**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-assessment  arrangements? | |  | |  | | |
| Give clear and accurate information to the  candidate about the process? | |  | |  | | |
| Encourage the learner to identify and  present evidence? | |  | |  | | |
| Refer to the standards for the unit(s) being  assessed? | |  | |  | | |
| Use questions that were clear, open and  not leading? | |  | |  | | |
| Make accurate judgements based on the  evidence seen? | |  | |  | | |
| Ensure evidence was reliable, authentic,  sufficient and current ? | |  | |  | | |
| Ensure that all possible sources of  evidence were considered? | |  | |  | | |
| Clarify and resolve any inconsistencies  with the evidence | |  | |  | | |
| Confirm the outcome of the assessment? | |  | |  | | |
| Give feedback that was honest, open and constructive, in a sensitive and supportive  manner? | |  | |  | | |
| Encourage the learner to ask any  questions? | |  | |  | | |
| Agree further actions? | |  | |  | | |
| Complete all assessment records fully and  accurately? | |  | |  | | |
| Operate according to the revised National  Occupational Standards? | |  | |  | | |
| Remedial action required: | | | | | | |
| Confirm action  completed |  | | | | Date |  |
| Assessor signature |  | | | | Date |  |