

ASSESSMENT POLICY

Connect training group's policy for: design, review and moderation of Assessments, including RPL.

Designing Assessments

When designing our assessment tools we ensure assessment questions / activities will provide us with valid, reliable and sufficient evidence to demonstrate competency. If assessment is required over time this is documented in our learning and assessment strategy and designed into the assessment tools. When designing our assessment tools we also base them on our learner's needs and their abilities as well as the level of qualification. We review our designed assessment material using our Assessment Validation Record.

For Recognition of Prior Learning (RPL) we have developed a brief process on how to address RPL and a RPL evidence collection form that details the same elements that are covered in the design of our assessment material.

When designing our assessment tools we ensure assessment questions / activities will meet workplace requirements and, if relevant, regulatory requirements. After initial assessment tool development we discuss our approach with relevant industry people and employers for their feedback. Then, if required, the assessment material may be altered to suit any workplace requirements. Any changes will usually be additions so that the assessment tool is not compromised with Training Package requirements. We review our designed assessment material using our Assessment Validation Record.

On review of assessment materials using the Assessment Validation Record assessment materials can be amended. This also occurs when a Training Package is re-released after review.

Review and Recording

When documenting our Learning and Assessment Strategies we define the assessment methods to be used for each unit. When designing our assessment tools we link assessment questions / activities to relevant performance criteria (learning outcomes) and ensure they are all covered. We also review the units (modules) evidence guide, assessment guidelines and range statements to ensure our assessments capture all requirements. We review our designed assessment material using our Assessment Validation Record.

On review of assessment materials using the Assessment Validation Record assessment materials can be amended. This also occurs when a Training Package is re-released after review.

Moderation

When required an assessor may moderate an assessment decision with another trainer/assessor. Both parties will review the evidence and make a decision on their findings individually and then formally together. The findings will then be recording on the assessment validation record as well as in the students file, if this relates to a student's appeal.

After a period of time, assessments are moderated to ensure they are meeting the requirements of the training package, learning outcomes, industry requirements as well as the level they are based as per the Australian Qualifications Framework.

Feedback for moderation is received from:

Learners, trainers, industry experts as well as the results achieved are reviewed. The assessment validation record is used to report any findings or changes.