TAEASS404 Assess competence in an online environment

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with the TAE Training and Education Training Package Version 4.0. Newly created unit.

Application

This unit describes the skills and knowledge required to assess candidate/s competence in an online environment. It involves implementing a plan for the assessment process, gathering quality evidence according to the principles of assessment and the rules of evidence, and making the assessment decision. It also involves recording and reviewing the completed assessment process.

The unit applies to individuals who use a range of technical competencies to assess candidates who are participating in assessment remotely and interacting with teachers, peers and other industry professionals by means of various electronic applications and communication channels.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Assessment

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to assess in online environment	1.1 Review purpose and requirements of assessment against learning outcomes 1.2 Source and interpret plan for online assessment and confirm it meets identified need and applicable organisational policies and procedures, and confirm with required personnel as required 1.3 Access information, digital resources, electronic applications and communication channels required for assessment

ELEMENT	PERFORMANCE CRITERIA
	1.4 Confirm technology, digital tools and assessment conditions required to conduct online assessment activities
	1.5 Ensure candidate/s have clear understanding of technology requirements for assessment, and where required explain, discuss and agree on details of planned online assessment and candidate's digital needs
	1.6 Identify and organise required support for foundation skill, assessment and technical needs within scope of own role; and access specialist support where required
2. Administer online assessment	2.1 Confirm that authentication of candidate identity and security requirements are in place according to plan
	2.2 Progressively gather and record authentic evidence using required methods and tools and according to plan, organisational policies and procedures, and regulatory requirements
	2.3 Troubleshoot any technological challenges or issues that arise within scope of own role, and escalate where required
	2.4 Make necessary and reasonable adjustments to assessment process in relation to any candidate support needs
	2.5 Facilitate two-way communication with candidate/s being assessed as required and according to regulatory requirements
3. Make assessment decision of evidence submitted online	3.1 Review collected evidence and confirm it meets rules of evidence
	3.2 Make and record assessment decision based on collected evidence and according to principles of assessment and organisational policies and procedures
	3.3 Inform required parties of assessment decision, or confirm decision notification, according to organisational policies and procedures, and regulatory requirements
	3.4 Facilitate clear and constructive two-way feedback with candidate/s regarding assessment process and decision, and clearly document any required follow-up
4. Finalise online assessment process	4.1 Record and store assessment outcomes according to online assessment system, organisational policies and procedures, and regulatory requirements
	4.2 Review online assessment process and seek feedback from candidate/s and required personnel, recording any relevant technological challenges or issues
	4.3 Identify opportunities for future improvements and make any necessary adjustments for future assessment delivery or advise required personnel as necessary

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	• Develops strategies to improve own skills and knowledge in online assessment and the use of required technology
Numeracy	• Analyses information relating to candidate assessment outcomes
Reading	• Interprets a range of information relating to online assessment process
Writing	• Creates a range of formal and informal, and at times complex, texts in a digital format that relate to assessment process and facilitate feedback • Maintains digital records of assessment outcomes and reports
Initiative and enterprise	• Identifies, confirms and takes responsibility for adhering to regulatory and ethical requirements associated with online assessment process • Interacts effectively with candidates to build rapport and enable two-way feedback that supports the online assessment process
Planning and organising	• Organises work according to specific requirements taking responsibility within scope of own role for decisions regarding the online assessment
Digital literacy	• Uses main features and functions of digital tools and electronic applications in a range of familiar and some unfamiliar contexts

Unit Mapping Information

No equivalent unit. Newly created unit.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3