



NCTVET
ASSESSMENT
MATERIALS/TEMPLATES

Assessment Materials/Templates

How to use Assessment Materials/Templates

- The following templates were designed to help assessors and instructors develop the materials needed to carry out effective and high quality assessments against the units of competency in the Competency Standards Framework.
- Templates may be used for planning, conducting and reviewing assessment. Users are permitted to insert or delete rows as required.
- Assessors are required to:
 1. Have an appreciation of the principles of Competency Based Assessment
 2. Be able to develop assessment processes which link workplace activities and procedures with the Competency Standards and other components of Competency Standards Framework
 3. Identify quality evidence
 4. Work cooperatively with candidates, supervisors and other key stakeholders in the assessment process.

Applicable templates should be used to document assessment activities and decisions in accordance with relevant Policies and Guidelines. **It is important that evidence satisfies assessment principles of validity, reliability, flexibility and sufficiency. Hence evidence must include assessment tasks, candidates' response to tasks given as well as assessor's decision regarding the candidate's performance.**

Explanation of how the assessment templates are to be applied

Templates		To be completed by	Purpose
1	Table of Specification	Assessor	Blueprint for assessment
2	Recording Sheet for Oral Questioning	Assessor	To collect evidence of the assessment of underpinning knowledge (oral only)
3	Summative Written Assessment Grade Sheet	Marker	To record final underpinning knowledge (theory) assessment scores
4	Summative Practical, Project or Portfolio Assessment Grade Sheet	Assessor	To record final skill assessment (Practical, Project or Portfolio) scores
5	Continuous Practical Assessment Grade Sheet	External Verifier	To record final continuous practical assessment scores for practicum or On-the-Job Assessments
6	Continuous Assessment (Average) Grade Sheet	Instructor and Head of Department	To record Continuous or Formative averaged Assessment scores

Template 1: Table of Specification

TABLE OF SPECIFICATIONS (For Underpinning Knowledge/theory Assessment)

Skill Area _____ Qualification Code: _____

Prepared By: _____

Date Prepared: _____ Assessment Date: _____

Unit Code	Title	No. of Items	Marks Assigned	Cognitive domain					
				Rec.	Co.	App.	An.	Syn.	Ev.
	TOTAL								
	Weight (%)								

Template 2: Recording sheet for oral questioning (use if necessary)

Candidate's Name:	
Skill Area:	
Level:	
Rationale for use of template:	
Oral/Interview Questions	Assigned Score (%)
Q__	
Q__	
Q__	
Q__	
Q__	
<p>Assessor's Signature:.....</p> <p>Date:</p>	
<p>Feedback to Candidate:</p>	
<p>Acceptable answers are:</p> <p>Q__</p> <p>Q__</p> <p>Q__</p> <p>Q__</p> <p>Q__</p>	

Template 3: Summative Written Assessment Grade Sheet

Summative Written Assessment Grade Sheet

Name of Institution: _____

ATO: _____

Skill Area: _____

Assessment Date: _____

Submission Code (Optional) _____

Candidates' Names		Applicant ID	Final Score (%)	Comment
Surname	Christian Name			

Marker's Comments: _____

Marker's Name: _____ Date: _____

Marker's Signature: _____

Template 4: Summative Practical, Project or Portfolio Assessment Grade Sheet

Summative Practical, Project or Portfolio Assessment Grade Sheet

Name of Institution: _____

ATO: _____

Skill Area: _____

Assessment Date: _____

Submission Code (Optional) _____

Candidates' Names		Applicant ID	Final Score (%)	Comment
Surname	Christian Name			

Assessor's Comments: _____

Assessor's Name: _____ **Date:** _____

Assessor's Signature: _____

Template 5: Continuous Practical Assessment Summary Grade Sheet

Continuous Practical Assessment Summary Grade Sheet

Name of Institution: _____

Skill Area: _____

Verification Date: _____

Assessment Site: _____

Submission Code: _____

Candidates' Names		Applicant ID	Final Score (%)
Surname	Christian Name		

Verifier's Comments: _____

External Verifier's Name: _____ **Date:** _____

External Verifier's Signature: _____

Template 6: Continuous Assessment (Average) Grade Sheet

Continuous Assessment (Average) Grade Sheet

Name of Institution: _____

ATO: _____

Skill Area: _____

Cluster: _____

Submission Code (Optional) _____

Candidates' Names		Applicant ID	Practical (%)	Theory (%)
Surname	Christian Name			

Comments: _____

Instructor's Name: _____ **Date:** _____

Verified by: _____ **Date:** _____