ASSESSMENT VALIDATION TOOL

ABOUT THIS FORM

This form is to be used for assessment validation and should be completed by the Lead Validator. Validation must be conducted to meet Standard 1.5 of the National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 Standards for RTOs as per AICC's Training and Assessment Policy and Associated Procedures.

Student files reviewed should be based on random sampling.

Assessments should be quality reviewed prior to use using the Assessment Review Tool. Therefore, the validation focuses on the review of students' assessment evidence following assessment. It is therefore implicit that the assessment meets the unit of competency requirements and principles of assessment and rules of evidence.

VALIDATION DETAILS

TRAINING PRODUCT	
RATIONALE FOR CHOICE OF TRAINING PRODUCT FOR VALIDATION	
STUDENT FILES SAMPLED (NAME AND ID)	
ASSESSMENT REVIEW TOOL COMPLETED	
NAME OF ASSESSOR/S	
DATE OF ASSESSMENT DECISION	

VALIDATION QUESTIONS

Has all required assessment documentation been completed?
This can include documentation such as assessment cover sheets, results records, etc. All parts of the documentation should be completed including dates, outcomes and student and assessor names/signatures. *Provide examples to support the findings that assessments have been completed in full.* *If documentation has not been completed in full, list examples where the documentation has not been correctly completed.*
Required actions.
Make a note of required actions including any remedial action such as correspondence with assessors and students regarding the matter.

Have assessment responses been marked correctly according to the marking guide?
Provide examples to support the findings that assessments responses for each student have been marked correctly. If they have not been marked correctly, list examples of student evidence incorrectly marked. Describe instances where the student response was in fact correct but the assessor marking guidance needs to be amended to take account of this.
Required actions.
Make a note of required actions including any remedial action such as additional training for assessors or student reassessments.

Has sufficient evidence of practical assessment been documented?
Provide examples to support the findings sufficient evidence of practical assessment been documented. For example, comments in checklists to support the practical assessment (not just 'tick and flick').
Required actions.
Make a note of required actions including any remedial action such as additional training for assessors or student reassessments.

Has plagiarism, cheating or collusion been detected and actioned?
Provide examples to support the findings that assessments responses for each student have been checked for plagiarism, cheating and collusion. *Check student responses by:* • *copying and pasting text into a search engine.* • *checking student responses for use of AI.* • *comparing student responses with other students.* *Document instances of plagiarism or copying that the assessor has not identified.* *Check that where the assessor has identified plagiarism, cheating or collusions that they have followed the Plagiarism Policy and Associated Procedures.*
Required actions.
Make a note of required actions including any remedial action such as additional training for assessors or student reassessments.

Have any additional issues been identified as part of the validation?
Describe additional issues that the validation has identified. For example, have gaps been identified that were not identified through the assessment review process?
Required actions.
Make a note of required actions including any remedial action such as additional training for assessors or student reassessments.

VALIDATION OUTCOME

SUMMARY OF OUTCOMES FROM THE VALIDATIONS	
SUMMARY OF ACTIONS TO BE TAKEN AND RESPONSIBILITIES	
LEAD VALIDATOR NAME	
LEAD VALIDATOR SIGNATURE	
VALIDATOR NAME	
VALIDATOR SIGNATURE	
DATE OF VALIDATION	