
Overview

This unit covers the competence required to assess candidates against agreed standards using a range of assessment methods, giving candidates feedback on your assessment decisions and contributing to the internal quality assurance processes.

This unit deals with the following:

1. Develop plans for assessing competence with candidates
2. Judge evidence against criteria to make assessment decisions
3. Provide feedback and support to candidates on assessment decisions
4. Contribute to the internal quality assurance process

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

Previous Version:

Adapted from Unit N426 of Nuclear Decommissioning NOS – version October 2005. This unit has been imported from the ENTO suite of NOS (reference A1).

COGN426

Assess candidates using a range of methods

Performance criteria

You must be able to:

- P1 develop and agree an assessment plan with candidates
- P2 check that all candidates understand the assessment process involved, the support available to them and the complaints and appeals procedure
- P3 agree fair, safe, valid and reliable assessment methods
- P4 identify appropriate and cost-effective opportunities for assessing performance
- P5 plan for using different types of evidence
- P6 identify how the past experience and achievements of candidates will contribute to the assessment process
- P7 identify and agree any special arrangements needed to make sure the assessment process is fair
- P8 identify how other people will contribute to assessments and what support they may need
- P9 identify how to protect confidentiality and agree arrangements to deal with sensitive issues
- P10 agree how you will handle any difficulties or disputes during the assessment
- P11 agree when assessment will take place with candidates and the other people involved
- P12 agree arrangements with candidates for reviewing their progress against the assessment plan
- P13 review and update assessment plans to take account of what the candidates have achieved
- P14 use the agreed assessment methods to assess competence in appropriate situations
- P15 use the past experience and achievements of candidates as part of the assessment of their current competence
- P16 ensure that the evidence comes from the candidates' own work
- P17 make safe, fair, valid and reliable decisions about the competence of candidates, only on the agreed standard
- P18 collect evidence from the other people involved in the assessment process
- P19 apply any agreed special arrangements to make sure the assessment is fair
- P20 base your decisions on all the relevant evidence of candidates' performance and knowledge. Take this evidence from as many places as possible
- P21 explain and resolve any inconsistencies in the evidence
- P22 make a record of the outcomes of assessments by using the agreed recording system
- P23 speak to the appropriate person if you and the candidate cannot agree

COGN426

Assess candidates using a range of methods

- on your assessment of their performance
- P24 give candidates feedback at an appropriate time and place
- P25 give candidates feedback in a constructive and encouraging way, which meets their needs and is appropriate to their level of confidence
- P26 clearly explain your assessment decisions on whether candidates' evidence of competence is good enough
- P27 give candidates advice when they cannot prove their competence and on how they can develop the necessary skills or provide more evidence
- P28 encourage candidates to get advice on your assessment decisions
- P29 identify and agree the next steps in the assessment process and how candidates will achieve these
- P30 follow the agreed complaints and appeals procedures if candidates disagree with your assessment decisions
- P31 ensure your assessment records are accurate and up to date, and provide an audit trail of evidence
- P32 contribute to standardisation arrangements so that your assessment decisions are in line with others
- P33 give accurate and timely information on assessments
- P34 contribute to the agreed quality assurance process

Knowledge and understanding

You need to know and understand:

- K1 how to identify and use different types of evidence when carrying out assessments
- K2 how to identify and compare different types of evidence when making your assessment decisions
- K3 how to collect evidence in ways that are cost-effective and timely
- K4 how to collect and use evidence from candidates' prior experience and achievements within the current assessment process
- K5 how to develop and agree assessment plans with candidates and the other people involved
- K6 how to accurately assess performance against specific parts of a standard
- K7 how to take appropriate action and help candidates develop their competence
- K8 how to change assessment procedures to meet the individual needs of candidates
- K9 how to identify the difficulties in making safe, fair, valid and reliable assessments of evidence and who to involve in such cases
- K10 how to follow standardisation and internal quality assurance procedures
- K11 how to measure existing levels of competence
- K12 how to make valid and reliable assessments of candidates' knowledge
- K13 how to make valid and reliable assessments of candidates' performance
- K14 how to make sure you have covered all the agreed criteria during an assessment
- K15 how to check that the evidence is the candidates' own work
- K16 how to make sure that supporting evidence supplied by other people is reliable
- K17 how to encourage candidates to consider and use their past experience and achievements
- K18 how to give constructive feedback on existing levels of competence and what candidates need to do to be fully competent
- K19 how to involve candidates in planning assessments
- K20 how to keep to the data protection act
- K21 how to encourage candidates who have different levels of confidence and experience to take an active part in their assessment
- K22 how to use language and behaviour which does not discriminate against any candidate
- K23 how to meet the different needs of candidates
- K24 how to give feedback to candidates with different levels of confidence and experience
- K25 how to encourage candidates to ask questions and get advice
- K26 how to monitor and review progress with candidates

COGN426

Assess candidates using a range of methods

- K27 how to identify changes in levels of candidates' competence and assess how this affects your own competence
- K28 how to use opportunities to update your skills and experience
- K29 how to identify and use information on current assessment best practice
- K30 how to use personal development opportunities to improve your assessment skills
- K31 how to meet candidates' needs for access to safe, fair, valid and reliable assessment, in line with relevant legislation
- K32 how to recognise and challenge unfair discrimination in assessments
- K33 who to get advice from about meeting candidates' special assessment requirements
- K34 how to identify and plan for issues of confidentiality and data protection during the assessment process
- K35 how to record, store and pass on assessment decisions to other people within an agreed system
- K36 how to identify and assess things that can influence your own competence
- K37 how to identify appropriate sources of support for your own development

COGN426

Assess candidates using a range of methods

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