

## Assessment Validation Policy and Procedure

### Policy Purpose

The purpose of this policy is to ensure that assessment strategies are validated annually and improvement actions recorded.

### Policy Scope

This policy applies to all vocational training package and accredited courses offered through Think: Colleges.

### Definitions

Refer to *Glossary of Terms*.

### Policy Content

Validating the relevance and consistency of assessments and assessment judgements is critical in ensuring the assessments met the course Training Package and Accredited Course requirements. The College must validate its assessment strategies by:

- Reviewing, comparing and evaluating the assessment processes, tools and evidence contributing to judgements made by a range of assessors against the same competency standards, at least annually; and
- Documenting any action taken to improve the quality and consistency of assessment

Assessment validation will be conducted on units of study delivered and assessed in that year. All qualifications on the College scope of registration must undergo assessment validation at least once a year. Validation methods may include:

- Moderation activities
- An assessment review panel
- A lead assessor or supervisor with training and assessment competencies
- An independent external validator or Industry Consultation Committee
- Standardised assessment tools
- Benchmark against evidence guides such as Training Package Assessment Guidelines, Industry and Workplace requirements, other national and international providers, etc.

### Procedure for implementation

1. On an annual basis, the Program Director will develop an *Assessment Validation Action Plan* to determine the type(s) of validation methods and frequency of the assessment validation meetings.
2. Prior to the assessment validation meeting, the Program Director will inform the lecturer to prepare for assessment validation by collecting examples of assessment processes used, assessment tools used and evidence used to conduct assessment in a study period.
3. The Program Director will convene an internal Assessment Review Panel or Industry Consultation Committee according to the *Assessment Validation Action Plan* to discuss:
  - feedback on assessments gained through individual debriefs of assessors and students
  - suggested changes to assessments to meet industry needs
  - samples of graded assessments to ensure consistency of judgement on Competent/Not Yet Competent.

Specific items of discussion to validate the assessment may include:

- Assessment method and tool covers all areas of the competency
  - Assessment method and tool are consistent and gather sufficient evidence
  - Assessment tools have clear instruction for assessor and student
  - Assessment method and tool meets the requirements of assessment principles
4. A summary of the assessment strategy validation actions is to be recorded in the *Assessment Validation Record* by the Program Director. Agreed improvement activities are to be documented in an *Assessment Validation Record* which assigns activities to specific people or groups of people and indicates completion dates.
  5. The Program Director of each program area is to maintain a record of assessment validation activities and record improvements in the *Improvement Action Register* on HERMES. This register will be reviewed by the Industry Consultation Committee at least once a year and will provide a report to the Teaching and Learning Committee. (Refers to *Industry Consultation Committee Terms of Reference*)

#### Record keeping and confidentiality

Records of all *Assessment Validation Records* and *Assessment Validation Action Plans* handled under this procedure shall be maintained for a period of at least five years in HERMES for auditing purposes by the State or Territory Registering Body.

#### Publication

These procedures are to be published for staffs in the Staff Handbook to ensure new staffs have up to date and accurate information publicly available to them.

Responsibility	Lecturer and Program Director
Record Management	Assessment Validation Action Plan Assessment Validation Record Improvement Action Registry Industry Consultation Committee Agenda and Minutes Teaching and Learning Committee Meeting Agenda and Minutes Assessment Review Panel Agenda and Minutes HERMES
Reference	Industry Consultation Committee Terms of Reference Teaching and Learning Committee Terms of Reference Glossary of Terms
Policy Developed By	Academic Director
Policy Endorsed By	Academic Board
Policy Complies with	AQTF 2007 - Element 1.4
Version Number	2.0
Revision Date	Issued - 5 <sup>th</sup> February 2008 Revised - 21 <sup>st</sup> July 2008 Revised - 21 October 2008