



Australian Government

Assessment Requirements for TAEASS404

Assess competence in an online environment

Release: 1

Assessment Requirements for TAEASS404 Assess competence in an online environment

Modification History

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

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- conduct 2 online assessment processes against at least 1 entire or partial unit of competency from a nationally recognised training package or accredited course:
- 1 process being asynchronous, for at least 3 candidates
- 1 process being synchronous, for at least 3 candidates attending an online assessment session at the same time
- review above online assessment processes and identify opportunities for improvement.

In the course of the above, the candidate must:

- provide clear instructions of the assessment process to each candidate, including in relation to technology requirements
- conduct assessment process in compliance with the principles of assessment, rules of evidence, organisational policies and procedures, and regulatory requirements
- ensure that online assessment activities and digital tools used in the assessment process reflect training requirements, assessment conditions, industry context, and candidate needs
- review evidence submitted online and make assessment decisions
- communicate assessment decisions to candidates in relation to their assessment completion, seeking and providing feedback electronically on at least one occasion
- ensure required records of assessments, candidate data and assessment outcomes are maintained according to online assessment system and organisational, regulatory and ethical requirements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- regulatory requirements relating to online assessments described in the performance evidence, including:
 - principles of assessment and rules of evidence
 - ethical, privacy and confidentiality requirements associated with online assessment context and process
- organisational policies and procedures relating to online assessment, including for:
 - timely, accurate and sufficient records of outcomes and data
 - addressing technological challenges or difficulties that arise during online assessment
 - candidate support requirements, including language, literacy, numeracy and digital (LLND) needs and access to relevant technologies
- key features of plan for online assessment, including:
 - instructions and information that support valid and accessible online assessments
 - assessment activities and digital tools that address assessment requirements of unit and provide a safe and inclusive environment for candidates
 - security principles and procedures that apply to assessment environments, including authenticating candidate identity and supervising assessments, and required associated software
 - methods and tools to record and measure candidate performance and knowledge
 - expected standards of candidate conduct
 - formats of evidence suitable for determining competence
- strategies and processes for identifying and organising specialist support for candidates, including support relating to:
 - foundation skills, including language, literacy, numeracy, digital and employment skills
 - technical needs, including software and hardware
- key features and functions of technology, tools and digital resources to be used in online assessment, including of:
 - learning management system (LMS) and/or communication channel
 - electronic applications
 - hardware and digital tools
- practices and methods that promote safe and inclusive online assessment
- challenges and risks of conducting assessment in an online environment, including cyber security risks and authentication of identity
- work health and safety (WHS) requirements relating to own role.

Assessment Conditions

Skills in this unit must be demonstrated in a real or simulated online assessment environment where the conditions require use of electronic applications and communication channels that facilitate the online assessment. Evidence gathered for assessment may include that collected in real time or via a submitted recording.

This includes access to:

- candidates in an online assessment context
- required internet connection and technology infrastructure
- required software and hardware, including digital tools and online resources and materials.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3>