**IQA Observation of Assessor**

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| Qualification |  | Assessor |  |
| Unit(s) |  | IQA |  |
| Learner |  |
| Location |  |
| Did the Assessor: | Y / N | Details |
| Carry out effective pre-assessmentarrangements? |  |  |
| Give clear and accurate information to thecandidate about the process? |  |  |
| Encourage the learner to identify andpresent evidence? |  |  |
| Refer to the standards for the unit(s) beingassessed? |  |  |
| Use questions that were clear, open andnot leading? |  |  |
| Make accurate judgements based on theevidence seen? |  |  |
| Ensure evidence was reliable, authentic,sufficient and current ? |  |  |
| Ensure that all possible sources ofevidence were considered? |  |  |
| Clarify and resolve any inconsistencieswith the evidence |  |  |
| Confirm the outcome of the assessment? |  |  |
| Give feedback that was honest, open and constructive, in a sensitive and supportivemanner? |  |  |
| Encourage the learner to ask anyquestions? |  |  |
| Agree further actions? |  |  |
| Complete all assessment records fully andaccurately? |  |  |
| Operate according to the revised NationalOccupational Standards? |  |  |
| Remedial action required: |
| Confirm actioncompleted |  | Date |  |
| Assessor signature |  | Date |  |