Checklist for Monitoring Assessor Performance



Version 3: January 2011

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| **Did the Assessor** | **Yes** | **No** | **Comments / Feedback** |
| Remain as unobtrusive as possible (candidate observation only) |  |  |  |
| Explain the process to the candidate (candidate observation only) |  |  |  |
| Use the specified criteria & range to judge competence |  |  |  |
| Use only presented evidence to judge competence |  |  |  |
| Make notes of their findings during the assessment process |  |  |  |
| Develop feedback that is constructive and informative |  |  |  |
| Complete the relevant assessor sections within the Summary Assessment Matrices (desktop assessment only) |  |  |  |
| Use questions that were clear & did not lead the candidate |  |  |  |
| Use justifiable questions |  |  |  |
| Feedback informally (verbally) to the candidate after the assessment |  |  |  |
| Discuss additional / supplementary evidence requirements (if applicable) |  |  |  |
| Agree further actions (if applicable) |  |  |  |
| Explain that formal feedback would be presented within one week (assess 5) |  |  |  |
| Show a good understanding of the criteria & range needed for the task being assessed |  |  |  |
| Show effective interpersonal skills when interacting with the candidate |  |  |  |