

Appendix 1: Observation Checklist – Watching Colleagues Assess

Your name			
Observer's name			
Person being assessed		Date	
Time and duration of actual assessment			
Permission gained from the person being assessed to be observed			
Location of assessment			
Unit/s of competency to be assessed			
Assessment task being observed			
Did your colleague:	Comments	Yes	No
<ul style="list-style-type: none"> explain the assessment process clearly to the person being assessed, and check for understanding? 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> use assessment methods appropriate to the performance criteria being assessed? 		<input type="checkbox"/>	<input type="checkbox"/>

Did your colleague:	Comments	Yes	No
<ul style="list-style-type: none"> • use interpersonal skills appropriate for the assessment process? 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • use language and terminology appropriate to the industry and language, literacy and numeracy levels of the learners? 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • demonstrate support for the person being assessed? 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • advise of review and appeals processes? 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • discuss any special needs of the person being assessed and take these into consideration in the assessment task? 		<input type="checkbox"/>	<input type="checkbox"/>

<p>What areas of improvement would you recommend your colleague address?</p>	
<p>Suggested professional development activities to improve assessment practice</p>	
<p>Other comments</p>	