

**Assess Learners and make judgements FSKWTG008**

Item 3 of 4

In this task, you will be assessing three (3) learners in the unit **FSKWTG008 Complete routine workplace formatted texts**.

This involves:

- Contextualising and confirming assessment activities and candidate support according to assessment tool instructions
- Using agreed assessment methods and instruments to gather, organise and document evidence according to principles of assessment and rules of evidence
- Monitoring and adjusting reasonable adjustments as required to accommodate candidate needs while maintaining the rigour of the assessment process
- Recording judgement of satisfactory or not yet satisfactory performance on all instruments, together with reasons for that judgement
- Providing candidates with feedback on performance, support, and opportunities to re-submit assessments
- Reviewing the completed assessments and confirming the rules of evidence and principles of assessment have been met
- Ensuring that all assessment instruments have been completed according to the Standards for RTOs 2015 and BrainstormRTO's Assessment Policy and Procedure and are assessed as satisfactory before making a judgement of competence
- Moderating the assessments with colleagues if required - to assist in making the final judgement
- Making the final assessment judgement based on evidence of the learner/s competence against evidence requirements
- Recording the judgement of competence
- Providing feedback to learners in accordance with BrainstormRTO's Assessment Policy and Procedure
- Documenting follow-up and resubmission dates for those learners deemed not yet competent
- Completing and submitting assessment records and results

Step 1. Using the **Assessor Guide FSKWTG008** you have downloaded previously, access the approved and validated assessment instruments and marking guides for **FSKWTG008 Complete routine workplace formatted texts**.

Step 2. Confirm whether there are any customisation, contextualization, or reasonable adjustment requirements. Ensure these are noted in the Educational Adjustments Made section of the Assessment Cover Sheets. You are required to monitor your learner throughout the assessment process and record any further adjustments made.

Step 3. Conduct the assessment.

Using each learners' **FSKWTG008 Completed Assessments** and the **Assessor Guide FSKWTG008** provided, you are required to mark the assessments using the marking guides to ensure consistency of marking with other assessors.

Mark each question/task in each instrument, showing your marking and comments as appropriate.

- *Marking guides are not always perfect. Therefore, you will sometimes need to exercise professional judgement if you find the information in the marking guide is incorrect or is inflexible to cater for a variety of answers.*

Each instrument will be marked as either Satisfactory (S) or Not Yet Satisfactory (NYS).

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- The assessment instruments selected must cover an entire unit of competency.

Step 4. Using the **Completion of Competency Record**, enter the results from the individual assessment tasks determining the final result for each learner – Competent (C) or Not Yet Competent (NYC).

Note: - Evidence is valid and sufficient if all tasks have been completed satisfactorily and learners are Competent if all tasks have been completed satisfactorily

Read the forms carefully and ensure all fields are completed.



Upload the following completed documents

- **Completion of Competency Record** for each learner
- The marked **Completed Assessments** for each learner

NB. For each of the three (3) learners, you will need to upload a **Completion of Competency Record**, and the marked **Completed Assessments**.

If required, add a note or written response to accompany your submission

Each file uploaded can be no more than 1GB, uploaded files can be removed before submission

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 Files

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