



OZFORD COLLEGE OF BUSINESS
CRICOS No. 02573B, RTO No. 21442

VET Assessment Outcome Record Policy

1. Purpose

The purpose of the VET Assessment Outcome Record Policy and Procedure is to ensure that academic performance and assessment outcomes are recorded timely and 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 Ozford College of Business staff 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.

3.1.2 At the completion of an assessment task for a unit, the trainer/assessor is required to mark the individual assessment and enter the assessment task outcome into "Unit Assessment Result/Notice of Reassessment (NOR)" and "Class Assessment Summary" form for every student. These need to be submitted with the individual assessment items to the VET Coordinator within five working days of scheduled unit completion date.

3.1.3 The VET Coordinator will check the assessment result sheets and individual assessment items to confirm that

- All required assessment tasks have been completed, have been appropriately marked and the student provided with feedback.
- Assessment integrity checks have been completed on each assessment task "Unit Assessment Summary" to confirm result and authorise for the result to be entered into the system.

3.1.4 On Satisfactory completion of the above checks the VET Coordinator will forward the assessment tasks and the "Unit Assessment Result/Notice of Reassessment (NOR)" and "Class Assessment Summary" the Academic and Administration officer will arrange input of this data into the student management system.

3.1.5 The academic performance recording procedure is coordinated and records are reviewed by the VET Coordinator and Academic and Administration officer to ensure the accuracy of data.

3.2 Storage of Academic Performance Records

3.2.1 All current student records including their assessments are kept in locked filing cabinets located in storage room on Basement, 310 King St. Melbourne VIC 3000 in accordance with the general direction of ASQA which states that

*An RTO is required to **securely retain**, and be able to produce in full at audit if requested to do so, all completed student assessment items for each student, as per the definition above, for a period of six months from the date on which the judgement of competence for the student was made*

3.2.2 The hard copies of student assessments are saved in storage for six months.

3.2.3 The Academic and Administration officer is responsible for filing all student assessment 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 IT 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**

Academic Records Authorisation and Data Entry

4.1 Within 5 working days of a unit completion, trainers are required to submit all students' assessment tasks, Unit Assessment Result/Notice of Reassessment with the Class Assessment Summary record to the VET Coordinator.

4.2 The VET Coordinator verifies that the number of student assessment tasks match the number on the assessment summary record.

4.3 The VET Coordinator ensures that the assessments are marked appropriately and that there is no evidence of assessment dishonesty. The VET Coordinator will meet and discuss any such issues and questions with the trainers/assessors and take any necessary rectification actions to ensure accuracy and integrity. On completion of the checking/rectification actions the VET Coordinator then authorises the results to be entered into the system.

4.4 The students' assessment tasks, Unit Assessment Result/Notice of Reassessment and Class Assessment Summary record are then passed to the Academic and Administration officer.

4.5 The Academic and Administration officer 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.

4.6 The Academic and Administration officer 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.

4.7 Once the results of a Class Assessment Summary are entered into the student management system, the Academic and Administration officer stamps and signs the individual student assessment cover sheet and the Class Assessment Summary.

4.8 For students who have not achieved competency of the unit, the VET Admin Officer will email student the Notice of Reassessment (NOR) informing students of the reassessment date. A copy of the email is also sent to the VET Coordinator

4.9 If students still do not achieve competency after reassessment date, a Notice of Failure (NOF) is prepared by trainer/assessor and passed to Academic and Administration officer.

4.10 The Academic and Administration officer must ensure the NOR and NOF are emailed to student and to the VET Coordinator and trainer/assessor within 5 working days upon receiving them from the trainer/assessor.

4.11 The Academic and Administration officer saves copy of Notice of Failure to students who have been assessed 'not competent' on file 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:		Stage 2										Class:		Term/Year:		Term 2 / 2016				
Unit Stage:		Stage 2										Assess Type:		Theory and Practical						
Unit Code and Unit Name:																				
Student Details			Assessments and/or Exam Results														Grade	Final Mark		
Delivery Date	Select Assessment Type from drop down →	Assessment 1 Report				Assessment 2 Project				Assessment 3 Role Play				Area of Improvement						
		Field Report				Project				Role Play										
Assessment Item Total Score/Value →		38				42				28				3						
Assessment Item Weighted % →		14%				17%				11%				100%						
W/az		Enter Assessment Due Date →																Total %		
#	ID No:	(SURNAME First Name)	Score	x	Result	NOR Date:	Assessor's Feedback	Score	x	Result	NOR Date:	Assessor's Feedback	Score	x	Result	NOR Date:	Assessor's Feedback	Total %	Grade	Final Mark
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