

Active After-school Communities

Community Coach
Assessor Training Program

ASSESSMENT TASKS

Candidate name:.....

Contact telephone:.....

Course date:.....

Course venue:.....

Course coordinator's name:.....

Activity 1: Participant contribution

Your contribution during the training program will be observed. Your assessor will be checking to see that you:

- participate in discussions and ask questions
- contribute to group activities
- complete all activities satisfactorily
- can articulate the main concepts of assessment.

Activity 2.3: developing an assessment tool

This activity forms the second part of your assessment for the Community Coach Assessor qualification. Please use this *Assessment Tasks* booklet and hand it to the course coordinator on completion.

You will be conducting an assessment using the practical demonstration assessment method. You will be viewing a practical session conducted by a candidate on video. In order to undertake the assessment, you will need to develop an assessment tool.

Step 1

The competency that you will be assessing is 'Use appropriate communication strategies to meet the individual needs of the participants and the situation'.

Think about the sorts of performance criteria that you will use to assess this competency. You might like to use the performance criteria outlined in Appendix 2. These may help you as a guide to developing performance criteria.

What will you be looking for in your assessment (performance criteria)?

.....

.....

.....

.....

.....

Make sure you write your performance criteria in language that can be measured. For example, use words such as demonstrate, implement, provide, use, conduct, apply, develop and respond, as descriptors for your criteria.

Step 2

Take the performance criteria that you have just developed and formulate a full assessment tool (use the blank sheet of paper on page 113 of this *Assessment Tasks* booklet). The performance criteria make up the major part of the tool. However, there are other parts of the assessment tool that you will need to develop. Use the assessment tool in Appendix 1 of the *Community Coach Training Program Assessor Training Program Assessor Manual* as a guide to the other information that should be included.

Step 3

Review your assessment tool. You might like to use the checklist in Activity 2.1 as a guide to ensure that you have included all relevant information in your assessment tool.

Activity 2.3: developing an assessment tool

A large rectangular area with rounded corners, containing 25 horizontal dotted lines for writing.

Activity 4.3: assessment matrix

This activity forms part of your assessment for the Community Coach Assessor qualification. Please use this *Assessment Tasks* booklet and hand it to the course coordinator on completion.

- Look at the competency statements for community coaches listed in Appendix 2.
- Now, look at the learning outcomes or elements listed. Next to each element, there are a number of performance criteria that will assist you to understand the requirements of each element. For now, just focus on the elements. Think about what would be the most appropriate assessment method/s for each element (the assessment methods information provided on pages 50–52 may help you).
- Develop an assessment matrix that attempts to assess all of the elements, with as few assessment methods as possible (use the blank matrix on page 115).

When you have completed your matrix, use the following questions to review it. You may wish to change your matrix if necessary.

a Will these assessment methods give you **sufficient** evidence on which to base your judgment? Have you asked for too little or too much?

.....
.....
.....

b How **reliable** will the assessment evidence be? Can you crosscheck with evidence from other assessment activities?

.....
.....
.....

c Will there be any problems in making sure the evidence is **authentic**? How can you make sure that the evidence is really the candidate's?

.....
.....
.....

d Is the strategy you have come up with **efficient** in terms of time and cost requirements?

.....
.....
.....

Activity 4.3: assessment matrix (continued)

Name:

Assessment method	Elements				
	1	2	3	4	5

Activity 5.1: assessment using video analysis

This activity forms part of your assessment for the Community Coach Assessor qualification. Please use this *Assessment Tasks* booklet and hand it to the course coordinator on completion.

Working in pairs, watch the prepared video of a practical coaching session (Australian Sports Commission 1994, *Coaching Better: becoming a more effective coach*, ASC, Canberra).

You will be assessing the coach against a generic communication competency, using the assessment tool you developed in Topic 2, Activity 2.3.

- a** After watching the video, complete your assessment checklist.
- b** After considering the evidence, make a decision as to whether the coach has achieved the required competencies (make the decision based on the features of evidence: validity, authenticity, reliability, sufficiency and currency).
- c** Record the results of your assessment.
- d** Provide feedback to the candidate about the result of their assessment (your partner will play the role of the coach you have just watched on the video).

Activity 6.1: reviewing assessment processes

This activity forms part of your assessment for the Community Coach Assessor qualification. Please use this *Assessment Tasks* booklet and hand it to the course coordinator on completion.

Review the assessment processes you used in Topic 5, Activity 5.1.

a Assessment tool: How could you improve on the assessment tool you designed?

.....

.....

.....

.....

.....

.....

b Making the assessment decision: Did you find it difficult to make the assessment decision? How could this be improved?

.....

.....

.....

.....

.....

.....

c Feedback process: How could you improve the way you gave feedback to the candidate?

.....

.....

.....

.....

.....

.....

Activity 6.2: analysis of review processes

This activity forms part of your assessment for the Community Coach Assessor qualification. Please use this *Assessment Tasks* booklet and hand it to the course coordinator on completion.

Describe the approach the AASC program uses to review assessment procedures (see Appendix 4 of the *Community Coach Training Program Assessor Training Program Assessor Manual* as a guide).

a What does it currently involve?

.....
.....
.....
.....

b Which groups of people are asked for feedback on the assessment process?

.....
.....
.....
.....

c What type of information is collected?

.....
.....
.....
.....

d How is the issue of consistency addressed?

.....
.....
.....
.....

e How could the review process be improved?

.....
.....
.....
.....