Assessment Planning & Validation

Guidelines for using this tool

Refer to the NCTAFE Assessment Validation Procedure for specific details. This template can be used as a:

1. **checklist** to assist staff in designing their assessment tools
2. **validation template** to provide constructive feedback on improvements to assessment tools.

Validation members

1. The validation must include a minimum of two (2) members. Other persons may be involved as required.
   Mandatory - a content expert with qualifications and/or experience in application of the unit of competence in a work environment (may be the original author).
2. **Mandatory** - an assessment expert with TAE40110 (or demonstrated equivalent) and experience in development and validation of assessment tools.

Content Expert Name:	Deborah Gordon		
Qualification:	TAE40110-North Coast TAFE – RTO no. 90010 – issued 2014 Diploma in IT (Business Systems)	Date:	XX / XX / 20XX
Signature:			

Assessment Expert Name:	Rosalind Duval		
Qualification:	TAE40110-North Coast TAFE – RTO no. 90010 – issued 2014 Diploma in IT (System Administration)	Date:	XX / XX / 20XX
Signature:			

Unit(s) being assessed	
Unit code(s) and name(s):	ICTICT102 Operate word-processing applications
Faculty:	
Documents in the assessment tool	
Minimum Required Documents (Link for more information on each of these)	
☐ Unit Assessment Guide (UAG) ☐ Assessment instruments ☐ Assessment feedback sheet/s ☐ Unit Assessment Map (UAM)	☐ Checklist, marking guide and/or benchmark answers ☐ Evidence of previous Validation (if applicable) ☐ Evidence of Moderation (if applicable)

Assessment Planning & Validation

Questions	☐ No	☐ Yes
Do the validators endorse the assessment tool for use?	If "no" the amendments to be made should be clearly outlined in the **comment areas** of the *Criteria* section on the following pages.	If "yes" then the signature of one validator is required. [Signature] _____ XX / XX / 20XX
All amendments completed and assessment tool endorsed for use by: **Validator's name:** **Date:** XX / XX / 20XX **Signature:**		
Does the Scope/ATR TASS need to be amended as a result of this validation? ☐ No ☐ Yes	If "yes" the amendments to be made should be clearly outlined in the area below.	If "yes" then the signature of one validator is required. [Signature] _____ XX / XX / 20XX
Please advise of any amendments to be made: 		
TASS/ATR amendments completed and endorsed for use by: **Validator's name:** **Date:** XX / XX / 20XX **Signature:**		

Assessment Planning & Validation

Criteria

	Yes	No	Comments and/or amendments required
1. The student section of the Unit Assessment Guide (UAG) must include the following:			
Unit purpose (from unit guide)	☒	☐	
Elements are listed and the performance criteria either listed or included in the form of a link to the unit in http://training.gov.au	☒	☐	
Assessment result options – how result will be recorded and reported (AC/NC or NC/AC/CC/CD)	☒	☐	
How result will be recorded and reported reflects the Grade Code	☒	☐	
Specific assessment conditions	☒	☐	
Number of assessment events to be completed	☒	☐	
Type of assessment/s indicated (e.g. test, interview, role-play, portfolio, assignment, practical, etc.)	☒	☐	
Key assessment dates, deadlines, submission due dates	☒	☐	
2. Assessment events used to determine competence must:			
Include at least two methods of assessment, i.e.: • questions to determine what the candidate knows • observation to determine what the candidate can do • review of a product based on what they know and can do (Refer to Business Rule 4 in Sections 6 of Assessment Requirements: overview)	☒	☐	
Be the most appropriate for the target group	☒	☐	
Be at the appropriate AQF level: Refer to the AQF 2nd Ed Jan 2013	☒	☐	
Where applicable, allow for integrating assessment of student's current skills and knowledge across a number of related units - if so, mapping is to be provided	☐	☐	Not Applicable
Collect evidence that matches the purpose of the unit	☒	☐	

Assessment Planning & Validation

	Yes	No	Comments and/or amendments required
Only assess skills and/or knowledge described in the unit	☒	☐	
Comply with current licensing or regulatory requirements, i.e. WHS	☒	☐	WHS Note any requirements complied with
Be conducted in a real work environment or appropriately simulated work environment	☐	☐	Not applicable
Have been contextualised for the student cohort and/or industry needs	☒	☐	
Collect sufficient evidence for competency to be determined	☒	☐	
Not advantage or disadvantage particular students or groups of student (i.e. with disabilities, cultural or religious differences)	☒	☐	
Competency judgements are supported by the student's employer/workplace supervisor (if applicable)	☐	☐	Not applicable
3. For every assessment event, the instrument must have instructions for students that should include the following:			
Clear and consistent information about what is expected of them	☒	☐	
Instructions using language that is clear, unambiguous and in plain English	☒	☐	
The assessment location	☒	☐	
Conditions for assessment: e.g. group or individual assessment, open/closed book, support/supervision available, time limits, equipment available	☒	☐	
Any support materials required: files, workbooks, websites	☒	☐	
Provision for verification that assessment is the student's own work (fully online environment, trainees, etc.)	☒	☐	
Word counts for essays and short answer questions (if applicable)	☒	☐	
Submission requirements (if applicable)	☒	☐	
4. The assessment feedback sheet/s that are retained as evidence of the assessment decision for each event must include the following:			
Unit name and code	☒	☐	

Assessment Planning & Validation

	Yes	No	Comments and/or amendments required
Teacher/assessor name	☒	☐	
Student name	☒	☐	
Assessment event number and total number of assessment events to complete the unit (i.e. 1 of 3)	☒	☐	
Type of assessment, e.g. observation	☒	☐	
Criteria for successful completion of the event	☒	☐	
Actual result achieved by the student for that event	☒	☐	
Feedback given to the student for that event	☒	☐	
Space to enter details of any reasonable adjustment provided for the student for that assessment event (if applicable)	☒	☐	
Space to indicate the result of the event and advice if re-submission, re-assessment or re-enrolment is required	☒	☐	
5. The marking guide/checklist/grading criteria for each event:			
Clearly outlines the criteria for successful completion of the event	☒	☐	
Indicates responses or a possible range of responses to questions (knowledge assessments) • **OR** indicates the behaviours to be observed (skills assessment) • **OR** indicates the characteristics to be present in the work submitted by the student (product assessment)	☒	☐	
Has the capacity to show and record consistent performance on a number of occasions according to the unit requirements	☒	☐	
For graded units, the criteria for grading is clearly separated from the criteria for achieving competence	☐	☐	Not Applicable
For graded units, the grading criteria is unambiguous and clearly outlines what is required to achieve CC or CD	☐	☐	Not Applicable
6. Unit Assessment Map (UAM):			
A comprehensive **content validity mapping** has been completed including elements, performance criteria, required skills, required knowledge and critical aspects	☒	☐	

Assessment Planning & Validation

	Yes	No	Comments and/or amendments required
Is mapped to specific question/task/item for each event	☒	☐	
7. File Management/Version Control that must apply to all the documents in the assessment tool			
Most recent **NC TAFE logo** is used in all documents	☒	☐	
Filename protocol has been used and follows NCTAFE procedure	☒	☐	
Footer information used in accordance to NCTAFE procedure	☒	☐	
Click here to provide your comments on how we can improve the validation process.			