



**Australian Government**

# **TAEASS404 Assess competence in an online environment**

**Release: 1**

# 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.<br><br>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                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                  |
| 1. Prepare to assess in online environment       | 1.1 Review purpose and requirements of assessment against learning outcomes<br>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<br>1.3 Access information, digital resources, electronic applications and communication channels required for assessment |

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

## 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                  | <ul style="list-style-type: none"><li>Develops strategies to improve own skills and knowledge in online assessment and the use of required technology</li></ul>                                                                                                                                                                    |
| Numeracy                  | <ul style="list-style-type: none"><li>Analyses information relating to candidate assessment outcomes</li></ul>                                                                                                                                                                                                                     |
| Reading                   | <ul style="list-style-type: none"><li>Interprets a range of information relating to online assessment process</li></ul>                                                                                                                                                                                                            |
| Writing                   | <ul style="list-style-type: none"><li>Creates a range of formal and informal, and at times complex, texts in a digital format that relate to assessment process and facilitate feedback</li><li>Maintains digital records of assessment outcomes and reports</li></ul>                                                             |
| Initiative and enterprise | <ul style="list-style-type: none"><li>Identifies, confirms and takes responsibility for adhering to regulatory and ethical requirements associated with online assessment process</li><li>Interacts effectively with candidates to build rapport and enable two-way feedback that supports the online assessment process</li></ul> |
| Planning and organising   | <ul style="list-style-type: none"><li>Organises work according to specific requirements taking responsibility within scope of own role for decisions regarding the online assessment</li></ul>                                                                                                                                     |
| Digital literacy          | <ul style="list-style-type: none"><li>Uses main features and functions of digital tools and electronic applications in a range of familiar and some unfamiliar contexts</li></ul>                                                                                                                                                  |

## 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>

## Assessment Requirements for TAEASS404 Assess competence in an online environment

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### 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**

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