

# Procedures

## Assess Monitoring

### 1. SCOPE

This document describes the process for maintaining the standard of assessment

### 2. PURPOSE

- 2.1 To describe the schedule of monitoring of assessors and assessment instruments
- 2.2 To provide a process for monitoring the quality and standard of assessment
- 2.3 To define the means of moderation across multiple site assessment

### 3. DEFINITIONS

**Assessor** – A person who is qualified equal to (or above) the requirements of TAA40104 – Certificate IV in Training and Assessment

### 4. ACTION

#### 4.1 Schedule for Monitoring Assessors

The Curriculum Review Committee (refer PRO1 Internal Monitoring & Review) will nominate a member and/or a suitably qualified person with appropriate qualifications and competence to review the assessment process on across all locations each quarter (every three months).

The 'reviewer' will then provide the CRC members with a written report. Should any member of the CRC deem it necessary a meeting of the CRC will be called to discuss and correct any:"

- Complaints and Appeals arising from assessment processes
- Inconsistencies in assessment methods between assessors and/or across multiple locations
- Assessment instruments that appear to be invalid, poor quality, low standard and/or inconsistent with the competencies being assessed
- Incomplete assessment documentation
- Assessors qualification and/or currency issues
- Professional development issues arising from the assessment program
- Recommendations from the 'reviewer(s)' and/or any stakeholders, (eg assessors, learners, management etc



#### 4.2 **Moderation Across Multiple Sites**

In the event that assessment takes place over a number of sites the CRC “reviewers” will ensure that:

- Assessors are using the **same** assessment instruments for each element (formative assessment) and for each unit of competency (summative assessment)
- The principles of assessment are being upheld:
  - Validity
  - Reliability
  - Flexibility
  - Fairness
- The criteria for assessment are applied in all cases:
  - Valid
  - Accurate
  - Consistent
  - Sufficient
  - Current
  - Authentic
- All assessors are aware and capable of applying the principles and criteria consistently

#### 5. **REFERENCED DOCUMENTS**

PRO 001 Internal Monitoring & Review