

When assessing, always consider two key questions:

**‘Am I asking the right stuff?’ and ‘Have I got enough evidence?’**

### **Take a holistic approach**

Assessment should be conducted in a holistic manner. When assessing an outcome, consider the whole outcome and not just a series of individual parts.

### **Focus on learner capability**

Assessment should not be a snapshot or a one-off event; it should have robust evidence to show that learners can cope with a task on an on-going basis. Learners need to be able to apply what they have learned, not just demonstrate that they have learned it.

### **Use naturally occurring evidence**

Use naturally occurring evidence (such as observations, photos, work records etc.) wherever possible. Your professional judgement and verification of evidence from the workplace are key aspects of this. Refer to ‘Providing sufficient evidence’ on the next page.

### **Only assess what you need to**

Always refer to the relevant Assessor/Verifier guide which gives criteria and guidelines around what should be assessed and what evidence needs to be provided to meet the requirements of the unit standard.

### **Use current Assessment material**

Do not use old assessment material as it may no longer be fit for purpose or current to the latest version of the unit standard. Check with your Primary ITO representative that you are using the latest version.

### **Ensure comments are written in the Verification sections and Assessor pages of the Assessment**

Comment on ‘how you know the learner is competent’ and how you reached your decision, rather than just a repeat of the learning outcome. For help on writing comments refer to ‘Writing Verifier/Assessor Comments’ on our ‘Assessors’ page under ‘Employers’ on the website.

### **Remember to complete the Verification and Assessor sign off pages**

Ensure Verifier and Assessor pages are signed and dated with descriptive comments on learner performance.

### **Verbal Assessment – “write the story”**

You may verbally assess or clarify answers where needed. If you ask the Learner to verbally expand or clarify an answer and you write down their answer, you must record this by the question /activity or in the notes section at the back of the assessment. Clearly indicate what verbal assessment or clarification has occurred; the date, what was discussed and then initial as the Assessor. Where the whole or majority of the assessment has been verbally assessed, fill out the ‘Verbal Sign-off’ sheet.

## **Providing Sufficient Evidence**

There must be sufficient evidence provided to defend your assessment decision. Please consider the following when gathering evidence:

### **Comments should give concrete defensible evidence to support your decision:**

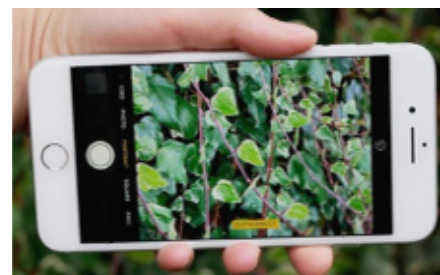
- They are critical to give context to the learner’s performance and to the assessor’s decision.
- Ask yourself, “how do I know this person is competent”? The answer to this should make up your comments: i.e. your own observations, conversations with the learner and verifier/employer, any experience/background the learner might have, examples of performance, attitudes, etc.

**Work diaries/logs/Job sheets are excellent evidence and should include the following:**

Date	Task/job undertaken	Time spent on task
<i>Examples below</i>	<i>Examples below</i>	<i>Examples below</i>
Equipment/tools/ machinery used	Number/types of livestock crops/plants/ vehicles/Machinery	Eg Spray Diaries/Logs Frequency (daily, weekly, or monthly)
Validation from verifier/tutor	Hazards identified/PPE worn	Outcomes demonstrated

### Photographs

Another excellent source of evidence. However, these should be labelled with the Learner's initials, the task/activity, and which page they relate to in the assessment. For more information on presenting photographic evidence [click here](#)



### Feedback

If you are aware of any issues with Primary ITO assessment material or have suggestions to improve an assessment, please email your feedback to [product@primaryito.ac.nz](mailto:product@primaryito.ac.nz)

### More information

For more Information and resources on assessment and moderation visit our [Assessors Page](#) under 'Employers' on the website or contact us @ [quality@primaryito.ac.nz](mailto:quality@primaryito.ac.nz)