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| **OBSERVATION RECORD** | |
| **Candidate name:** |  |
| **Assessor Name:** |  |
| **Unit of competency:** | *Client Project* |
| **Workplace context** | *Institute of Technology Australia* |
| **Date of assessment:** |  |
| **Brief description of task:** | *You have 1 week to complete the following tasks* |

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| **Did the candidate perform the following skills:** | | **Yes** | **No** | **Comments** |
| Prepare the test plan with the following items  Scope   * Test plan and test the objective and validate   Out of scope   * Enhanced with the clarity with what we are not going to cover   Assumptions   * All the conditions needed to be true   Prepare the schedules   * Test scenario preparation * Test cycle that shows the start and end of the test   Roles and Responsibilities to be included   * Who would perform the test - Internal employee, external stakeholders   Kind of environment   * Where the testing will be taken and the location * Online testing over emails * Testing within the workplace   Tools required for testing   * Type of tools required for testing * Should also include if there is any change of plan   Preparation of feedback template   * Include the step by step instructions to test the functionality * Provide screenshot of the expected results * Include a column for feedback | |  |  |  |
| The candidate’s performance was: | **Satisfactory** | **Not Yet Satisfactory** | | |
| **Feedback to candidate** | | | | |
| *This signature confirms candidate agreement that the above record is a true reflection of the task performed.*  **Candidate signature: Date:** | | | | |
| *This signature confirms that the candidate has demonstrated competence in the practical performance and theoretical understanding of the observed task.*  ***Assessor/s Name and Signature:* Date:** | | | | |