

Validation of Assessments

Assessment validation is a process where assessors compare and evaluate the use and effectiveness of their assessment methods, procedures and decisions.

Assessment validation activities can involve assessors from one organisation or assessors from a number of RTOs.

The goal of assessment validation is to ensure that assessment is valid, reliable, fair and that the decisions about competence are made on the basis of sufficient and appropriate evidence.

There are a range of assessment validation activities, one commonly used model involves a group of assessors coming together to reach agreement about assessment tools and processes. The theory is that group judgement is more valid than judgement by an individual alone. Working as part of a group also gives trainers and assessors an opportunity to exchange information and keep up to date.

The documentation of assessment validation activities and records of attendance can be used as evidence of the continuous improvement of the RTO.

Conducting validation activities

- Assessors should agree on an assessment tool which needs to be reviewed and set up a time to meet.
- The assessment tool is checked against the requirements of the unit of competency.
- Details are recorded on the validation checklist, including any action that needs to be taken and by whom. This information is added to the Continuous Improvement Action Plan.
- A record of attendance is kept and filed in the Quality Process folder.

1. *Assessment Validation Action Plan*

Use to plan assessment validation activities for all qualifications or units of competency on scope of registration. Trainers/assessors to participate in validation activities at least annually.

2. *Assessment Validation Participant Record*

Each participant to receive a copy. File copy is kept in Quality Process folder.

3. *Assessment Validation Checklist*

This checklist may be used as part of an assessment validation meeting to evaluate assessment evidence provided to meet particular performance criteria.

4. *Assessment Validation Outcome*

To be completed by supervisor or co-ordinator to record any action required for continuous improvement. Forward copies to persons designated to act on recommendations.

2. Assessment Validation Participant Record

Name of RTO:

Course or Qualification (name and code):

Assessment Validation Activity:

Date:

Name of participant	Area of expertise	Employer/Delivery site
Follow up action required	Who is responsible	Timeline

3. Assessment Validation Checklists

To validate an assessment task or tool (or an assessment plan) complete Part A, B & C

Validation Panel (names):

Unit/s of Competency Code/s and Name/s:

Elements assessed with this assessment task:

Brief description of evidence to be provided to meet performance criteria:

PART A PRINCIPLES OF ASSESSMENT	Yes/No	Comment
Valid		
Covers all performance criteria		
Covers required skills and knowledge		
Covers all critical aspects of assessment		
Covers OH&S requirements		
Reliable		
Range Statement is correctly interpreted		
Resource requirements are met		
Fair		
Does not measure more than is required		
Allows demonstration of competence at appropriate AQF level		
Flexible		
Adaptable for diverse groups: Disability Cultural diversity		
Allows flexibility in delivery and assessment strategies		
General comments about the assessment tool (or assessment plan)		

4. ASSESSMENT VALIDATION OUTCOME

To be completed by supervisor or co-ordinator

Outcome & action required for continuous improvement	Action/s	Who & when
Interpretation of competency		
Requirements of assessment Clarity of performance criteria Key aspects of evidence Key competencies integration		
Assessment tool		
Candidate information Assessor information Evidence collection Recording and reporting Candidate feedback		
Assessment process		
Timely Informative Fair/Flexible OH&S compliant		
Assessment judgement		
Reflects requirement of unit of competency Reflects industry standards Consistent		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Name: _____</p> <p>Signed: _____</p> </div> <div style="width: 45%;"> <p>Position: _____</p> <p>Date: _____</p> </div> </div>		