

Policy: ASSESSMENT POLICY

1.0 Application and Purpose: this policy applies specifically to the assessment of all nationally recognised qualifications provided by MDS Training. MDS Training provides quality assessment tools which can be adjusted for students with individual needs. MDS Training maintains the Australian Quality Training Framework (AQTF) standards and conditions within all aspects of its assessment plans and strategies.

All assessments presented by candidates must fulfil the expectations set out in the assessment question. This means students must complete the assessment using the guidelines set out for content, word limit, layout, or time limit. Written assessment items must also be of an acceptable standard in terms of legibility, and presentation. Assessment items which do not meet these requirements may be determined to be not yet competent.

2.0 Submission of assessment task or tool

All assessment tasks or tools must be handed in on the due date to the Training Coordinator, or the person designated responsible for the collection of assessment tools or tasks such as the trainer or administrative support officer. You should keep a copy of your submitted tasks, in case of accident, theft or loss.

2.1 It is essential you keep a copy of your work and follow up with the assessor and check they have received your task.

2.1.1 If you post items in for marking we suggest using registered post so items can be tracked.

2.1.2 If you email, attach a read receipt or send an email requesting confirmation the assessor has received the work.

2.1.3 If you hand it in to the assessor, you can sign off against the attendance sheet as having handed in an assessment task.

3.0 Demonstration, role play or observation of assessment

The trainer or Training Coordinator will have booked a time with you for this assessment task. If you do not attend your designated assessment time you be deemed not yet competent. This time will have been determined in consultation with you and possibly, if relevant, your employer.

4.0 Missing an onsite visit or class face to face session

The Course Progress policy covers a range of issues related to non attendance in class or not handing in assessment tasks. You must follow the procedures indicated in this policy as there may be negative outcomes for non attendance or not completing an assessment task in the allocated time frame.

5.0 Extensions for submission of assessment tasks or tools

Extensions may be given as per the information contained in the course progress policy ([Insert link](#)). Extensions may only be granted by the MDS Training Coordinator following the procedure and utilising the request for extension form ([insert link](#)).

6.0 Record keeping

6.1 All records of competent and not yet competent will be recorded against each students file within the student records management system

6.2 Students can access their individual record by requesting this information from the MDS Training Coordinator or MDS Training support staff. This information will be provided as soon as possible but no longer than seven (7) working days.

6.3 Students will be provided with outcomes from all assessment tasks individually and confidentiality will be maintained

6.4 Student results will not be discussed with other people, excluding traineeships or if an employer has paid for a qualification

6.4.1 Outcomes from study in a traineeship may be communicated to State Training, VETAB, NCVET, AVETRA, the employer and Apprenticeship Centre

6.4.2 Outcomes from study in a fee for service arrangement where the employer has paid will be communicated to the employer

7.0 Assessment appeals process

7.1 If you disagree with the assessment decision, you must submit a Training Participant Complaint form within five (5) working days of the result being issued

7.2 The appeal application form is available from your Training Coordinator or online

7.3 If you require assistance with writing your appeal, an independent staff person will be made available on request

7.4 The Training Coordinator will re-examine the evidence and come to a decision. It is possible that MDS Training may consider an independent assessor with appropriate qualifications who may become involved in the review. This could mean contacting an independent Registered Training Organisation, or convening a panel, and requesting a review of the decision.

7.5 A report will be prepared to let you know how the review was conducted, and what the outcome was. If you are still unhappy with the results of the appeal process, MDS Training staff will advise you of your rights to further assistance.

7.6 A fee may apply if re-assessment is required and/or the final due date for all assessments tools and tasks has passed