



Conduct Outcomes-Based Assessment

Handout 4

List to Assist the Learner Assessor

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1. When you assess a learner, always use a red pen. (In your portfolio, learner 1 and 2.)
2. Use sticky notes to show the learner where he/she must attend to.
3. Write on the sticky note what you want the learner to do. E.g. learner to initial page.
4. **A learner must always initial ALL pages of the Portfolio at the bottom of the page in a black pen.**
5. Ensure that all copies of documents submitted (ID, qualifications) are certified and initialled by the learner.
6. Give comprehensive feedback to a learner - do not just write "competent".
7. Indicate clearly to the learner how he/she should re-do an activity if he/she is found NYC. (Not yet Competent).
8. Ensure that all applicable pages are completed and signed by the learner.
9. If you feel uncertain about anything, ask your supervisor when you assess a learner.
 - a. Fully assess material according to the SETA and SAQA requirements and standards and relevant procedures and processes.
 - b. Be sure to insert your assessor plan as part as the administration functions
 - c. Be sure to complete ALL administrative forms as part of the assessment material
10. Always adhere to the principles of assessment.
11. When you assess for an institution, ensure that you get a copy of their Assessment policy.