

## Assessment Standards

### Policy

All assessments conducted by the Institute will comply with the assessment guidelines defined in the relevant nationally endorsed training package.

### Guidelines

All of our assessments will be:

- Valid - Assessment methods will be valid, that is, they will assess what they claim to assess.
- Reliable - Assessment procedures must be reliable, that is, they must result in consistent interpretation of evidence from the learner and from context to context.
- Fair - Assessment procedures will be fair, so as not disadvantage any learners. Assessment procedures will:
  - be equitable, culturally and linguistically appropriate,
  - involve procedures in which criteria for judging performance are made clear to all participants, employ a participatory approach,
  - provide for participants to undertake assessments at appropriate times and where required in appropriate locations.
- Flexible - Assessment procedures will be flexible, that is, they should involve a variety of methods that depend on the circumstances surrounding the assessment.

We will achieve this through:

- Careful design of the assessments.
- Validation and moderation of the assessment materials conducted in line with our Validation and Moderation Policies.
- An understanding of the definition and practical application of the above definitions.

Sydney Metro College's assessment tools include clear instructions and support materials for Trainers (Trainer Instructions and Marking Guides), Students (Student Instructions) an Assessment Summary Record Form (which must be used to record individual student assessment outcomes for each unit of competency) and a Mapping Document (confirming that the assessment tool meets unit of competency requirements).

Completed student assessments must be compiled in line with Institute recording procedures by using the End of Unit Requirements Checklist.

Note that the Institute's Student Assessment, Reassessment and Repeating Units of Competency Guidelines Policy (available in the Institute's Policy Drive) applies to all assessment tasks.

### **Related Policies**

- Student Assessment, Reassessment and Repeating Units of Competency Guidelines Policy