

Policy Reference	PP Assessment Planning & Remediation	Year	2012
Version	Version 7	Replaces	Version 6
Type of policy	Assessment policy		
Last update	October 2011		
This policy replaces	PP Conducting Assessment 09		
Name change from	PP conducting Assessment		
Name change to	Policy and Procedure for Conducting Assessment		
Linked Strategy/Plan	Assessment and Moderation Strategy		
Documentation linked to this policy	Assessment Guides Assessment Reports		
Database	DB Results		
Responsibility for policy implementation	CADQA: Managing Director At regional Level: Academic Head		

PURPOSE

This policy outlines the rules and procedures relating to assessment planning and the conducting of assessment. Guidelines are provided on planning and conducting formative and summative assessment, which includes assessment of contact students, distance learning students and recognition of prior learning (RPL) candidates. This aim of this policy is to ensure that assessment is managed professionally and with strict adherence to the **eta** policies. This is a transparent policy and should be made available to students as well as staff. Refer to the **Policy on Assessment Rules** for the rules relating to assessment.

The following procedures are addressed:

1. Preparing current students for assessment
2. Preparing Distance learning students for assessment
3. Preparing RPL candidates for assessment (Refer RPL Policy)
4. Assessment weeks
5. Managing tests and question papers
6. Student details and completion of question papers
7. Storing and managing exam papers
8. Assignment or projects – Refer PP Assessment rules
9. Practical demonstrations
10. Remediation of students

1. Preparing current students for assessment

- 1.1 An assessment planning session is carried out at the start of each course. *An assessment preparation form is signed in duplicate by each student.*
- 1.2 The Assessment Guide details the assessment methods and the assessment instruments to y out summative assessment. Instructions to the students and Evidence checklists are provided for students and Instructions to assessors and model answers are provided for the Assessor.
- 1.3 Faculty explain the assessment process *at the start of the course and then again at the start of each term to prepare students* for summative assessment and the assessment weeks.
- 1.4 Assessment preparation sessions are scheduled on the annual calendar, at the start of each cluster. Students sign an assessment preparation register.
- 1.5 All students must attend assessment planning and assessment preparation sessions.
- 1.6 Following assessment planning, signed assessment forms are taken in and filed in each student file.
- 1.7 Students who miss the assessment planning session at the start of the course must make a time for an assessment planning and preparation session.
- 1.8 The *assessment preparation register* is filed in the appropriate course file for the year and the region.

2. Preparing Distance learning students for assessment

- 2.1 The same policies and procedures apply for Distance Learning students except that their preparation is done by reading the Assessment Preparation guidelines in the Student Guide.
- 2.2 The same procedures apply with completion and signing of forms as well as providing feedback to the student.

3. Preparing RPL candidates for assessment (Refer RPL Policy)

4. Assessment weeks

- 4.1 Assessments are scheduled in the annual academic calendar which is planned by **eta** CADQA.

4.2 There are a minimum of four assessment weeks in the annual calendar which correspond with the terms for full time (FT) courses. There is also a re-assessment week/period for incomplete assessment of the previous year/course.

4.3 Part time course assessment sessions should correspond with the assessment weeks in the annual calendar.

4.4 All assessments are scheduled in the course timetable, during the assessment weeks
No assessments occur outside of the scheduled assessment weeks in the academic calendar.

5. Managing tests and question papers

Rules – given verbally before the start of exam

1. An explanation must precede any assessment activity.
2. Students must sign that they have understood the rules and requirements on the assessment preparation register. Faculty member to ensure students have understood what is expected of them from the assessment.
3. Students are seated with sufficient space to cater for security and student comfort.
4. Time/length of the paper should be indicated on the front page of the question paper.
5. All mobile phones must be switched off
6. All bags are to be placed on the floor in the front of the desk.
7. Books, a pen or pencil and a calculator are allowed on the desk.
8. No talking is allowed while the question paper is being written.
9. Queries about the papers must be directed to the invigilator, never to another student.
10. Students must raise their hand for attention from the invigilator.
11. Students are given 15 minutes to read over the paper and clarify any questions before commencement and timing begins. Students that have questions about the paper can ask at this time.
12. Question papers that have a time limit must be timed accurately and students are advised 30 minutes before the end of the period of how much time they have available.
13. If papers have a time allocation, they must be completed or students must stop writing at the end of the time allocated.
14. To change an answer on an MCQ answer sheet, the first one must be completely erased or struck-through and the selected answer written next to the original.
15. To change the answer on a written paper, the first answer must be struck-through and the new one written below.

16. Anyone found cheating will be disciplined according to the **eta** disciplinary policy.

6. Student details and completion of question papers

6.1 Students number, name of the region and course must be written on the paper and answer sheet

6.2 Students completing before others may leave quietly.

6.3 Once completed, all papers, forms and answer-sheets must be handed to invigilator.

7. Storing and managing exam papers

7.1 Question Papers and their model answers (memos) are sent in digital format to the region by CADQA.

7.2 The digital copy is stored in a password protected file in the **eta** EXAM folder for that year.

7.3 Question Papers are printed on the day of assessment and are stored in a secure place until utilised.

7.4 Once utilised for assessment, all printed question papers are shredded within 24-hours of being utilised.

7.5 Once marked, students answer papers are returned to the student with relevant scores and feedback.

7.6 Until returned to the students, papers are stored in locked cupboards (as per **eta** policy for records management).

8. Assignment or projects – Refer *PP Assessment rules*

8.1 Assessors taking in assignments or work without the compulsory evidence checklist will be considered in **breach of assessment policies**.

9. Practical demonstrations

9.1 Demonstrations can be in form of an OSPE (oral students' practical exam) which can be a one-on-one oral exam or a simulation or role play where students demonstrate their ability to take an individual or a group through an exercise class or coaching session (for example).

9.2 The environment, students and assessors are organised and set up before demonstrations begin.

- 9.3 Demonstrations may need to be timed according to the criteria of the assessment (see assessment guide).
- 9.4 In the case of students' oral practical exam (SOPE) where a number of stations are required and assessors are needed for each station, stations are set up, assessment is timed, and a timer is used by an assessment coordinator.
- 9.5 Timing procedure is strictly adhered to for fairness of assessment.
- 9.6 An assessment checklist per student is provided for each assessor.
- 9.7 Guidelines for assessment are provided to ensure the criteria for assessment is standardised.
- 9.8 Assessors must note the outcome of assessment clearly, next to each point on the checklist.
- 9.9 Feedback should be written at the end of the assessment checklist.

10. Remediation of students

- 10.1 Following Assessment Feedback per module, for students who are struggling to achieve assessment criteria, the Lecturer makes an appointment with the student to assist with remediation.
- 10.2 Lecturer must ensure that evidence of remediation and type of remediation recommended is logged in the Assessment Overview sheet in the student file, this must be dated and signed by student and faculty member.
- 10.3 Lecturer must check student records for attendance to class and practical sessions.
- 10.4 If more than three remediation sessions have been conducted with student and no improvement is seen, it may be necessary to call in parents or guardian – this must be agreed with the student.
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