



HOW TO INTERPRET A QUALIFICATION UNIT CORRECTLY

BRITISH INSTITUTE OF ASSESSMENT PROFESSIONALS
Six steps from unit aim to valid evidence

1

Start with the unit aim

Understand the overall purpose and vocational context.

2

Read the learning outcomes

Identify what the learner must know, understand or do.

3

Break down the assessment criteria

Establish exactly what evidence each criterion requires.

4

Check command words

Identify the required depth: identify, describe, explain, analyse or evaluate.

5

Check scope and assessment conditions

Look for range, workplace requirements, simulation rules and evidence restrictions.

6

Match the right evidence

Choose observation, discussion, questioning, products or other valid evidence.

Aim → Outcomes → Criteria → Command Words → Scope → Evidence

Valid, fair and consistent assessment decisions

