

Assessment Validation Checklist

Unit Code:		
Unit Name:		
Date of Activity:		
Who participated:		
Suitability in General:		
Questions	Y/N	Comments
Are the directions for the assessment clear?		
Is the assessment's level of difficulty appropriate for the competency being assessed?		
Are the evaluation tools and checklists organised logically to facilitate the assessment?		
Validity:		
Questions	Y/N	Comments
Are the evaluation tasks based on real-world employment scenarios?		
Is the evidence being gathered directly relevant to the unit of competence being assessed?		
Does the evaluation evaluate the student's capacity to function at the needed level in the workplace?		

Are the strategies being employed appropriately for the workplace?		
Is assessment mapping accurate to ensure that the entire unit gets assessed? (Please see attachment.)		
Sufficiency:		
Questions	Y/N	Comments
Is the proof of assessment gathered utilising a variety of assessment methodologies and collected over a variety of assessment activities?		
Is the assessment evidence drawn from a variety of the student's past performances?		
Is there adequate proof that the student's knowledge and skills are being assessed?		
Authenticity / Currency:		
Questions	Y/N	Comments
Is the method of evaluation utilised sufficient to ensure that the evidence gathered is the candidate's own work?		
Is the assessment based on evidence gathered from the candidate that is current or based on their recent activities?		
Reliability:		

Questions	Y/N	Comments
Are adequate assessment checklists for recording evidence based on the unit of competence available?		
Are there clear guidelines in place to guarantee that assessors make accurate choices over time and across candidates?		
Are there appropriate instructions that support various assessors applying the same judgement?		
Flexibility:		
Questions	Y/N	Comments
Is it possible to modify the assessment to match the demands of all candidates?		
Is there a possibility for the candidate's previous experience to be recognised?		
Do the assessment methodologies allow for flexible arrangements with candidates with limited LLN skills?		
Fairness:		
Questions	Y/N	Comments
Is the candidate provided with clear and timely evaluation data as a result of the assessment process?		

Are candidates given appropriate feedback opportunities?		
Is there a well-documented process for appealing assessment decisions?		
The opportunities for Improvement:		
Are any areas for improvement found as a result of the assessment validation?		