

PR5.3 Assessment Records Procedure

Responsible Officer:	Chief Education and Experience Officer
Functional Owner:	Head of Portfolio Training Operations Managers
QAS Owner:	Compliance Manager

1. Scope

PR5.3 Assessment Records Procedure outlines the steps and responsibilities of stakeholders involved in processing a completed assessment once it is submitted by the student. This procedure is applicable when an Assessor makes an assessment decision and finishes when the assessment decision is recorded in OpenSpace and feedback has been provided. The procedure covers:

- Assessment decisions
- Assessment grades
- Assessment feedback
- Communicating assessment results

This procedure must be read in conjunction with PG5.3 Guideline – Assessment Records Procedure.

2. Procedure

- Students submit assessments (either through OpenSpace or by hard copy)
- Student Support Officer scans hard copy assessments (if appropriate)
- Assessor marks assessment, makes an assessment decision and formally records in OpenSpace and Firefly
- Assessor provides feedback on assessment to student (refer PG5.4 Guideline for Assessment Feedback Procedure - Appendix A)
- Results are communicated to student at completion of the course or on withdrawal from the course (refer PO11 Records Management and Administration Policy)

3. Quality and Continuous Improvement

This Procedure is subject to systematic review, evaluation and improvement, including annual review and ongoing feedback from stakeholders

4. Related Forms and Documents

- PO5 Assessment Policy
- PO11 Records Management and Administration Policy
- [PG5.4 Guideline for Assessment Feedback Procedure](#)
- [PG5.3 Guideline for Assessment Records Procedure](#)

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

How can we improve this document?

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Version:	Approved	Endorsed	Effective date	Review date
6	Chief Learning Officer 13/03/17	Functional Owner 13/03/17	13/03/17	13/03/18
Version History:	V2: Minor changes to reflect new Faculty structure and minor administrative changes (Apr 13). V2 did not require ETAB approval. V3: Minor administrative updates in accordance with the annual policy review (Dec 13). V3 did not require ETAB approval. V4: Minor changes to reflect new organisational design and the new Standards for Registered Training Organisations 2015. V4 did not require ETAB approval. V5: September 2016 update to new format. V6: March 2017 updated to new format V6: February 2018 updated role titles			
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RTOs:	Open Colleges Pty Ltd (90796) Integrated Care and Management Training Pty Ltd (90197) College of Fashion Design (3798)			
Partner RTOs:	Yes			