

UNIT STANDARD 4098
OBSERVER VERIFICATION – ASSIGNMENT 2 or 4

Please attach this completed form to Assignment 2 or 4 before returning

Assessor: _____

Intern: _____

I verify that the following events occurred for the assessment:

Before the Assessment:

The intern:

- was informed in good time of the date, time and location of the assessment
- understood what was required

The assessor:

- explained how the assessment would be carried out, and what would be covered
- checked if the intern had any special requirements or needs

During the Assessment

The assessor:

- Ensured that distractions and interruptions were minimised
- Dealt promptly and fairly with any difficulties that arose

After the Assessment

The assessor:

- gave clear and constructive feedback to the intern about the things that were done well and what the intern could do to improve their performance.
- Helped the intern plan to learn the things necessary for the next assessment

The intern:

- was satisfied with the way the assessment had been conducted
- knew what to do if they disagreed with the assessment or procedure

Comment: _____

Observers name (print) _____ Date: _____

Observers Signature _____ Position: _____

UNIT STANDARD 4098
OBSERVER VERIFICATION – APPRAISAL 1, 2 or 3

Please attach this completed form to the Appraisal before returning

Assessor: _____

Intern: _____

I verify that the following events occurred for the assessment:

Before the Assessment:

The intern:

- was informed in good time of the date, time and location of the assessment
- understood what was required

The assessor:

- explained how the assessment would be carried out, and what would be covered
- checked if the intern had any special requirements or needs

During the Assessment

The assessor:

- Ensured that distractions and interruptions were minimised
- Dealt promptly and fairly with any difficulties that arose

After the Assessment

The assessor:

- gave clear and constructive feedback to the intern about the things that were done well and what the intern could do to improve their performance.
- Helped the intern plan to learn the things necessary for the next assessment

The intern:

- was satisfied with the way the assessment had been conducted
- knew what to do if they disagreed with the assessment or procedure

Comment: _____

Observers name (print) _____ Date: _____

Observers Signature _____ Position: _____