

Connexis Assessor Registration Guide

Introduction

This registration guide is for those working within the Infrastructure industry who want to apply to become a Connexis Registered assessor and undertake assessments in the workplace. It includes all assessors meeting NZTA requirements.

Industry workplace assessors play a vital role in the assessment of workplace candidates and modern apprentices. Connexis is required to maintain a register of all assessors who report unit standard credits through Connexis.

The key role of Connexis-registered assessors is to assess the competence of candidates against unit standards that Connexis sets, or has consent to assess.

This guide gives an overall view of the assessor process. Assessors should familiarise themselves with the associated policies and procedures outlined in the Connexis Moderation and Assessment Policy and Procedure (CMAPP) document in relation to assessor registration. This document is available on the Connexis website.

CMAPP Form Number: 2.18.1	Version 2.4		
Published date: 29 January 2016	This document is non-controlled and out-dated if printed	© Connexis 2016	Page 1

Flowchart: How to become a Connexis Registered Assessor

Prerequisite: Unit standard 4098 'Use standards to assess candidate performance'

An applicant must be trained and assessed for unit standard 4098, or have demonstrated equivalent knowledge and skills, **before** application can be made Connexis registered assessor. The application process is covered fully in Connexis Moderation and Assessment Policy and Procedure (CMAPP) document available on Connexis website.

1. Application to become a registered assessor

Complete, and return to the Quality Assurance team, the Assessor application form available through the Connexis website.

An assessor scope of registration ('Scope') and mentor/moderator will be assigned

Notification of approved unit standards on an assessor scope will be sent via a letter identifying the next step in the process.

If any part of an application is unsupported, the Quality Assurance team will contact you as to why.

A mentor will be assigned to support new assessors during this stage of the application. Your mentor is available to assist you regarding concerns or questions in relation to the registration process.

Submit two assessments for post-assessment moderation

Post-assessment moderation is undertaken as part of the Assessor Application process. This aids new assessors to become familiar with Connexis material and to demonstrate generalised skills attained in 4098.

The assessor will assess two unit standards from approved assessor scope using Connexis pre-assessment moderated materials

Assessments achieved through the 4098 training programme will not be accepted for this process.



2. Connexis registers you as a workplace assessor

Applicants become a registered assessor after two assessment results are supported by their moderator through post-assessment moderation. A letter will be sent with the following attachments:

- an assessor certificate
- a unique assessor number to be annotated when assessing
- documentation regarding registering on, and using, the Connexis Web Portal for assessment result reporting

Where you fit in as an Assessor

Connexis assessors conduct assessment of unit standards for which the ITO has consent to assess. The following flow diagram highlights where a workplace assessor fits into the ITO.

