Hanga-Aro-Rau

Verbal Assessment Guide for Assessors

Improvements & Operations

Introduction to Verbal Assessment

A verbal assessment evaluates a learner's knowledge through spoken responses, focusing on their communication skills and critical thinking. It is particularly useful for assessing interpersonal skills, quick reasoning, or when a learner struggles with written communication. This guide provides a structured framework for recently appointed assessors to conduct fair and consistent verbal assessments, ensuring high standards and promoting a positive learning experience.

Evidence for Verbal Assessment meeting Learning outcomes

When gathering evidence for a verbal assessment, it is crucial to clearly demonstrate how the learner responses meet the specified learning outcomes.

Here is a simple but effective way to describe this process

1. Collects Artifacts:
    - Gather all materials related to the assessment, such as:
    - audio/visual recordings,
    - marking schedule that shows judgement statements
    - model answers and any other relevant documents

2. Align Responses with Criteria:
    - Ensure that each learner response directly addresses the model answers and judgment statements clearly.

3. Document Thoroughly:
    - Record the learner response verbatim. Written notes and audio/video recordings can serve as detailed evidence.

4. Feedback and Annotations:
    - Provide feedback that clearly connects the learner's performance to the model answers and judgment statements.
    - Use annotations in transcripts or notes to mark where and how these are met.

Example

Assessment question

Briefly describe how each of the following personal items could be a threat to your personal safety in the workshop (clothing, long hair and jewellery) What can you do to minimise the risk?

> **Judgement statement**
> - The learner clearly describes how each personal item could be a threat to their personal safety for each of the following (clothing, long hair and jewellery).
> - The learner describes at least one way for each of the following (clothing, long hair and jewellery), that the risk from the personal item can be minimised.

Learner's Verbal Response

Long or loose-fitting clothing could get caught in workshop machinery. To reduce any risk, I always make sure I follow workplace requirements and wear clothing that properly fits and PPE. Long hair can also be a risk if not adequately protected. I always tie my hair up and cover it to prevent accidents.

I always make sure I follow workshop requirements and make sure I always have my hair tied up properly and covered up to reduce risk of causing harm to myself. Jewellery is a definite NO in the workshop, as it can get caught in machinery. I don't wear any jewellery to keep myself safe."

Alignment with Judgement statement

- The learner clearly describes how clothing, long hair, and jewellery pose safety risks.
- The learner provides practical methods to minimise these risks for each item.

Providing feedback

By offering clear, specific, and constructive feedback, the learner can refine their verbal skills and become more effective and confident communicators.

Example of Feedback

Your description of how personal items could be a threat to your personal safety in the workshop was thorough. Your understanding of how to reduce the risks and why it is important was clearly stated. Great job meeting the learning outcomes.

By following this approach, assessors can ensure that the evidence collected for verbal assessment clearly demonstrates how the candidate meets the learning outcomes and can evidence how this aligns with the judgement statements.

Below are some apps that can assist with Verbal Assessment

Disclaimer
These apps are provided as suggestions only. User should evaluate their suitability for their specific needs. Hanga Aro Rau does not assume responsibility for the functionality, accuracy, or outcomes of these third-party apps and users are encouraged to independently verify their effectiveness.

1. Otter. Ai

- Key Features: Real-time transcription, high accuracy, speaker identification, and easy sharing.
- Use Case: Often used for meetings, interviews, and assessments where verbal inputs are transcribed into text.

2. Microsoft Word's Dictation
    - Key Features: Integrated into Word with real-time transcription and support for multiple languages.
    - Use Case: Useful for converting spoken assessments directly into written documents within Word.

3. Google Docs Voice Typing
    - Key Features: Built-in voice typing, works through Chrome browser, and supports real-time transcription.
    - Use Case: Suitable for individuals or teams already using Google Workspace who need simple transcription features.

4. Dragon NaturallySpeaking
    - Key Features: High accuracy, customisable commands, and supports dictation across a variety of applications.
    - Use Case: Ideal for individuals who need detailed, long-form transcription and voice control of their devices.

5. Rev.ai
    - Key Features: AI-powered, automated transcription with high accuracy and support for multiple languages.
    - Use Case: Useful for businesses needing bulk transcription services or real-time verbal assessments.

6. Sonix.ai
    - Key Features: Multi-language support, speaker labelling, and automatic transcription with fast turnaround.
    - Use Case: Great for educational settings or industries needing quick and accurate transcription.

7. Descript
    - Key Features: Transcription, video editing, and collaboration tools.
    - Use Case: Useful if you need to transcribe verbal assessments and then use the text for video production or online content.