

Assessment Reporting Policy

The ECA College management provides its training and assessment staff with guidelines and effective systems for the accurate reporting of assessment results from all assessment events delivered by the ECA College trainer and assessors. All records of assessment will remain accessible to enrolled students on request.

Assessment Reporting Procedures

Staff delivering training and assessment services on behalf of the ECA College will be required to:

- Utilise assessment tools in each assessment event that have been provided by the RTO's management (unauthorised assessments may not be introduced by staff).
- Collect assessment tools (written assessments) for review and marking at the completion of each assessment.
- Provide feedback and gain a student signature on all assessment tools (e.g. Observation checklist tools) that require student acknowledgement of the assessment undertaken.
- Maintain a weekly record of current assessment progress for each student including feedback for resubmissions and progress, on the 'Assessment progress report form'.
- Communicate feedback to students regarding assessment outcomes, following the assessment review and marking of assessment.
- Formalise the result of each student's assessment on their completion of each unit of competency, by completing a Competency Record Form.
- Report students who have recorded a final 'Not Yet Competent' (NYC) result to the Lead Trainer and Assessor and/or Director of Studies.

Student Assessment Policy

Standard of Work

Students will be provided with criteria for the completion of any assessment activity in line with the set criteria. This may include such features as word-processing standards, referencing, lay-out and presentation methods or styles if required by the performance criteria of the specific unit of competency. Standards of work will be reflective of the content, performance criteria or elements required of a subject or a group of competencies and/or in line with relevant and current workplace practices.

Grading System

ECA College has a Competency based grading system.

Assessment Dates

Students will be required to meet assessment date requirements such as:

- submission dates for assignments and projects for each unit,

All assessments should be completed on the last day of last week for each unit.

- pre-determined assessment activities held within class times (i.e. presentations, group activities).

If students comply with the required assessment dates, but are initially assessed as not yet competent, they are entitled to a second attempt (reassessment) in during review week/ reassessment workshop provided that they have made a genuine attempt in their initial submission. Re-assessment should take place within a reasonable time-frame.

Re-assessment

ECA College has a structured Assessment Support program as shown in the below table:

Time	Assessment Criteria	Attendance Criteria	Assessment Support Program
During the Term	Partial Assessment	Greater than 80%	1 st Reassessment: During review week/reassessment workshop 2 nd Reassessment :Holiday Intervention Plan 3 rd Reassessment: Study Plan
	Partial Assessment	Less than 80%	1 st Reassessment: Student should provide an evidence to support any compassionate and compelling reasons for not attending the classes and ECA College will consider the student for reassessment during review week/reassessment workshop. 2 nd Reassessment :Holiday Intervention Plan 3 rd Reassessment: Study Plan
Holiday Intervention Plan	Students with unsatisfactory progress in 50% or more of the units attempted in a given study period	Greater than 80%	Mandatorily attend the holiday classes as agreed with the Trainer and OSSO on Course Progress Intervention Strategy Form and submit the assessment
		Less than 80%	Student should provide an evidence to support any compassionate and compelling reasons for not attending the classes and ECA College will consider the student for reassessment during Holiday Intervention Plan. Student will have to pay \$100 for reassessment.

<p>After the term is complete: Study Plan</p>	<p>Students with unsatisfactory progress in 50% or more of the units attempted in a given study period</p>	<p>Greater than or Less than 80%</p>	<p>Student will have to submit all the assessments and will have to pay \$250.</p> <p>Submission should be made according to the agreement between the Management, Trainer, OSSO and the student as per the Course Progress Intervention Strategy Form.</p>
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