

## Student Assessment Guide



This assessment guide has been put in place in order to enable the student to have a full understanding of the assessment procedure.

1. The Assessor and the candidate will discuss what units they will be going to work towards.
2. The Assessor and the candidate will read through the units in question to ensure that the candidate will have an understanding of what is expected of them.
3. The student will then be informed of the type of assessment method that will be used for each element of the chosen unit. i.e. practical observation in the salon, oral and written questioning, simulation, witness testimony, product evidence and APL.
4. When it is agreed that the student is prepared to be assessed a suitable date and time will be arranged.
5. In order for the student to fully understand and agree with the assessment plan the Assessor will read through the standards with the student for the agreed assessment and will then discuss the working methods and timing.
6. The assessment plan documentation will then be completed with the unit/element to be covered and will be dated and signed by both the candidate and Assessor.
7. The student will then be informed of the Appeals Procedure in order to have an understanding of the action to take if a disagreement should arise.
8. Students will not be allowed to do work experience until they have proved themselves as both physically and mentally ready to follow the student contact for work experience with a good attitude.

### **The Assessment Procedure**

1. The Assessor will seek to be as unobtrusive as is possible in order for the student to feel at ease.
2. The Assessor will record any oral questions that are relevant to the assessment. Where the performance criteria is marked with an \*, this indicates that this may not have occurred naturally.
3. As soon as the procedure is completed and the evidence is sufficient the candidate will be immediately informed of their success.

### **Feedback Procedure**

1. Feedback will be given to the candidate as soon as possible after the assessment procedure in order to encourage and inform the student.
2. If the student is not successful at this time the Assessor will discuss with the student ways of improving their performance in order to gain success at the next assessment.
3. All evidence and assessment decisions will be recorded using the Assessment Plan.
4. Any appropriate comments will be recorded and the Assessor and student must sign and date the completed assessment record.