STEP 5: Trial and review the Assessment Tool AND CHECK YOU COVERED EVERYTHING

Now it’s time to trial the assessment to make sure it does what you want it to and covers all the unit requirements. We suggest that first you go back to Step 3 and check that each of your assessment instruments/methods does indeed map to the unit as you have documented.

You can trial it on a colleague, friend or willing accomplice.

Using this checklist below will help determine whether or not evidence you have selected as the basis for assessment is of an acceptable quality.

**Your Task**: Please trial your assessment on a friend/colleague before conducting it on your candidate. Submit all documentation, emails and other evidence proving you have done this.

You can tick the boxes on the checklist below as you trial your assessment and if you find an aspect not covered by your Assessment Instruments, you now have the chance to make some adjustments.

Collect and document feedback from people who are involved in the trial, including recommended amendments.

**What to submit:**

* completed responses in the table provided below
* Documentation related to feedback received during the trial – Completed Quality Evidence Checklist.

|  |
| --- |
| 1. Describe the steps you undertook to trial your tool, including reference to who else was involved. |
| **Your answer:** |
| 1. List the recommended amendments arising from the trial. |
| **Your answer:** |

Quality evidence checklist

|  |  |  |  |
| --- | --- | --- | --- |
| Does the evidence identified as the basis for assessment? | **Yes** | **No** | **If No, what needs to be altered?** |
| 1. Address all elements and performance criteria of the unit/s addressed? | ❒ | ❒ |  |
| 1. Address all specific aspects of Assessment evidence? | ❒ | ❒ |  |
| 1. Address all Knowledge Evidence? | ❒ | ❒ |  |
| 1. Address all Performance Evidence? | ❒ | ❒ |  |
| 1. Demonstrate the relevant employability skills to an acceptable standard? | ❒ | ❒ |  |
| 1. Include at least one source of direct or indirect evidence? | ❒ | ❒ |  |
| 1. Include enough supplementary evidence to back up direct/indirect evidence? | ❒ | ❒ |  |
| 1. Include evidence of products and processes? | ❒ | ❒ |  |
| 1. Demonstrate the candidate’s ability to perform the task in realistic working conditions? | ❒ | ❒ |  |
| 1. Demonstrate the candidate’s ability to perform the task over a period of time? | ❒ | ❒ |  |
| 1. And finally, please don’t feel template to just tick these boxes because we will be checking very thoroughly 😊 – So…is it enough without being too much? | ❒ | ❒ |  |
| **Recommendations:**  1  2  3  4  5 |  | | |
| Signature of Assessor | Date: | | |
| Signature of Review | Date: | | |