



**FAIRVIEW<sup>™</sup>**  
**EDUCATION**

# Assessment Policy

# Assessment principles

The purpose of this policy is to provide a framework within which all programmes at Fairview Education will model the principles of sound assessment practice.

Assessment is an integral part of the teaching and learning processes. It is not just a measurement of learner achievement; it also encourages learning, supports continuous improvement in teaching and learning (self-assessment), and provides evidence of best practice in teaching and learning.

The assessment principles, practices and processes are designed to facilitate authentic learning experiences and ensure that accountability and commitment to continuous improvement of teaching and learning can be demonstrated to stakeholders, including students and NZQA.

The Assessment policy applies to all permanent, full-time, part-time, and contracted staff at Fairview Education that deliver to students.

## Assessment

### 1. Waiver of Assessment policy

The General Manager may in exceptional circumstances approve a waiver of, or variation to, the Assessment Policy.

### 2. General

The performance of each student enrolled in a course will be assessed on the basis of examinations, tests and other module work as set out in the approved unit standard descriptor and course outline. The course outlines may prescribe particular requirements, such as occupational conditions, attendance requirements, or compulsory module components.

### 3. Unit Standard details

Student shall be advised when a unit standard begins of:  
Assessment information and requirements.

- The name of the assessment
- The type of assessment
- The learning outcome(s) the assessment aligns to

Specific requirements and expectations of each of the assessment task/activities including.

- Clear description/explanation of the assessment
- How the assessment will be marked – e.g., Competent/Not competent
- Clear breakdown of the assessment into components  
e.g., expectations/tasks/activities

Dates by which the assessments have to be submitted, or dates of the test and examination(s)

Complaint, reconsideration and appeal provisions

#### 4. Changes to unit standard details

Any subsequent changes to the information detailed in clause 3 of this section, during the delivery of the unit standard, must be disclosed and agreed to by the students enrolled in the unit standard. Some changes, for example, changes to assessment structure, teaching hours, delivery modes, etc, require external approval (New Zealand Qualifications Authority) and are subject to Fairview Educations approval/ratification through the appropriate academic meeting.

#### 5. Student responsibilities

Students are responsible for completing all assessment requirements for their programme and for ensuring that they undertake all assessments by the required time and, where applicable, in the correct location.

#### 6. Fairview Educations responsibilities

The Assistant Training Manager or designated nominee responsible for a unit standard will ensure assessment is appropriate to the level, learning outcomes and content of the unit standard in accordance with the unit descriptor.

Students are entitled to feedback on all assessments they undertake so they can monitor their progress throughout their course.

Assessments shall be marked, and students notified of outcomes as quickly as possible.

1. On site at Fairview Education 5 working days
2. Gateway courses 10 working days
3. Distant learning unit standards 10 working days

## 7. Conduct of Tests and Examinations

Any alleged breach of the assessment policy with regard to a test, or examination will be referred to the Assistant Training Manager/General Manager for investigation. In these instances, the procedures will conform to the provisions of the Academic & Student Misconduct policy.

Rules regarding the conduct of tests and examinations are detailed in the student handbook of these regulations and will be binding on all students for tests and examinations held by Fairview Education.

## 8. Reassessment Provisions

A final reassessment may be offered as soon as appropriate when agreed between the student and tutor after a trainee has unsuccessfully attempted to meet a performance criterion.

Only the performance criterion not achieved the first time needs to be reassessed.

All the unit standards set out in programmes must be passed to be awarded the associated National Qualification. Students who fail to achieve unit standards will have to re-enrol in these units.

## 9. Reconsideration of Module Final Grade

A review of a student's overall final grade is termed a 'reconsideration of unit standards final grade.'

A reconsideration of unit standard final grade can take the form of:

**Review and Remark:** A formal request to have all items of assessment reviewed and remarked (not by the original assessor) against the original marking criteria/schedule. There needs to be grounds to review the final grade, and the student should provide that reason with their application.

If further investigation is authorised, the Assistant Training Manager (or delegate) will inform the student in writing of the following:

That it has been determined there are grounds for further investigation of the claim;

The timeframe for investigation;

That once the investigation is complete the student will be notified in writing of the outcome;

Further investigation could warrant the student being interviewed;

Remarkd assessments are part of internal quality control arrangements and a confidential assessment within our deliberations and benchmarking.

The robustness of the reconsideration of unit standard final grade is predicated upon the comments of the second marker being made in confidence.

Any discrepancies within this process identified between the first and second marker will be investigated or reviewed internally, and remedial actions considered as appropriate.

An independent marker will be appointed if there is a significant difference.

## 10. Competency-Based Assessment

The competency-based assessment table lists the results that can be awarded for Unit Standards and competency-based modules where proficiency can only be determined through competent or not competent.

## 11. Results for unit standards

The approval of grades is the responsibility of the Academic meeting.

A student will be deemed to be credited with the unit standard on the date that the Academic meeting approves the results.

All assessments results should be returned to students as soon as possible to allow for students to integrate the result and feedback into the following piece of assessment.

## 12. Retention and Return of Assessments

### Retention

Minimum standard retention requirements mean that copies of all student-marked assessments are retained until the end of the calendar year in which the student was assessed, and a minimum of a further 12 months from the end of that year.

This includes recordings of student presentations, practical examinations/assessments and any uncollected or unreturned work generated during a student's participation in a module.

That work is subject to an appeal;

That work is subject to a disciplinary procedure;

That work is subject to specific retention requirements in a contract with an external party (e.g. with an Industry Training Organisation).

Assessments used for moderation purposes are retained by Fairview Education for a period of no less than seven years.

All assessed work held by Fairview Education for purposes other than standard retention will be destroyed 12 months after the date of the last action on the assessed work.

