

## Assessment Methods and Procedures

### 1. INTRODUCTION

This policy is to ensure that the *Organisation* will ensure systems are in place for fair, valid and consistent assessment. We will also ensure we encourage and promote progress, competency and success of all participants. The assessments are based around Industry Standards and will be marked as either C = competent (assessment has met all performance criteria) or NYC = not yet competent (assessment work has not met performance criteria).

### 2. POLICY

#### 2.1 The *Organisation* will ensure:

- 2.1.1 Tutors will use a Student Marking Guide to enable quick reference to unit standards assessed for students and use as a progress report on all student achievements.
- 2.1.2 Tutors will implement appropriate assessments that effectively measure and confirm participant competence in achieving the stated objectives.
- 2.1.3 Tutors will provide students with information on the assessment process that will include how they will be assessed, when they will be assessed and what are being assessed on and any specific requirements. Assessment forms will be signed by students and posted to relevant organisations.
- 2.1.4 Tutors will accurately record all assessment results as either C = competent or as NYC – not yet competent.
- 2.1.5 Design or purchase appropriate learning resources to assist with delivery of the programme
- 2.1.6 Tutors will submit monthly results on ROL to administration staff.

2.2 Tertiary Education Commission, NZQA and other relevant industry organisations will be notified of student achievements monthly using our standard forms.

2.3 Tutors will advise students of results and apply re-assessment plan if NYC occurs with timeframe for students to resit.

2.4 Assessment and design and materials will reflect industry standards and confirmed and approved for use at industry level via the use of external moderation.

### **3 RESPONSIBILITY**

- 3.1** The Managers and Tutors are responsible in ensuring the quality of course Content.

### **4 COMPLIANCE**

- 4.1

### **5 REFERENCES**

- 5.1

Copyright