

## Checklist for competence-based assessment

- Are the assessment criteria clear to the candidate?
- Have I ensured that the candidate is at ease?
- Have I considered Functional Skills?
- Is the assessment plan clear?
- Can the competence really be demonstrated in the time allocated?
- Has the candidate ensured that the necessary resources are available?
- Have we agreed where and how feedback will be given?
- Do I have the paperwork to record decisions?
- Have I considered where I will position myself during the assessment?

