

# Assessor Observation Form for Task 2

Candidate Name [REDACTED]  
Candidate Number [REDACTED]

Assignment 5220-046  
Centre [REDACTED]

	The learner:	Tick	
Task Number	Element	Achieved	Not Achieved
Application records:			
2	date	✓	
2	type of expense	✓	
2	seller	✓	
2	invoice number	✓	
2	net amount of expense	✓	
2	VAT amount of expense	✓	
2	gross amount of expense	✓	
2	comment on purchase	✓	
2	totals for three or more expense records	✓	
	Total		

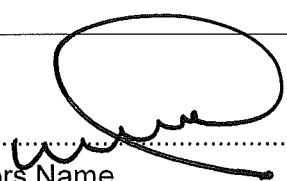
## Notes for Assessor:

Use the above Assessor checklist. The learner's performance should be marked against the criteria on the Assessor checklist and the Marking grid. Additional Assessor notes must be included to comment on how well the candidate carried out each criteria. The learner should be familiar with the performance criteria above before commencement of the task but should not have a copy with them during the assessment.

## Assessor observations and mark justification:

*Completely in line with specification & brief*

Paul [REDACTED]  
Assessors Name  
(please print)

  
Assessors Name  
(please sign)

# Practical Observation Form (PO)

Candidate Name: [REDACTED] LUKE

Candidate Number: SVX6797

Assessment ID: 046

Centre Number: [REDACTED]

## Notes

AO1 - Recall  
Breadth,  
depth, accuracy

Data types correct  
Controls appropriate

AO2 -  
Understanding  
Security of concepts,  
causal links

In line with the brief completely

AO3 - Practical skill  
Dexterity, fluidity,  
confidence, ease of  
application

Functionality complete  
Vat calculations correct in all cases.

AO4 - Bringing it  
all together  
use of knowledge to  
apply skills in new  
context

In line with assigner's  
design ✓

AO5 - Attending to  
detail / perfecting  
Repeated checking,  
perfecting, noticing

GVI features very good.

Tutor/Assessor signature:



Date: 21 May 2018