
Guidelines for Conducting Assessment Validation

Effective Validation

Validation determines if assessment tools have produced the intended evidence.

Validators must look at the evidence in the sample, and determine if it is valid, reliable, sufficient, current and authentic.

Validation only considers the assessment evidence retained within the sample. While validators may discuss the assessment process with the assessor who conducted the assessment, only the evidence collected, retained and recorded will support a validation decision.

For more information about validation, please refer to the Standards for Registered Training Organisations 2015 [Clauses 1.8 to 1.12—Conduct effective assessment | Australian Skills Quality Authority \(ASQA\)](#)

Reviewing assessment practice

In reviewing assessment practice, validators should consider whether the assessment tools:

- Comply with the assessment requirements of the relevant training product
- Ensure the principles of fairness, flexibility, validity and reliability are adhered to
- Have been designed to produce valid, sufficient, authentic and current evidence
- Are appropriate to the contexts and conditions of assessment (this may include considering whether the assessment reflects real work-based contexts and meets industry requirements)
- Are appropriate in terms of the level of difficulty of the tasks to be performed in relation to the skills and knowledge requirements of the unit
- Provide sufficient instruction to clearly explain the tasks to be administered to the learner (if the assessment samples demonstrate the evidence provided by each learner is markedly different, this may indicate that instructions are not clear)
- Give sufficient guidance as to the evidence to be gathered from the learner
- Outline appropriate reasonable adjustments that could be made to the gathering of assessment evidence
- Provide sufficient instructions for the assessor on collecting evidence, making a judgement, and recording the outcomes of the assessment (assessment samples should validate recording and reporting processes)
- Are supported with evidence criteria to judge the quality of performance (if the assessment samples demonstrate the judgements made about each learner are markedly different, this may indicate that decision-making rules do not ensure consistency of judgement), and
 - Adhere to the requirements of the RTO's assessment system.

Reviewing assessment judgements

In reviewing the assessment judgements, validators should consider whether the learners' assessment evidence:

- Complies with the assessment requirements of the relevant training product
- Demonstrates that the assessment was conducted with fairness, flexibility, validity and reliability, and
- Is valid, sufficient, authentic and current

Validation outcomes

The validation outcomes can identify recommendations for improvement to the assessment tool, assessment process or assessment outcome.

Sometimes the validation outcome can identify critical issues in the collection of valid evidence. Should this occur, the following options for action are available:

- Increase the validation sample size to assist in identifying patterns of issue
- Validate completed assessments from other units of competency to see if the issue is spread across the whole of the qualification, and
- Look for patterns of error (for example, consider if it is one assessor making invalid judgements—this could indicate the assessor requires further training in competency-based assessment).

The Trainer and assessor provides a report of the validation process and outcomes to a next scheduled meeting of the RTO Governance Committee Meeting. The committee reviews the report and can approve the recommendations for change and/or provide input. Feedback and/or guidance on other work that might need to be done to ensure the assessment meets requirements. The amended assessment tool is pre-validated to ensure it meets all requirements. Changes to that assessment tool can be approved by the RTO Director, in consultation with the trainer and assessor.

The validation plan; records management

There is a record of validation template for validation activities (see appendix one, following).

The template has provision for recording the:

- Training product/s being validated
- The person leading and people participating in the validation activities (including their qualifications, skills and knowledge)
- The sample pool
- The validation tools used
- All assessment samples considered, and
- Validation outcomes.

The Trainer and assessor is responsible for ensuring all documentation is stored in accordance with the file management protocols and that relevant personnel are informed of any necessary changes in practice.

Adapted from 'Conducting validation', ASQA 13 May 2015 at:

<https://www.asqa.gov.au/resources/fact-sheets/conducting-validation>