ctsi Chartered Trading
Standards Institute
qualifications

CPCF Verification Documentation	
Monitoring assessor performance via	**ASSESSOR INTERVIEW**

Name of Verifier: _____

Date of Interview: _____via Email/Telephone/Face to Face _____

Question	Response
How do you begin the assessment process?	
What documentation, if any, is required at the start of the process?	
What topics should be covered at the start of the process?	
How do you decide when assessment should take place?	
How many stages are there in the assessment process?	
What are they?	
How do you record a formal assessment?	
How do you confirm that a module has been completed?	
When carrying our an assessment, what documentation do you need?	
When you have completed an assessment, what do you do?	
What types of evidence can you use when assessing competency?	
What is the time-limit for formal feedback to be given to a candidate after an assessment?	
What documentation do you need when carrying out an observation?	
What information do you need when carrying out an observation?	
What documentation do you complete after an observation?	
What is the difference between an Assessor Observation and a Witness Observation?	
Why do you use a variety of evidence when judging competence?	

Summary of findings with action points.