



WHAT ASSESSORS NEED TO RECORD

BRITISH INSTITUTE OF ASSESSMENT PROFESSIONALS

Four record types — and what every entry must include

Strong records protect learners, support IQA review, and demonstrate sound professional judgement.
The format does not change the standard — accuracy and completeness matter in every system.

OBSERVATIONS

- Date, location and activity
- Criteria addressed and performance observed
- Questions asked and decision with rationale

PROFESSIONAL DISCUSSIONS

- Questions asked in full
- Learner responses mapped to specific criteria
- Why competence was or was not confirmed

Every record should show:
What happened · What you decided
What happens next

FEEDBACK RECORDS

- What you told the learner and agreed action
- Completion timescale clearly stated
- Review of earlier actions and outcome

ASSESSMENT PLANS

- Agreed methods, timescales and criteria
- Access arrangements or adjustments noted
- Any changes recorded with explanation

Anyone reviewing the record should understand why competence was confirmed
— or not yet confirmed.

Supporting assessors to record with clarity and professional confidence

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