

Scope

Assessment Procedure outlines the actions and responsibilities for all areas relating to assessments commencing at the start of the informative process through to appeals decisions.

This procedure covers the following actions in relation to assessment:

- Assessment information
- Assessment submission
- Assessment results
- Assessment feedback
- Resubmission of assessment(s)
- Assessment and course extensions
- Assessment Appeals

Actions required:

- The Student Support Officer and Academic Manager will ensure that the learner will receive up-to-date details of assessment types and their requirements via course brochure, course overview, website and/or Student Support Officer.
- The learner will submit their assessment for marking.
- The Trainer/Assessor will mark the assessment and provide feedback to the learner. The learner may re-submit (if required) with the (including original assessment) for re-assessment.
- The results will be recorded in student management system.
- The Extension of Time request will be reviewed at the discretion of NSWHE and the learner will be notified of the outcome decision.
- The learner may appeal a decision, either with regard to marking, extension or an exceptional circumstance out of their control.

Related Forms and Documents

- Assessment Policy