

**GQA – A2 Centre Compliance Form (20/01/04 Issue 2)**

**Relating the D32 Unit to the A2 Level 3 Award in Assessing Candidates' Performance Through Observation.**

The purpose of this document is to enable the provision of evidence that you as a **D Unit qualified assessor** are able to impart the standards of the **A2 Level 3 Award in Assessing Candidates' Performance Through Observation**. You are not expected to achieve the Award but should demonstrate that you understand and are applying the requirements of the new standards. The language of the standards has been changed to make the assessment requirements clearer and easier to interpret.  
The NVQ Code of Practice is a working document and therefore all D32 assessors should now be operating to the new A2 Award standards.

**These specific questions for completion by you, the D32 Assessor, relate to the differences between the old and new standards.**

**Assessor Name:** (print) \_\_\_\_\_ . **GQA Licence No.** \_\_\_\_\_

**Centre Name** \_\_\_\_\_

Questions	Y	N
Have you been advised that the A2 Level 3 Award has replaced the D32 standard for assessors?		
Have you received guidance in the new A2 standards requirements?		
Do you possess a personal copy of the new A2 standards requirements?		
Do you ensure that all of your candidates complete the NVQ/SVQ declaration on page E of their GQA qualification booklet?		
<b>Have you taken account of these assessor performance actions with respect to your candidates and the assessment process?</b>		
1. Collecting evidence of performance and knowledge by watching candidates working. -----	----	----
2. Asking questions of candidates to check knowledge not covered by watching them working. -----	----	----
3. Identifying, planning and agreeing the most suitable situations and times for conducting assessments -----	----	----
4. Conducting progress discussions with your candidates and recording the outcomes. -----	----	----
5. Giving constructive feedback at an appropriate time and place and identifying the next assessment steps. -----	----	----
6. Involving others who may be affected by the assessment process such as line managers and supervisors. -----	----	----
<b>Have you taken into account these assessor performance actions with respect to systems and procedures?</b>		
1. How to protect confidentiality and deal with sensitive issues. -----	----	----
2. How to follow the complaints and appeals procedures. -----	----	----
3. How to identify naturally occurring workplace evidence and to give tests and ask questions. -----	----	----
4. How to handle disputes and difficulties regarding assessments -----	----	----
5. How you contribute to the internal quality assurance process. -----	----	----
Has knowledge of the new A2 Award standards helped to clarify your assessor role?		
Have your centres systems and procedures changed as a result of introducing the A2 standards?		
Are you aware that A2 is primarily applicable to level 1 and level 2 qualifications?		
Is the guidance given by the current NVQ Code of Practice and the GQA Awarding Body available to you?		
How do you ensure that the assessment process is fair to all your candidates?		
How do you ensure that the candidates understand? 1. The process of assessment, 2. The support that is available to them, 3. The complaints procedure.		
What supporting evidence is available related to your knowledge of and using the new A2 standards? For example: attended a workshop; was observed by my IV/Centre Coordinator; was observed by a GQA-EV; I am registered on and working towards the A2 Level 3 Award etc.		

**Assessor Signature.** \_\_\_\_\_ . **Date.** \_\_\_\_\_

**To be completed by the Centre Internal Verifier or Coordinator.** (\* Delete as appropriate)

I believe that, (name) \_\_\_\_\_ \*has satisfied the requirements / \*will reach the standard by (date) \_\_\_\_\_ to operate as an assessor up to the A2 level 3 Award standard

Signed: \_\_\_\_\_ . Position \_\_\_\_\_ . GQA licence No. \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by the GQA External Verifier.** (\* Delete as appropriate)

Having examined the evidence, I believe that, (name) \_\_\_\_\_ \* is able to /\* not yet able to operate as an assessor up to the A2 level 3 Award standard.

A GQA licence \* will /\* will not be issued indicating that the assessor is capable of operating to the A2 level 3 Award standard.

GQA External Verifier signature: \_\_\_\_\_ . GQA licence No. \_\_\_\_\_ Date: \_\_\_\_\_