolio, naturally occurring evidence, observation, questions and answers, projects, attestations.

Outcome 2

Determine candidates’ readiness for assessment.

Performance criteria

2.1 The evidence from the candidate(s) is scanned for validity, consistency, authenticity, and sufficiency to determine whether candidates are ready for assessment.

2.2 The candidate(s) is informed of the outcome of the scanning process and advice is offered, if necessary, about further evidence or presentation requirements.

Outcome 3

Review the preparation process.

Performance criteria

3.1 Stakeholder feedback on the preparation process is sought and analysed.

Range stakeholders may include but are not limited to – candidate(s), employer.

3.2 Review includes identification of possible areas for future refinement.

Replacement information	This unit standard was replaced by unit standard 30421.
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This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	20 August 1997	31 December 2015
Review	2	19 October 2000	31 December 2015
Revision	3	10 March 2005	31 December 2015
Review	4	12 December 2008	31 December 2021
Rollover and Revision	5	26 June 2013	31 December 2021
Review	6	28 September 2017	31 December 2021

Consent and Moderation Requirements (CMR) reference

0045

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

This unit standard is expiring

Title	Use standards to assess candidate performance		
Level	4	Credits	6

Purpose	People credited with this unit standard are able to: prepare for and conduct assessment; complete assessment administration; and review the assessment practice.
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Classification	Generic Education and Training > Assessment of Learning
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Available grade	Achieved
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Explanatory notes

- 1 Definitions

Assessment materials may include but are not limited to – assessment tasks and/or activities, assessment schedules, assessor briefs, evidence guides, common assessment tasks.

Stakeholders includes candidate, assessor and observer. Other stakeholders may include, but are not limited to – employer, supervisor, trainer and standard setting body.

Standards are statements of performance with measurable outcomes. Standards may include but are not limited to – NQF unit standards, other national standards, organisational standards, learning outcomes.
- 2 It is recommended that assessment against this standard be done in conjunction with unit standard 11281, *Prepare candidate(s) for assessment against standards*, as the two standards assess complementary skills. Assessment support material for an integrated assessment can be found at: <http://www.nzqa.govt.nz/providers-partners/assessment-and-moderation/assessment-of-standards/assessment-support-material/assessment-of-learning/>
- 3 All activities must conform to the procedures and requirements of the relevant standard setting body or quality assurance body.
- 4 Evidence requirement for this standard is a minimum of two assessments using different standards with a minimum of 4 credits, or equivalent, in total. Where assessors in an industry or sector usually assess single, larger standards, a single assessment of a standard with a minimum of 10 credits could be considered sufficient. Assessment of this single standard must use at least two different assessment methods.
- 5 It is essential that the assessments providing evidence for this unit standard are real. Simulations should not be used for the assessment of unit standards unless their use is common practice for the type of unit standard being assessed eg Emergency response.

6 All assessments submitted by the candidate must include evidence of verification by an observer.

The observer must either;

- hold unit standard 4098 or be able to demonstrate equivalent skills and knowledge in assessment.
- or be a subject matter expert with experience in assessment.
- or be a supervisor or manager with experience in assessment.

Outcomes and evidence requirements

Outcome 1

Prepare for assessment.

Evidence requirements

1.1 Assessment materials are selected in consultation with all relevant stakeholders.

1.2 Pre-assessment moderation requirements are identified and met.

1.3 All relevant stakeholders are informed of the assessment arrangements.

Range may include but is not limited to – sequence of events, assessment methodology, reassessment, appeal procedure, location, time.

1.4 The environment and/or context in which the assessment is to occur is prepared.

Range may include but is not limited to – candidate special needs, health and safety considerations, assessment conditions.

Outcome 2

Conduct assessment.

Evidence requirements

2.1 Assessment matches the selected assessment materials and agreed assessment arrangements. Any modifications are agreed with relevant stakeholders.

2.2 Assessment judgements are based on evidence that is valid, authentic, current, and sufficient, and are consistent with judgements made on similar evidence.

2.3 Feedback is timely, direct, and is confined to strengths and weaknesses in performance and/or requirements for further evidence.

Outcome 3

Complete assessment administration.

Evidence requirements

- 3.1 Assessment results are recorded in accordance with all relevant stakeholder requirements.
- 3.2 Post assessment moderation requirements are described and met.

Outcome 4

Review the assessment practice.

Evidence requirements

- 4.1 Review of assessment practice includes identification of possible areas for future refinement.
- Range feedback from stakeholders and self-review.

Planned review date	31 December 2016
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	9 April 1995	31 December 2015
Review	2	20 August 1997	31 December 2015
Review	3	19 October 2000	31 December 2015
Revision	4	10 March 2005	31 December 2015
Review	5	12 December 2008	N/A
Rollover and Revision	6	26 June 2013	N/A

Consent and Moderation Requirements (CMR) reference	0045
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard

Title	Verify evidence for assessment		
Level	4	Credits	3

Purpose	<p>This unit standard is intended for use by people supporting the assessment process.</p> <p>People credited with this unit standard are able to: prepare for the verification process; verify trainee’s evidence; and complete verification process.</p>
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Classification	Generic Education and Training > Assessment of Learning
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Available grade	Achieved
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Guidance Information

- 1 Legislation relevant to this unit standard includes but is not limited to – the Privacy Act 1993.
- 2 Range
 Evidence requirements for this unit standard are: a minimum of the verification requirements for two different standards.
 Verification requirements must include – authenticity attestation; and may include but are not limited to – on-job observation, documented evidence, portfolio evidence.

Outcomes and performance criteria

Outcome 1

Prepare for the verification process.

Performance criteria

- 1.1 Verification requirements are agreed with the trainee in terms of type and quantity of evidence to be verified.
- 1.2 Opportunities for collecting evidence are identified in terms of process and barriers to the process.
- 1.3 Verification process is agreed with the trainee in terms of timelines, type and quantity of evidence, resources required, and record required.

Outcome 2

Verify trainee's evidence.

Performance criteria

2.1 Trainee's work performance is verified.

Range includes any of – observation, checking work in progress, finished product.

2.2 Documents produced as evidence of performance are verified in terms of authenticity.

Outcome 3

Complete verification process.

Performance criteria

3.1 Verification process is completed in accordance with the assessment guide and standard setting body's requirements.

Replacement information	This unit standard was replaced by unit standard 30423.
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This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	21 March 2001	31 December 2015
Revision	2	12 June 2001	31 December 2015
Revision	3	10 March 2005	31 December 2015
Review	4	18 June 2010	31 December 2020
Rollover and Revision	5	20 March 2014	31 December 2020
Review	6	28 September 2017	31 December 2020

Consent and Moderation Requirements (CMR) reference	0045
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.