

Observation of Assessor and Questioning Checklist



Please complete form in block letters

please photocopy as necessary

IQA name _____ C&G Unit(s) reviewed _____

Assessor name _____ Learner name _____

Did The Assessor	Yes	No	Evidence
Develop and agree an assessment plan with the Learner using appropriate assessment methods?			
Agree when assessment will take place with Learner and other people involved?			
Agree arrangement with the Learner for reviewing progress against the assessment plan?			
Review and update assessment plans to take account of Learner achievements?			
Give the Learner feedback at an appropriate time and pace?			
Give feedback in a constructive and encouraging way?			
Give feedback to the Learner which met their needs and was appropriate to their level of confidence?			
Clearly explain the assessment decisions?			
Encourage Learner to get advice on the assessment decisions?			
Can the assessor explain...			
How to operate the centre standardisation and internal quality assurance procedures?			
How to access the centre appeals and access to assessment policy?			
What information is made available by the awarding organisation and QAC?			
How to identify and gain resources to support Learners who have special assessment needs?			

Additional comments:

Assessor Signature _____ Date _____

IQA Signature _____ Date _____