# Assessment Review Report:

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| **Programme Name** |  | | | | |
| **Unit Standard/s:** |  | | | | |
| **SAQA ID:** |  | **NQF Level** |  | **Credits** |  |

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| **Assessor Name:** |  | **Assessor Number** |  |

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| **Total number of Learners** |  | **Number**  **Competent** |  | **Number**  **NYC** |  |

**Administration**

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| **Criteria** | **Yes** | **No** |
| **Did you receive the following documentation with the batch:** |  |  |
| * Copy of the sign out register? |  |  |
| * Class register? |  |  |
| * Facilitator report? |  |  |
| * The programme number? |  |  |
| **Did all the learners complete/sign the following:** |  |  |
| * The spine of the PoE? |  |  |
| * The cover page of the PoE? |  |  |
| * The learner information form? |  |  |
| * Learner Declaration? |  |  |
| **Did all the learners submit the following:** |  |  |
| * Certified copy of ID |  |  |
| * Certified copies of qualifications/ SoR |  |  |
| * Copy of CV |  |  |
| **Comments and recommendations:** | | |

**Assessment planning, preparation, implementation and feedback**

(PLEASE NOTE: The assessment preparation was done during the facilitation and the documents in section 2 had to be completed by the Facilitator and the learner.)

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|  | **Yes** | **No** |
| * Did all the learners insert their information where applicable? |  |  |
| * Is it clear that the learner was prepared for the assessment |  |  |
| * Did the learners sign and date the relevant preparation documentation? |  |  |
| * Did the learners indicate their special needs? |  |  |
| * Were any changes made to the assessment to accommodate the special needs/barriers? |  |  |
| * Did these amendments compromise the validity of the assessment? |  |  |
| * Did the facilitator complete, sign and date all relevant documentation? |  |  |
| * Was the learner provided with the required support during the evidence collection process? |  |  |
| * Did you check the evidence for plagiarism? |  |  |
| * Was the assessment conducted in a fair, non-discriminatory manner? |  |  |
| * Has feedback been provided to all learners and evidence provided in the PoE? |  |  |
| * Have marksheets been completed and submitted with the portfolio? |  |  |
| * Has the learner provided feedback on the assessment? |  |  |
| **Comments and recommendations** | | |

**Format and design of portfolio**

(This check confirms the validity, currency, sufficiency, relevancy, reliability and fairness of the assessment process and tools) If no provide details in comment section

| **Unit Standard Check** | **Yes** | **No** |
| --- | --- | --- |
| * Is the Unit Standard in the PoE current? (not expired) |  |  |
| * Has the unit standard information been recorded **correctly?**(ID, title, level, credits, SOs and ACs) |  |  |
| * Does the assessment cover all the specific outcomes, assessment criteria and range statements. I |  |  |
| * Does the assessment address the Critical Crossfield Outcomes |  |  |
| * Does the assessment address the Essential Embedded Knowledge |  |  |
| * Are the assessment instruments fit for purpose |  |  |
| * Are the instructions written in a way that is understood by the learners |  |  |
| * Does the assessment guide provide sufficient information to administer the assessment. |  |  |
| * Do the assessment practices, tools, methods, and materials accommodate the learner’s special needs. |  |  |
| **Comments and recommendations** | | |

**Feedback with regards to the assessment activities**

Carefully consider the assessment activities and complete the table.

* The activity number e.g. Activity 2.4.1
* Description of challenge, e.g. too difficult, too easy, unclear, confusing, outside the scope of the unit standard, does not match specific outcomes, difficult to implement, duplication, overassessment, etc.
* Possible solutions, e.g. rephrase or replace questions, scrap questions
* Please attach possible ideas/ replacement activities to the report.

**Key**

**Formative assessment activities - FA**

**Summative knowledge questionnaire - KQ**

**Summative workplace assessment – SA**

**Workplace Practical – WP (QCTO only)**

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| **Section/Key** | **Activity No** | **Description of challenge** | **Possible Solution** |
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| **Other CHALLENGES : PORTFOLIO AND ASSESSMENT GUIDE** |
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| **Recommendations** |

**I, hereby declare that based on the above the evidence in the portfolios meets the following principles:**

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| **Principle** | | **Comments** | **Yes** | **No** |
| **V** | **Valid** | The evidence matches the specific outcomes and assessment criteria of the unit standard/s |  |  |
| **A** | **Authentic** | The evidence submitted is the work of the candidate, ( ‘Declaration of authenticity document was completed and signed and signatures appear where required. |  |  |
| **R** | **Reliable** | When faced with the same evidence another assessor will reach the same assessment judgement. |  |  |
| **C** | **Current** | The evidence proves that the candidate’s knowledge and skills are current. (Not older than 3 years) |  |  |
| **S** | **Sufficient** | The candidate/s submitted enough evidence to support the assessment judgement. |  |  |
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| **Assessor Signature** |  | **Date** |  |

## Summary of Learners Assessed

| **US Title** | |  | | | | | **US No** |  | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NO** | **Surname** | **Initials** | **ID** | **Date of training** | **Course number** | **Type of Programme (Classroom, Virtual, RPL or Distance)** | **Name of Facilitator/RPL Advisor or Distance learner** | **Assessment result** | | **Report/**  **remediation sent** | |
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