



OZFORD COLLEGE OF BUSINESS

CRICOS No. 02573B, RTO No. 21442

Academic Record Policy

1. Purpose

The purpose of the Academic Performance Record Policy and Procedure is to ensure that academic performance results are recorded accurately within the college. It is important to securely maintain all confidential information of student academic performance records in electronic and hard copy. It also ensures that learners have timely access to current and accurate records of their participation and progress. These records are used for monitoring of course progress and ensuring completion within duration.

2. Scope

This policy applies to all Oxford College of Business staff, contractors and students.

3. Policy

3.1 *Academic performance recording*

- 3.1.1 All VET academic staff will develop and maintain an up-to-date hard copy of each student's academic performance including all assessments tasks completed, in their unit folder and, for government funded students, their training plan.
- 3.1.2 At the completion of an assessment task each trainer is to enter each student's academic performance on to the 'Class Assessment Summary' form found on Moodle. The working documents are saved on the Trainer's U: drive and final documents are saved at R:\VET\Vet Trainers. .
- 3.1.3 At end of each unit every trainer is to provide these summaries to the VET Coordinator in hard copy and the VET Administrator will file the hard copies in the student files.
- 3.1.4 The VET Administrator will arrange input of this data into the student management system and Progress Tracking spreadsheet. Student results are to be provided to each student at the end of each semester.
- 3.1.5 The academic performance recording procedure is coordinated and records are reviewed by the VET Administrator to ensure the accuracy of data.

3.2 *Storage of Academic Performance Records*

- 3.2.1 All current student records including their academic performance records are kept in lockable file cabinets located in storage room on Basement, 310 King St. Melbourne VIC 3000.
- 3.2.2 The storage room is fitted with a lock and all file cabinets are also fitted with locks. These cabinets are kept locked at all times.

- 3.2.3 The VET administrator is responsible for filing all student records and locking the filing cabinet.
- 3.2.4 All access to the student management system must be authorised by the CEO or Academic Director who will inform the I.T. Department to grant relevant access.

3.3 *Use of Academic Records*

- 3.3.1 All users of the College's information for academic performance must be authorised to access the appropriate systems. Access is controlled by the IT Manager who allows access to relevant areas of the College network as instructed by the CEO or Academic Director.

4. **Academic Results Record Procedures**

Use of Academic Records

- 4.1 Within 14 days, trainers submit all students' assessment tasks with the Class Assessment Summary record to the VET Administrator.
- 4.2 The VET Administrator verifies that the number of student assessment tasks match the number on the assessment summary record by using an Assessment Checklist.
- 4.3 The VET Administrator checks each student's unit cover sheet for each assessment to ensure all information is completed and both trainers and students sign the cover sheet.
- 4.4 The VET Administrator then ensures that the student results on the cover sheet match the results that trainers entered on the Class Assessment Summary. Once this is verified, the results are entered into the student management system and Progress Tracking spreadsheet.
- 4.5 If student records are not consistent, a trainer Assessment Checklist is sent to the trainer to be completed with the assessment documentation for immediate action.
- 4.6 All Student academic results are recorded in the student management system and Progress Tracking spread sheet.
- 4.7 Once the results of a Class Assessment Summary are entered into the student management system and Progress Tracking spread sheet, the VET Administrator stamps and signs the individual student assessment cover sheet and the Class Assessment Summary.
- 4.8 Student Statements of Results are then printed every semester on the transcript template.
- 4.9 The Notice of failure form is only used for students who have not competently completed a particular unit. The VET Administrator attaches a copy of Notice of Failure to students who have been assessed 'not competent' as evidence. Please refer to the Course Progress Policy and Procedures for further information of actions taken in respect to monitoring of course progress.

OZFORD COLLEGE OF BUSINESS

Class Assessment Summary

[Version 1-2013]



Procedure:

This Class Assessment Summary is used to record students' unit competency assessment results. Teaching staff need to fill in all information in the table for each element of assessment.

Please record achievements as a mark, Final Mark should not be blank:

C- Competent; NYC- Not Yet Competent; RPL- Recognition of Prior Learning; CT- Credit Transfer.

Legend for type of assessment method:

(1) Article Review; (2) Assignment; (3) Essay; (4) Field Report; (5) Practical; (6) Role Play; (7) Case Study; (8) Project; (9) Independent Study; (10) Portfolio; (11) Observation; (12) Presentation; (13) Group Work; (14) Test; (15) Exam; (16) Final Exam.

Course:		Class:	
Unit Stage:	Stage 2	Term/Year:	Term 2 / 2016
Unit Code and Unit Name:		Assess Type:	Theory and Practical

Student Details		Assessments and/or Exam Results												Grade	Competency Final Mark					
Delivery Date		Assessment 1 Report				Assessment 2 Project				Assessment 3 Role Play						Area of Improvement				
	Select Assessment Type from drop down →	Field Report				Project				Role Play										
	Assessment Item Total Scoring Value →	30				42				20				3						
	Assessment Item Weighted % →	33%				33%				33%				100%						
Wkr	Enter Assessment Due Date →																			
#	ID No:	(SURNAME First Name)	Score	X	Result	HOR Date:	Assessor's Feedback	Score	X	Result	HOR Date:	Assessor's Feedback	Score	X	Result	HOR Date:	Assessor's Feedback	Total %		
1			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
2			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
3			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
4			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
5			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
6			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
7			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
8			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
9			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
10			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
11			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
12			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
13			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
14			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
15			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
16			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
17			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
18			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
19			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
20			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
21			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
22			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
23			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
24			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
25			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
26			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
27			0%		NYS			0%		NYS			0%		NYS			-	-	NYC
28			0%		NYS			0%		NYS			0%		NYS			-	-	NYC

Assessor		Student Results Department												Stage 2					
Verify that the student results recorded on the assessment summary sheet are correct and that all student assessment tasks have been assessed as per the requirements of the Oxford Resource Guide which is based on RQTP standards for Registered Training Organisations.		Have entered the results into YET based on the teacher assessment summary sheet. Each cell on the sheet for each student has been checked against the assessment summary sheet for consistency if any.																	
Name:		Staff name:																	
Date:		Date:																	
Signature:		Signature:																	