



Assessor Practitioner's Manual

APPENDIX E2

CERTIFIED ASSESSOR READINESS CHECKLIST

All assessors, new and experienced, please sign to say you have read and understood each relevant section of this guide. Then Fax / email it to;

Fax to : PROKOM Certification and Assessment Manager
Fax no: 03-40411940
Email To be provided

From: _____ (Assessor's name)
Phone: _____
Email: _____

I have read and understand:

- My role and responsibilities to PROKOM as an Assessor.
- The Assessment Certification process and what this means for me and PROKOM.
- The Assessor's Code of Conduct and how it applies to me.
- My obligations for writing a report for PROKOM, the process involved and the candidate completing an evaluation form.
- That I must inform a candidate that they will not receive their certificate unless they are judged competent.
- That I must inform a candidate about the grievance procedure.
- That it is my obligation to keep appropriate records in terms of assessment for Certified Project Manager and that these will be audited by PROKOM from time to time.
- That I will ensure that I keep up to date with all PROKOM's processes and attempt to attend as many network meetings and Professional Development meetings as possible.

Signed: _____ Date: _____