

**Assessment Judgement Validation Report**

This assessment validation report for **assessment judegements** is designed to be used in validation sessions of assessment evidence and judgements made.

# Assessment Judgement Validation Report

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| Assessment Validation Details |
| **Validators(s):** |  |
| **Date:** |  |
| **Location:** |  |
| **Training Product:** |  |
| **Industry Representatives (if relevant):** |  |
| **Industry / Third Party Representatives (if relevant):** |  |

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| --- | --- |
| Assessment Tool Moderated | Click here to enter text. |
| **Unit(s) of competency covered** | Click here to enter text. |

## SAMPLE SIZE

For assessment sample sizing and calculator, refer to ASQA’s website.

LINK: <https://www.asqa.gov.au/news-publications/publications/fact-sheets/conducting-validation>

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| Period (date range) of sample sizeNOTE: Minimum of 6 months  |  |
| Number of assessment judgements |  |
| Error level % | Recommended 15%  |
| Confidence level % | Recommended 95% |
| **SAMPLE SIZE REQUIRED** |  |

## CANDIDATE NAMES FOR ASSESSMENT JUDGEMENTS REVIEWED

NOTE: If the sample size is less than 30 students, draw a line through the remaining blank spaces. If the same size is greater than 30 students, you will need to increase this table or print this page out and attach it to the back of the report.

|  |  |
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| NO | STUDENT NAME |
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🞎 Is the sample size greater than 30, if so did you attached the

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| Personnel Validation Competencies |
| Systematic validation of assessment practices and judgements is undertaken by one or more persons who:  |
| * Are not directly involved in the particular instance of delivery and assessment of the training product being validated AND
 |
| Who collectively have:* Vocational competencies and current industry skills relevant to the assessment being validated; AND
* Current knowledge and skills in vocational teaching and learning; AND
 |
| Have one of the following VET competency requirements:* TAE40116 Certificate IV in Training and Assessment or its successor; or
* TAE40110 Certificate IV in Training and Assessment; and one of the following:
	+ TAELLN411 Address adult language, literacy and numeracy skills or its successor; or
	+ TAELLN401A Address adult language, literacy and numeracy skills; or

and one of the following: * + TAEASS502 Design and develop assessment tools or its successor; or
	+ TAEASS502A Design and develop assessment tools; or
	+ TAEASS502B Design and develop assessment tools; or
* TAESS00011 Assessor Skill Set or its successor; or
* TAESS00001 Assessor Skill Set, and one of the following:
	+ TAEASS502 Design and develop assessment tools or its successor; or
	+ TAEASS502A Design and develop assessment tools; or
	+ TAEASS502B Design and develop assessment tools.
 |
| Refer to the following documentation for records confirmation of Personnel Competencies for validation: |

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| Review Information Sources |
| The following resources accessed and reviewed: | Yes | No |
| Assessment Tool | ❑ | ❑ |
| Candidate Evidence & Assessment Judgement Record | ❑ | ❑ |
| Competency Mapping Tool | ❑ | ❑ |
| Relevant Unit(s) of Competency | ❑ | ❑ |
| Supporting documentation (e.g., Training and Assessment Strategy, unit outlines) | ❑ | ❑ |
| Comments  |

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| Assessment Tool Validation Report  |
| The following resources accessed and reviewed: | Yes | No |
| The relevant Assessment Tool Validation Report previously completed and confirmed accurately**.** | ❑ | ❑ |
| *If no is selected, this report should also be completed as a part of the Assessment Judgement Validation Report.* |

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| Workplace Environment  |
| In conducting training and assessment in a simulated or real workplace environment, the assessment must make sure that the assessment environment gives the student the opportunity to meet the following critical criteria: 1. Quality – The work is of the standard required for entry into the industry.
2. Productivity – The work is performed within a timeframe appropriate for entry to the industry.
3. Safety – The work is performed in a manner that meets industry safety standards.

