

Assessment Policy

1. Purpose

To ensure that assessment of students undertaking education and training at GSD is consistent with high quality teaching and learning practices, national policy and the specific requirements of Training Packages or accredited programs.

2. Scope

This policy covers the assessment of VET training package or VET accredited course products in all GSD programs.

3. Principles

- a) All assessment proceedings and reviews follow the principles of natural justice and procedural fairness.
- b) All assessment, including that conducted for recognition of prior learning, in VET training package or VET accredited course products undertaken at GSD will be conducted in accordance with the Principles of Assessment (fairness, flexibility, validity and reliability) and the Rules of Evidence (validity sufficiency authenticity and currency) as required by the Standards for Registered Training Organisations (RTOs) 2015 and as set out in Training Packages.
- c) Assessment strategies for each VET training package or VET accredited course is described in the training and assessment strategy (TAS) and is adapted to meet the specific needs of different cohorts.
- d) All assessments must:
 - a. be criterion referenced
 - b. contain clear instructions for both students and assessors
 - c. contain checklists of observable behaviours (applies to practical and verbal assessments)
 - d. contain benchmark criteria to support assessor's judgements of competency.
 - e. be mapped to the related training package products
 - f. be contextualised, reflecting relevant and current industry and licensing requirements
 - g. be internally quality assured and validated by suitably qualified people prior to use.
- e) Where possible assessment of knowledge evidence should be conducted alongside assessment of practical skills.
- f) Assessment decisions for VET training package or VET accredited course products are only made by people who meet the requirements for assessors under the Standards for Registered Training Organisations (RTOs) 2015. Assessors who are working under supervision are not permitted to make assessment decisions.
- g) Assessment for VET training package or VET accredited course products must be conducted using approved GSD assessment tools, in ways which are consistent with the relevant training and assessment strategy (TAS).
- h) Information about assessment requirements must be clearly communicated with students in the unit outline prior to the commencement of training.

- i) Assessment feedback is provided verbally at the time of assessment wherever possible, and records of verbal feedback provided must be recorded by the assessor.
- j) All assessments are graded using a 'Satisfactory' and 'Not Satisfactory' scale.
- k) Assessors may make reasonable adjustments to assessment tasks to meet the needs of all students being assessed, while maintaining the integrity of the assessment and meeting all training package requirements. All reasonable adjustments made must be recorded by the assessor.
- l) Students are entitled to at least two attempts to complete an assessment.
- m) Students may request an assessment or re-assessment extension. Trainers will confirm and provide a new assessment date.
- n) Students have the right to appeal an assessment result as detailed in the Appeals Policy.
- o) Systematic quality assurance, moderation, and validation applies to all GSD assessments. Each training product is validated at least once every five years, with at least 50 percent of products validated within the first three years of each five-year cycle, considering the relative risks of all the training products on scope.
- p) All student assessments and records will be retained as per the requirements of the relevant legislation and Standards.

4. Roles, responsibilities, and delegations

Role	Responsibility
National Compliance Manager/Compliance Support Officers	<ul style="list-style-type: none"> Lead assessment design and development Lead systematic quality assurance Lead assessment validation and moderation Monitor assessment practices to ensure compliance with the principles of this policy Review and respond to assessment appeals
Trainers/Assessors	<ul style="list-style-type: none"> Support assessment design and development Participate in quality assurance processes Participate in assessment moderation and validation Conduct assessment in accordance with the principles of this policy Maintain individual competency and currency as per the requirements for assessors under the Standards for Registered Training Organisations (RTOs). Make reasonable adjustments to ensure the needs of all students are met. Manage requests for extensions. Maintain accurate and complete assessment records

Information	
Approval Date	22/06/2022
Effective Date	22/06/2022
Review Date	22/06/2023
Policy Owner	National Compliance Manager
Approving Authority	CEO and Managing Director
Legislation and Standards	Standards for Registered Training Organisations (RTOs) 2015

	<p>Discrimination Act 1991 ACT Disability Discrimination Act 1992 (Commonwealth) Workplace Health and Safety Act 2011 (ACT) Relevant state government funding guidelines Standards under Industry Licensing Bodies</p>
<p>Related policies and procedures</p>	<p>Appeals Policy Academic Misconduct Policy Student Equity and Access Policy Recognition of Prior Learning and Credit Transfer Policy GSD Staff training policy Industry Engagement and validation policy Continuous Improvement Policy Trainer/Assessor professional development policy Resulting process Reasonable adjustment process Assessment extensions process Appeals process Validation schedule Validation process Validation sampling process Moderation process</p>
<p>Related forms</p>	<p>Assessment mapping tools Training and Assessment Strategy (TAS) template Trainer/assessor guide template Assessment cover sheet template Assessment extension request form Moderation form Assessment Validation Record Template Unit outline template Appeals form</p>