



Assessor review guidelines

Assessor Performance Review (Please tick box as appropriate and provide comment on performance issues.)

- Attends scheduled assessor meetings or provides reasonable justification.
- Submits assessments for moderation and/or learner evidence for verification as planned or requested.
- Does not assess outside of workplace without EMQUAL approval.
- Follows the EMQUAL assessment procedures.
- Submits Assessment Results within 30 days
- Provides Trainees with copies of assessment results.
- Submits Level 5 and above unit assessments for moderation prior to sending for processing where scope includes L5 or higher units.
- Follows workplace safety policies and requirements.
- Has not had candidate and/or workplace complaints about the assessor's conduct upheld
- Does not act as an accredited training provider when not accredited to do so
- Does not offer training and assessment for financial gain using EMQUAL assessor status to do so.
- Has conducted 4 assessments during past 12 months and is current.
- Has notified change of personal details or change of employer.

Note: Check assessors assessment activity on infoenie

Summary comments relating to any issues or the assessors overall performance: [Attach any additional comments or evidence to this form if need be]





Moderator Recommendation: (Tick one only as appropriate)

- Extend** active assessor status for a further 2 years
- Extend** active assessor status for a further 2 years and **modify** assessor scope (Scope reduction and/or extension request forms to be attached)
- Assessor to be made **inactive**
- Assessor status to be **terminated** permanently.

Moderator Name
(Please print)

Date:

FOR OFFICE USE ONLY:

Result of review:

- Assessor Status - Active
- Assessor Status - Inactive
- Assessor Status - Terminated
- Entered into INFOGENI
- Assessor notified

