

## PR5.1 Assessment Procedure

<b>Responsible Officer</b>	Chief Education and Experience Officer
<b>Functional Owner</b>	Heads of Portfolio Training Operations Managers
<b>QAS Owner</b>	Compliance Manager

### Scope

PR5.1 Assessment Procedure outline the actions and responsibilities for all areas relating to assessments commencing at the start of the informative process through to appeals decisions.

This procedure covers the following actions in relation to assessment:

- Assessment information
- Assessment submission
- Assessment grading
- Assessment feedback
- Resubmission of assessment(s)
- Assessment and course extensions
- Assessment Appeals

This procedure must be read in conjunction with PG5.1 Guideline on Information for Assessments Procedures.

### Actions required:

Refer to PG5.1 Guideline on Information for Assessments Procedures

- The Marketing Division, Training Operations Manager and Student Support will ensure that the learner will receive up-to-date details of assessment types and their requirements via course brochure, course overview, website and/or Student Support.
- The learner will submit their assessment for marking.
- The Trainer/Assessor will grade / mark the assessment and provide feedback to the learner via OpenSpace and record the details in OpenSpace and Firefly.
- The learner may re-submit (if required) up to 3 times (including original assessment) for re-assessment. The results will be recorded in OpenSpace and Firefly.
- The learner may request an extension of time (if required) of up to 6 (six) months. A case will be raised by the Trainer/Assessor and a decision provided by Student Support).
- The Extension of Time request will be reviewed at the discretion of Open Colleges and the learner will be notified of the outcome decision.
- The learner may appeal a decision, either with regard to marking, extension or an exceptional circumstance out of their control.

### Related Forms and Documents

- PG5.1 Guideline on Information for Assessments Procedures
- PO5.0 Assessment Policy

## Quality and Continuous Improvement of Policy

All policies are subject to systematic review, evaluation and improvement, including annual review and ongoing feedback from stakeholders

For internal use only: [QMS1.8 Location of QMS related documents](#).

### How can we improve this document?

If you can identify opportunities for us to improve this document, please email [improvements@opencolleges.edu.au](mailto:improvements@opencolleges.edu.au). This request will automatically be logged on our Continuous Improvement Register. Please include the document reference number in your email and specific details about how we can improve the document.

Version	Approved	Endorsed by	Effective date	Review date
8	Chief Learning Officer 13/03/2017	Functional Owner 13/03/2017	13/03/2017	13/03/2018
<b>Version History</b>	V2: April 13 Minor changes to reflect new structure and terminology changes. V2 did not require ETAB approval. V3: May 13 Minor administrative changes. Did not require ETAB approval. V4: Feb 14 Addition of details relating to existing operational process to communicate changes to learners identified as part of the annual procedure review. V4 did not require ETAB approval. V5: Did not require ETAB approval. V6: June 2016 Minor change in explaining grading options. updated Appeals and Complaints Committee to Divisional Management Team. V7: October 2016 updated to new format. V8: February 2017 updated to new format and incorporating new PO5. V8: Feb 2017 updated to new format and incorporating new PG5.1 V8: Feb 2018 updated role titles			
<b>Course Type</b>	All			
<b>RTOs:</b>	Open Colleges Pty Ltd (90796) Integrated Care and Management Training Pty Ltd (90197) College of Fashion Design (3798)			
<b>Partner RTOs:</b>	No			