

Te Mahi Ako Assessor Code of Practice and assessor responsibilities

Each assessor is assigned a range of unit standards against which they may perform assessment. This is known as a scope. This scope can be extended upon application and subsequent evaluation.

Unless otherwise stated, the relationship between Te Mahi Ako and a registered workplace assessor is a contractual agreement.

Once registered you may **only** assess learners within your **own** workplace. On occasion Te Mahi Ako contracts assessors. Contacted assessors must be experienced in assessment (preferably two or more years) and have participated in at least one moderation event, with a moderation result of **acceptable**.

Te Mahi Ako Assessor Code of Practice

The Assessor Code of Practice detailed below guides and supports Te Mahi Ako workplace assessors in carrying out professionally responsible and ethical assessment practice.

The practice standards and responsibilities of assessors

As a Te Mahi Ako registered assessor, you have a number of professional standards and responsibilities. They are to:

- undertake your assessment duties professionally, honestly and ethically, while respecting the rights of others, applying Best Practice Assessment
- assess using the six step assessment model
 1. Prepare yourself and the learner for assessment
 2. Assess the learner
 3. Provide and receive structured feedback
 4. Record keeping and reporting credits
 5. Review your assessment progress
 6. Engage with moderation
- use Te Mahi Ako assessment materials and resources
- communicate with, mentor and manage your evidence verifiers as required
- advise all learners you are assessing that they have the right to appeal if they consider the assessment is not fair or valid
- meet all health and safety requirements appropriate to the unit standard being assessed and comply with the Health and Safety at Work Act 2015, and all other relevant regulations and procedures before, during and after completing assessments
- apply the rules and regulations of the Privacy Act 2020, particularly in regards to personal information about learners and assessment results
- apply and support the Pastoral Code of Practice

- ensure you only conduct assessments of qualifications and unit standards within your assessor scope
- apply assessment scope only at an approved workplace
- report all competent assessments to Te Mahi Ako within 10 working days of the completed assessment following correct credit reporting processes
- retain all assessment material until such time as all moderation requirements have been satisfied. Typically this is two years
- engage in moderation activities as specified by Te Mahi Ako (including where NZQA, Toi Mai or other SSB's require additional moderation)
- maintain your currency as an assessor and engage in refresher courses and ongoing professional development
- declare any conflict of interest which arises while you are a Te Mahi Ako assessor
- advise Te Mahi Ako immediately of any change in your contact details.

As an assessor, you must:

- take reasonable care for your own health and safety
- act in a professional and safe manner to ensure health and safety risks are minimised
- take reasonable care that what you do does not adversely affect the health and safety of others
- co-operate with any reasonable workplace health and safety policy or procedure you have been notified of.

If you're going to be assessing in a workplace where you aren't employed

(i.e. you're approved as a contract assessor, contracted by Te Mahi Ako) , you have additional responsibilities to ensure that the assessment activities are undertaken in a safe manner. You must:

- ensure any tools or equipment you bring into the workplace are safe
- discuss with the workplace the risks that are likely to be encountered in the workplace and how these should be managed
- co-ordinate how these risks will be managed with the workplace and who is responsible for the safety management of each risk
- continue to communicate, co-ordinate and cooperate throughout the time you are in the workplace to ensure health and safety risks are managed.

Te Mahi Ako's responsibilities to assessors

Te Mahi Ako will provide support and guidance to ensure assessment is:

valid – attests to specified competencies

authentic – the evidence is the work of the learner

current – supports the learner's competency at the time of assessment

sufficient – there is enough evidence to support the assessment decision

consistent – all learners are assessed to the same standard and in similar conditions.

Te Mahi Ako is also responsible for:

providing professional learning and development

informing a registered assessor of any concerns raised either through moderation, a workplace, or a learner

Ensuring all assessment material is pre-moderated to confirm it meets the requirements at the standard/s being assessed.

Assessment appeal procedure

You must make sure learners are aware of their rights if a situation arises where they're unhappy with your assessment decision. You must inform your learners that they have a right of appeal. Obviously this should only occur if you judged the learner 'Not Yet Achieved' in an assessment or task. If you prepare the learner well you shouldn't assess them if they're likely to not be Achieved.

Situations that may arise where the learner is unhappy with the assessment outcome include:

they may disagree with your decision that they are Not Yet Competent

they may feel disadvantaged because of the assessment process, i.e. conditions during the assessment were rushed, bad weather, other factors.

In these situations the learner has a right of appeal. This means they can ask for the assessment decision to be reviewed.

Try to resolve the issue with the learner, making clear your decision-making regarding the standard or performance criteria in question. A Te Mahi Ako learner advisor may be asked to assist and this may also involve the Te Mahi Ako quality solutions manager and assessor facilitator liaison lead.

Appeal policies and complaint forms are available on the Te Mahi website <https://www.temahiako.org.nz/>