

# Pre-Assessment Checklist and Agreement



Please complete form in block letters

please photocopy as necessary

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## To be completed during discussion between assessor and learner

Learner \_\_\_\_\_

Assessor \_\_\_\_\_

Qualification \_\_\_\_\_

Start date \_\_\_\_\_ Target End date \_\_\_\_\_

How is this qualification different from a course?

What methods does an assessor use to assess learner's work?

What are the responsibilities of the assessor?

What are the responsibilities of the Learner? (Discuss Plagiarism policy)

What, if any problems do you think you could encounter as a learner?

How could you deal with any problems you have identified?

What could you do if you didn't agree with your assessor's judgement? (Discuss Appeals & Complaints procedure)

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Do you have any particular assessment requirements? (Discuss Equal Opportunity & Access to Qualification policy)

If you have, how can they be met?

Do you understand the following terms (please tick)

- |   |   |   |
|---|---|---|
| Unit <input type="checkbox"/>   | Learning outcomes <input type="checkbox"/>        | Assessment Criteria <input type="checkbox"/>      |
| Credit Value <input type="checkbox"/>                                   | Evidence <input type="checkbox"/>                 | Evidence Requirements <input type="checkbox"/>    |
| Judging Evidence Planning, Review and Feedback <input type="checkbox"/> |   | Competence <input type="checkbox"/>               |
| Valid, Authentic and Sufficient <input type="checkbox"/>                | Internal Quality Assurer <input type="checkbox"/> | External Quality Assurer <input type="checkbox"/> |
| Awarding Organisation <input type="checkbox"/>                          | Appeals Procedure <input type="checkbox"/>        | Complaints Procedure <input type="checkbox"/>     |
| National Occupational Standards <input type="checkbox"/>                | Plagiarism <input type="checkbox"/>               |   |

What documentation is required to be maintained and presented within your Learner portfolio?

Where will the portfolio be stored? (Data Protection and Privacy Consent Form)

Who will have access to the portfolio and Learner information? (Discuss Data Protection and Privacy Consent Form)

How will confidentiality be maintained & sensitive issues dealt with? (Discuss Data Protection and Confidentiality Policy)

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Who will record the evidence?

How often will we meet and what will take place during our meetings?

## Statement by learner

- I confirm that discussion on this checklist was conducted by my assessor in a manner consistent with the principles of the Centre's Equal opportunities policy and that we discussed all the above questions and as such, I can access the Appeal Process , Complaints Procedure , Access to Qualifications  & Equal Opportunities Policy , Confidentiality & Data Protection Policy .
- I understand and signed the Data Protection & Privacy Consent Form .
- I understand and signed the Plagiarism Policy .
  
- I understand that if I consistently fail to present my portfolio or evidence when requested to my assessor, my assessment may be suspended.

Learner name \_\_\_\_\_ Date \_\_\_\_\_

Learner signature \_\_\_\_\_

Assessor name \_\_\_\_\_ Date \_\_\_\_\_

Assessor signature \_\_\_\_\_