

## Handing over to the next assessor

Reference: PA3-D Last Updated: 19/12/2018

Depending on the period which the practice assessor is assigned to the student, it may be necessary for them to 'hand over' assessment responsibility for the student to the next practice assessor. For example if they are assigned to a student for one placement within the practice year, or for a series of placements within the first or second year in a three year course.

Once they have assessed the student's practice learning for the placement(s) they are assigned to the student, they should ensure that there is a proper handover to the next practice assessor, and any other relevant people involved in the education of the student. This includes ensuring that all relevant documentation is up to date, and any particular issues with the student's performance have been recorded, or communicated with the next practice assessor and all relevant people.

In addition, they should engage with the student and provide them with feedback as part of this process, letting them know where they need to improve and how they may be able to do this.

We do not specify how hand over must take place, only that it must ensure all relevant information is recorded and made available to the next assessor. Many practice learning environments, and AELs, may have well established hand over processes. Practice assessors should work within these wherever possible.