


**Austech Institute for Further Education**

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**AIFE's Assessment Submission Policy and Procedures**

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	<b>AIFE's Assessment Submission Policy and Procedure</b>
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## 1. Purpose:

The purpose of this policy is to ensure that the assessment process at AIFE is conducted by appropriate personnel in accordance to Standard 1.4 of AQTF 2007 and to ensure a timely, accurate and reliable collection of all marked evidence and submission of final results in accordance to Standards 1.5 and 2.5 of AQTF 2007.

## 2. Scope

This policy applies to academic, compliance, and IT departments.

## 3. Roles and Responsibilities

**3.1 Lead Assessor:** The lead assessor is responsible for assigning an assessor from AIFE's Board of Assessors to proceed with the marking of all pieces of evidence collected for each academic term. The Lead assessor is also responsible for coordinating the collection and submission of evidence by the assessors.

**3.2 Board of Assessors:** The Board of assessors is composed by 6 assessors responsible for evaluating competency of students for all qualifications within AIFE's scope of registration as assigned by the Lead Assessor.

**3.3 Compliance Officer:**

**3.4 IT Manager:** The IT manager is responsible for directing online assessments to assigned assessors from the Board of assessors.

## 5. Procedure for assigning assessors from the Assessor Board to mark evidence collected

All soft and hardcopies of assessment tasks are to be assessed by a member of the Assessment board to be assigned by the Lead assessor except for assessments tasks which include performance observation or verbal questioning which shall be

conducted and assessed by the trainer/assessor responsible for providing training to the respective unit or unit cluster.

## 5.1 Written Assessment

5.1.1 The lead assessor is responsible for compiling assessment evidence collected for each unit and assign it to the appropriate member the Board of assessors to proceed with marking.

5.1.2 The Lead assessor is responsible for ensuring that assessors possess relevant and sufficient industry knowledge related to each unit of competence being assessed.

5.1.2 The Lead assessor is responsible for arranging a submission meeting for each assessor in order to ensure that evidence is received timely and accurately.

5.1.3 A submission meeting should be for approximately 30 minutes for each group intake marked by the assessor. Please refer to submission checklist (**Appendix 1**)

## 5.2 Online Assessments

5.2.1 The lead assessor is responsible for providing the IT Manager in the beginning of each academic term an Assessment Marking Matrix (**Appendix 2**) listing all units or cluters and the assigned assessor responsible for proceeding the marking.

5.2.2 The IT Manager is responsible for directing all online assessments collected as per Assessment Marking Matrix.

## 5.3 Oral Assessment and Observation reports

5.3.1 All assessments including oral and performance observation tasks shall be conducted and assessed by the trainer/assessor responsible for providing training for the specific unit or unit cluster.

## 6. Procedures for submitting final results and evidence gathered

### 6.1 Written assessments: Marking and Submission of results.

- 6.1.1 The lead assessor is responsible for meeting with assessors in order to provide evidence gathered to be marked and all necessary and relevant information in regards to AIFE's policies and assessment procedures. The Lead assessor is responsible for communicating in writing the expected submission date and time for the results of evidence collected to be returned to AIFE.
- 6.1.2 The assessors are responsible for ensuring that they have possession of all written evidence required to judge competency for each unit assigned and that the evidence received match the the unit(s) code assigned by the Lead assessor.
- 6.1.3 Any missing piece of evidence must be reported, in writing, to the Lead Assessor within 24 hours after receiving the all written evidence for an intake group.
- 6.1.4 Assessors must send a written confirmation for attendance to submission meeting that has been allocated by the Lead assessor.
- 6.1.5 Assessment judgments must be compatible to AIFE's Solutions Manual provided for each unit. Please refer to Sampling/ Moderation.

- 6.1.6 Ethical assessment is AIFE's objective and dishonesty will not be tolerated. For dishonesty in assessments please refer to ???
- 6.1.7 Assessments marked NYC must accompany appropriate, detailed and constructive feedback provided in time to be useful in subsequent assessment in the unit. Please refer to Feedback Guidelines (**Appendix 3**).
- 6.1.8 Combining Results: Develop a strategy for collecting results from Oral Questionnaire and Observation Reports performed by the trainers. How will results be made available for assessors?
- 6.1.9 Complete the electronic Results Sheet Summary provided by the compliance officer. The Results Sheet must include the combined result for all assessment tasks described in the TAS, including results from assessments performed by a second assessor (oral questionnaires and observation reports).
- 6.1.10 The results sheet must be emailed to the Compliance Officer, Lead Assessor and Course Co-ordinator prior to attending the submission meeting.
- 6.1.11 Attend to the submission of results meeting with the Lead Assessor with the following documentation: 02 Hard Copies of Results Sheet signed and all written evidence appropriately marked.
- 6.1.12 The Lead assessor will verify the evidence submitted, extract assessment samples and submit the assessment evidence to the compliance officer. Assessment submission checklist (**Appendix 4**)

#### **4.1 Assessment by Observation of Task Performance and Oral Assessments**

#### **4.3 Online Assessments**

## 7. Sampling/ Moderation

The sampling and moderation will ensure that assessments at AIFE are marked consistently and accurately. The Lead Assessor will sample a random selection of assessments conducted at AIFE.

The Lead assessor will sample 20% of assessments for each intake group and will:

7.1 Gather examples of the evidence used to judge competency and verify if that it is valid, authentic and sufficient.

7.2 Compare assessments made by different assessors to determine whether assessment standards are applied consistently by all assessors and for all students completing the assessment task.

7.3 The Lead Assessor will record any discrepancy in the Discrepancy Log Sheet on SharePoint.

7.4 The Lead Assessor is responsible for meeting with Compliance and Quality assurance Team Leader along with Course Coordinators, Senior Trainer, Principal and Human Resources Manager to discuss the issues and necessary corrective action to be taken in order to improve the quality and consistency of assessment. Corrective action shall be initiated and should include: counseling sessions to trainers/assessor.