

Assessment Records Procedure

Document Name:	Assessment Records Procedure
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Responsible Officer:	Divisional General Managers
Functional Owner:	Heads of Portfolio
QAS Owner:	Manager, Academic Governance
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Date Approved by GM:	Version 1 Approved 8 October 2012
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Versions:	<p>Version 2: Minor changes to reflect new Faculty structure and minor administrative changes (Apr-13). Version 2 did not require ETAB approval.</p> <p>Version 3: Minor administrative updates in accordance with the annual policy review (Dec-13). Version 3 did not require ETAB approval.</p> <p>Version 4: Minor changes to reflect new organisational design and the new Standards for Registered Training Organisations 2015. Version 4 did not require ETAB approval.</p>

Scope:	Course Type:	All
	RTOs:	Open Colleges Pty Ltd Integrated Care and Management Training Pty Ltd College of Fashion Design Pty Ltd
	Partner RTOs:	No

Communication:

All Policies, Procedures, Forms and Guidelines are loaded into the Quality Management System (QMS) in Firefly. This will automatically update documents in OCTiVE and OpenSpace. Updates are communicated to staff through Firefly Chatter, Trainers and Assessors through OCTiVE News and students through the Student Lounge in OpenSpace.

1. Assessment Decisions

Assessors are required to make Assessment decisions and formally record those decisions. Decisions will be recorded in the form of an Assessment grade (as identified in PR5.1 Assessment Procedure).

In the case of Work Placement Assessment students will be graded as Satisfactory when the Assessor has obtained sufficient evidence that the student has demonstrated the necessary knowledge and skill in the requisite Units in the Course.

2. Assessment Grades

Assessment grades will be stored electronically by Open Colleges. Results will be issued to each student indicating the grade received for the completed assessment in OpenSpace. Records are retained for 30 years.

Assessments submitted in hard copy will be scanned and provided to the Assessor, who will mark and provide feedback to the student in accordance with PR5.1 Assessment Procedure and GL5.1 Assessment Feedback Guideline. Grades and feedback will be issued to the student in OpenSpace.

3. Assessment Feedback

Assessors will also provide feedback to students in accordance with GL5.1 Assessment Feedback Guideline. This feedback will be provided to students through OpenSpace. Such feedback will be stored in OpenSpace for a minimum of six months after the completion of the assessment. In some cases samples of records may be kept for up to two years after completion of the student or expiry of their Course for moderation, validation or continuous improvement purposes.

4. Assessment and Unit Records

In accordance with the Records Management and Administration Policy, students' results will be communicated at the completion of the Course, or on withdrawal from the Course, via the following:

NRT Qualifications

- AQF Qualification (where students have successfully met all requirements for the complete NRT Qualification);
- Academic Transcript (where applicable, highlighting the grades for the Units of Competency in the Course);
- Record of Assessment (indicating the student's performance in individual Assessments).

Other Qualifications

- Qualification (where students have successfully met all requirement for the Qualification);
- Record of Assessment (indicating the student's performance in individual Assessments).

Students may also request an Academic Transcript and Record of Assessment at any time during their studies with Open Colleges. Such requests may be subject to a fee (as outlined in the Schedule of Administrative Fees).

5. Assessment and Assessment Grade Storage

All Assessments submitted in OpenSpace will be stored in OpenSpace.

All Assessments submitted by other means will be stored and archived by Open Colleges. The Student Support Team manages this process.

All Assessment Grades are recorded in OpenSpace and Firefly. OpenSpace and Firefly have rigorous data controls to ensure the integrity of the data.

Related Forms and Documents

	Location		
	OpenSpace	Website	QMS
Related Documents			
PR5.1 Assessment Procedure	X	X	X
PR5.2 Workplace Assessments Procedure	X	X	X
PR5.4 Student Code of Conduct Procedure	X	X	X
PR5.1.1 Assessment Grading Schedule	X	X	X
GL5.1 Assessment Feedback Guideline	X	X	X
Schedule of Administrative Fees	X	X	X

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