

SAM observation form

SAM to complete.

Give a copy of the completed form to the Trainee Assessor along with verbal feedback. Keep a copy for your own records. This form is available at www.skillsactive.org.nz – download it and you may adapt to the sector/unit standards/qualification your Trainee Assessors are assessing under your observation.

Trainee Assessor name		
Date of observation/ assessment		
Location		
During the observation of the assessment check for the following items. Comments should be discussed with the Trainee Assessor at completion of the assessment.		
<i>Trainee Assessor actions</i>	<i>Yes/No</i>	<i>SAM comments (including examples of Trainee Assessor's performance)</i>
Trainee Assessor is prepared for the assessment. Interruptions minimised during assessment, preparation adequate, chosen site fits scope of the assessment		
Trainee Assessor ensures environment is appropriate for assessment to take place. Availability of equipment, quiet and private for giving feedback.		
Trainee Assessor creates positive relationship with Trainee, explains assessment process and gives clear instructions. Puts Trainee at ease, has rapport, gives clear instructions, explains appeal process, assessment process and re-sits.		

Trainee Assessor actions	Yes/No	SAM comments (including examples of Trainee Assessor's performance)
<p>Trainee Assessor gathers and verifies the Trainee's evidence required (e.g. written answers, <i>Observation form</i>) as stated in the Assessor Guide – evidence is:</p> <ul style="list-style-type: none"> • Fairly collected • Valid • Sufficient • Authentic • Consistent <p>Avoids prompting answers, uses verbal questioning if not satisfied with visual evidence, satisfied that written answers are those of the Trainee.</p>		
<p>Trainee Assessor completes a final sign off of any verification forms or documents in accordance with Skills Active requirements.</p>		
<p>Trainee Assessor uses clear open questions where appropriate.</p> <p>Few questions resulting in Yes/No answers.</p>		
<p>Trainee Assessor gives appropriate feedback to the Trainee during and after the assessment.</p> <p>Uses verbal questioning to confirm knowledge during the process, provides appropriate and sufficient feedback at the conclusion of the assessment.</p>		
<p>Trainee Assessor judgement of evidence is correct and the decision is clearly communicated to the Trainee.</p> <p>Competent/Not Yet Competent, do you agree with the result?</p>		

Trainee Assessor actions	Yes/No	SAM comments (including examples of Trainee Assessor's performance)
Assessment decision is recorded correctly to meet NZQA and Skills Active requirements.		
Trainee Assessor manages the risk of the assessment. At no time is the performance of the Trainee Assessor allowed to put Trainees or members of the public in situations that may cause unnecessary harm.		
Tasks are set that facilitate the module/qualification requirements and not just the standard required by the workplace.		
<p>How could the Trainee Assessor improve their next assessment? (This will be your feedback to the Trainee Assessor)</p>		
<p>I confirm that I observed the assessment of: Trainee Assessor name for a assessment (type of assessment) on/...../20.....</p>		
<p>Trainee Assessor signature:</p>		
<p>SAM signature:</p>		