



Carry Out the Assessment Process

SCQF level 7

Who is this qualification for?

This qualification was designed to meet the needs of those who wish to gain recognition for the role they perform as an assessor.

Assessor-candidates would gain their qualification by providing evidence of their competence as a working assessor. This evidence may be generated in a variety of assessment contexts, from assessing candidates for a First Aid Certificate in a simulated environment for example, to assessing PC Passport in an open access centre or classroom. The qualification is applicable to those assessing a wide variety of assessment contexts.

The qualification outcomes are:

- 1 Agree assessment arrangements with candidates
- 2 Conduct assessment events
- 3 Communicate assessment decisions to candidates
- 4 Contribute and conform to internal quality assurance requirements

Understanding and applying skills in these outcomes is important because they help you work effectively in your assessor role and also prepare you for jobs within the sector which you may do in the future.

What types of qualifications should I be assessing to achieve this Unit?

This Unit is intended for those who wish to gain a qualification in the assessment of qualifications other than SVQs.

What should I know or be able to do before I start?

You should:

Have a working knowledge of assessment processes. Access to this Unit is however at the discretion of the centre.

What do I need to do?

You need to be able to demonstrate your competence as an assessor in the specific areas of arranging and conducting assessment, making assessment decisions, providing feedback to candidates, and meeting internal quality assurance requirements.

How do I get this Unit?

This Unit will be assessed by written/oral and performance evidence. You will be required to plan and carry out assessment activities and produce the relevant paperwork and reports.

You will be asked to provide a portfolio of evidence covering all four Outcomes. The evidence submitted in the portfolio should be based on real assessment of candidates who require to be assessed in order for them to gain recognition and/or a qualification. Simulation is not permitted in this Unit.

What might this involve?

Each approved centre operates slightly differently. They may ask you to attend a training course and/or a one-to-one tutorial.

There may also be some self-study to undertake prior to the commencement of your assessment.

What qualifications can I do next?

Those gaining an assessor qualification often move on to further study towards a level 3 SVQ or Higher National Certificate/Higher National Diploma in Learning and Development. Your tutor can advise you about this.

Guidance for tutors

The information included in the remainder of this document has been grouped under the following sections:

Section A: The Unit specification

Section B: Assessment guidelines for complete Unit

This Unit is supported by a set of support notes which can be obtained separately from SQA.

The support notes contain detailed evidence requirements and assessment guidelines.

The additional support needs of individual learners should be taken into account when planning learning experiences, selecting the most appropriate assessment activity, and considering any reasonable steps which might be necessary to allow the learner to meet the assessment standard. Further advice can be found on our website: www.sqa.org.uk/assessmentarrangements.

Administrative Information

Credit Value

1 SQA credit (8 SCQF credit points at SCQF level 7)



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Section A: Unit specification: Carry Out the Assessment Process

This section provides detailed information on the Unit specification requirements covering all four Outcomes.

The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

'Assessor-candidate' refers to someone who is working towards the achievement of this Unit.

Carry out the assessment process		
Ref	Outcome	Skills and Knowledge
1	Agree assessment arrangements with candidates	<ul style="list-style-type: none"> ◆ Assessment planning and scheduling ◆ Quality assurance principles (validity, reliability) ◆ Equal/fair access to assessment ◆ Types of methods/instruments of assessment ◆ Conditions for assessment ◆ Assessment opportunities ◆ Special assessment arrangements ◆ Candidate support ◆ Progress reviews ◆ Complaints, appeals procedures ◆ Relevant legislation

Carry out the assessment process		
Ref	Outcome	Skills and Knowledge
2	Conduct assessment events	<ul style="list-style-type: none"> ◆ Subject knowledge ◆ Assessment of skills/knowledge ◆ Methods of assessment ◆ Quality assurance principles (validity, reliability) ◆ Awarding body assessment requirements ◆ Use of marking guidelines ◆ Supportive and developmental advice ◆ Progress reviews

Carry out the assessment process		
Ref	Outcome	Skills and Knowledge
3	Communicate assessment decisions to candidates	<ul style="list-style-type: none"> ◆ Feedback skills ◆ Decision making ◆ Communication skills ◆ Development/assessment options ◆ Remedial activities and opportunities ◆ Record keeping

Carry out the assessment process		
Ref	Outcome	Skills and Knowledge
4	Contribute and conform to internal quality assurance requirements	<ul style="list-style-type: none"> ◆ Assessment recording ◆ Internal verifier evidence sampling ◆ Internal quality assurance requirements ◆ Standardisation process ◆ Evidence Requirements ◆ Assessment guidelines

Section B: Assessment guidelines for complete Unit

The assessor-candidate will be expected to submit a fully referenced portfolio of evidence covering all four Outcomes for assessment.

These assessment guidelines have been developed to give advice by identifying where opportunities exist to gather evidence efficiently.

For assessment purposes, the evidence can be divided into three main categories:

- 1 Records/product evidence produced by the assessor-candidate.
- 2 Records/product evidence produced about the assessor-candidate.
- 3 Explanations to be provided by the assessor-candidate.

Detailed evidence requirements and assessment guidelines are available from SQA upon request for centres delivering, and seeking approval to deliver this award.