

PRE-ASSESSMENT AGREEMENT

Assessment Preparation: Preparing the Candidate

Name of Candidate		Date	
		Time	
Name of Assessor		Venue	
How to prepare the candidate	Document Requirements	Agree (tick)	Action Required
Explain to the candidate why you are meeting and the purpose of the assessment.	Assessment Policy Assessment process		
Discuss the assessment plan in detail.	Assessment strategy		
Explain assessment process, show assessment instruments to candidate and describe assessment conditions.	Assessment instruments		
Identify the role-players during assessment.	Assessors Moderator		
Describe the evidence required to be declared competent.	Examples of evidence		
Explain how evidence will be judged.	Mark allocation explained		
Explain to the candidate how to prepare: Give candidate assessment task description.	Assessment task description		
Confirm with the candidate what he/she should bring to the assessment.	Detailed briefing on exact requirements to be given to candidate in writing		
Ensure that candidate understands the procedures of all assessment practices.	Appeals Policy Appeals procedure Assessment Policy Assessment Procedure Moderation Policy Moderation procedure Verification Policy Verification Procedure		
Ask the candidate if he/she foresees any problems or identify any special needs.	List needs		

Agreed Assessment Plan

Candidate's Name:			
Assessor's Name:			
Module name:	Graphical User Interface B (GUI412)		
Unit Standard/s:	<ul style="list-style-type: none"> • NA 		
Type of Assessment i.e. Formative assignment, Formative test, Formative Practical, Summative etc.	Formative Assessment 1		
Special Assessment Requirements:			
Event	Date, time and location	Resources required	Evidence to be generated
Assessments due dates.		Assessments	Completed documentation
Complete activity on ColCampus/ upload to ColCampus		Study guide	Completed Portfolio of Evidence
Submit Electronic Portfolio of Evidence on EPOE4ALL		CampusOnline	Acknowledgement of receipt from Facilitator
Assessor Roles and Responsibility			
Roles	<ul style="list-style-type: none"> ❖ Assessor ❖ Guide ❖ Feedback Agent ❖ Reviewer 		
Responsibilities	<ul style="list-style-type: none"> ❖ Consult candidate re-assessment, assessment process and plan. ❖ Agree assessment process and plan with candidate. ❖ Forward documentation to candidate: plan, guide and assessment instruments. ❖ Assess candidate with the use of different instruments. ❖ Provide feedback on assessment findings. ❖ Support candidate through assessment process. ❖ Source feedback from candidate on assessment process. ❖ Review assessment process and outcome. ❖ Use assessment process as opportunity to transform assessment activities and outcomes. 		

Candidate Roles and Responsibility	
Roles	<ul style="list-style-type: none"> ❖ Leaner ❖ Feedback agent ❖ Reviewer
Responsibilities	<ul style="list-style-type: none"> ❖ Be available for assessment. ❖ Be actively involved in the consultative process. ❖ Learn from the assessment process. ❖ Provide feedback to the assessor in terms of the assessment as learning activity. ❖ Provide feedback to the assessor on the efficacy of the assessment process. ❖ Review own role and assessor role in the assessment process.
Assessment Instruments	<ul style="list-style-type: none"> ❖ Electronic Portfolio of Evidence ❖ Questionnaire ❖ Report ❖ Presentation ❖ Reflexive questions ❖ Work sample ❖ Practical's ❖ Group Activity ❖ Research activities
Assessment Process	
<ul style="list-style-type: none"> ❖ Evaluation of E-POE addressing Essential Embedded Knowledge in unit standards. ❖ Evaluation of Research Projects and other evidence addressing specific unit standards. ❖ Consultation: assessment plan and assessment activities and instruments. Pre-assessment moderation and interviews conducted at this stage. ❖ Observation: feedback on assessment against specific outcomes, critical outcomes in unit standards. ❖ Feedback: to candidate regarding sufficiency of evidence and possible interview to gain supplementary evidence. ❖ Feedback to candidate regarding assessment findings as well as review process. 	
Feedback	Written feedback to be given to all stakeholders at the end of the assessment process, as well as verbal feedback to the candidate during assessment activities.
Recording Process	Process and findings to be recorded and submitted for record keeping purposes as well as moderation and verification.
Review Process	The review process is the responsibility of the assessor and the candidate. Joint reviewing will take place after feedback has been given to the candidate.
Right to appeal	The candidate must be advised of the right to appeal.

Resources Required	Assignments E-POE Assessments O'Reilly Guides
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I confirm that:

- ❖ I have been consulted on and have agreed to the training and assessment process as detailed in the assessment guide.
- ❖ I have been advised of my right to appeal against any assessment that is unfair, unreliable, invalid or impracticable.
- ❖ I have read and understood the appeal procedure.
- ❖ I know that assessments may be moderated or verified by an external party.
- ❖ The purpose of the assessment has been clearly explained to me.
- ❖ The criteria have been discussed with me, and I know I will be assessed against these criteria.
- ❖ I know when and where I will be assessed, and I was given fair notice.
- ❖ I know how the assessment will be done, and any other requirements related to the assessment.

Signed: _____

Date: _____