Where environments (simulated or real) meet these criteria, the students can be considered ‘work ready’ on successful completion of units of competency. |
| The assessment undertaken appropriately covered the following areas *as relevant:* | Yes | No | N/A | Comments |
| Allows the candidate to deal with typical customers, including difficult customers and diverse types of customers?  | ❑ | ❑ | ❑ |  |
| Includes the use facilities, equipment and materials that meet current industry standards?  | ❑ | ❑ | ❑ |  |
| Allows the candidate to plan and prioritise multiple tasks to meet deadlines?  | ❑ | ❑ | ❑ |  |
| Allows the candidate to experience the typical workflow for the industry?  | ❑ | ❑ | ❑ |  |
| Requires adherence to service standards, workplace procedures, health and safety requirements?  | ❑ | ❑ | ❑ |  |
| Allows the candidate to work with others as part of a team?  | ❑ | ❑ | ❑ |  |
| Allows the candidate to demonstrate constraints and pressures met in the workplace, e.g. budget, time, availability of resources?  | ❑ | ❑ | ❑ |  |

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| Principles of Assessment Review |
| The assessment undertaken appropriately covered the following areas: | Yes | No | Comments |
| **Fairness*** The individual participant’s needs are considered in the assessment process
* Where appropriate, reasonable adjustments are applied by Assessors to take into account the individual participant’s needs.
* Assessor informs the participant about the assessment process, and provides the participant with the opportunity to challenge the result of the assessment and be reassessed if necessary.
 | ❑ | ❑ |  |
| **Flexibility**Assessment is flexible to the individual participant by: * Reflecting the participant’s needs.
* Assessing competencies held by the participant no matter how or where they have been acquired.
* Drawing from a range of assessment methods and using those that are appropriate to the context, the Unit of Competency and associated assessment requirements, and the individual.
 | ❑ | ❑ |  |
| **Validity**Any assessment decision of Assessors is justified, based on the evidence of performance of the individual participant. Validity requires: * Assessment against the unit/s of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance.
* Assessment of knowledge and skills is integrated with their practical application.
* Assessment to be based on evidence that demonstrates that a participant could demonstrate these skills and knowledge in other similar situations.
* Judgement of competence is based on evidence of participant performance that is aligned to the unit/s of competency and associated assessment requirements.
 | ❑ | ❑ |  |
| **Reliability**Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment. | ❑ | ❑ |  |

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| Rules of Evidence Review |
| The assessment undertaken appropriately covered the following areas: | Yes | No | Comments |
| **Validity**The assessor is assured that the participant has the skills, knowledge and attributes as described in the module or Unit of Competency and associated assessment requirements. | ❑ | ❑ |  |
| **Sufficiency**The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a participant’s competency. | ❑ | ❑ |  |
| **Authenticity**The assessor is assured that the evidence presented for assessment is the participant’s own work. | ❑ | ❑ |  |
| **Currency**The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past. | ❑ | ❑ |  |

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| Quality Assurance Review |
| The assessment undertaken appropriately covered the following areas: | Yes | No | Comments |
| Is consistent with the Training and Assessment Strategy. | ❑ | ❑ |  |
| Clear and accurate language & instructions, relevant to the target group and AQF level. | ❑ | ❑ |  |
| Avoidance of bias towards any particular candidate group. | ❑ | ❑ |  |
| Meets legislative / regulatory requirements. | ❑ | ❑ |  |
| Meets the needs of industry:* Technical accuracy.
* Appropriateness of language/terminology.
* Literacy and Numeracy requirements.
* Evidence criteria used to judge candidate performance for each task.
* Range and conditions for the assessment (e.g., materials/equipment, facilities, time restrictions, level of support permitted).
* Sufficiency of evidence across time and contexts (transferability).
* Effective benchmark examples / exemplars / marking guides.
* Cost effective to implement.
 | ❑ | ❑ |  |
| Satisfies the reporting needs of the key stakeholder groups. | ❑ | ❑ |  |

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| Judgement Review Recommendations |
| Overall, the assessor judgement(s) are *(tick as many as apply):* |
| * Appropriate (no change required)
 | * Too harsh
 | * Too lenient
 |
| * Inconsistent
 | * Unjustified
 | * Other, please explain:
 |
| Comments: |

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| Review Recommendations |
| Recommendations for improvement | Justification |
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* Improvement notice(s) have been raised.

## Assessment Validation Confirmation

**Lead Validator**

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| Name: |  | Signature: |  |
| Position:  |  | Date: |  |

**Validators**

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| Name: |  | Signature: |  |
| Position:  |  | Date: |  |

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| Name: |  | Signature: |  |
| Position:  |  | Date: |  |

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| Name: |  | Signature: |  |
| Position:  |  | Date: |  |

* Continuing Processional Development records have been updated for all participating personnel.