**General Review of Assessment Tool by Moderation Team**

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| --- | --- | --- | --- |
| Assessment Activity | Yes/No | Comments | Action |
| Assessment Tool instructions and assessment conditions are clearly stated | Choose an item. |  |  |
| The task assigned was clearly stated | Choose an item. |  |  |
| The task assigned was adequate for the unit(s) being assessed | Choose an item. |  |  |
| Written and oral information is worded clearly and simply in accordance with Industry standards | Choose an item. |  |  |
| The assessment activity addresses the evidence requirements for the competency, including the range of variables, the dimensions of competency and the critical aspects of evidence. | Choose an item. |  |  |
| The degree of complexity of the assessment tool is appropriate for the level of the Unit. | Choose an item. |  |  |
| The method(s) of assessment was adequate to make valid judgement of competency | Choose an item. |  |  |
| The assessment tool is user friendly, for assessors to gather appropriate evidence to make a judgement. | Choose an item. |  |  |
| Marking Guides meet current Industry standards and can be validated against assessment. | Choose an item. |  |  |
| Sample student assessment met evidence requirements | Choose an item. |  |  |
| Assessment tool/templates were used appropriately | Choose an item. |  |  |

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| Lead Moderator’s Name |  |
| Lead Moderator’s Signature |  |
| Moderator’s Name |  |
| Moderator’s Signature |  |
| Moderator’s Name |  |
| Moderator’s Signature |  |
| Date | Click or tap to enter a date. |