

FACT SHEET 1

ASSESSMENT SYSTEMS

Introduction

As part of their core business, Higher Education Institutions (HEIs) are to implement an assessment system.

An assessment system is a controlled and ordered process designed to ensure that assessment judgements made in relation to learners, by assessors, in various situations are valid and reliable.

Adapted from Bateman & Clayton et al. 2001

Aspects of an assessment system

The various aspects of an assessment system that HEIs need to consider include the following.

Assessors	<ul style="list-style-type: none">• Selection of assessors according to FHEC and or HEI requirements• Professional development• Performance review
Assessment tools	<ul style="list-style-type: none">• Selection of assessors to develop assessment tools• Model of assessment, e.g. level of separation of trainer from the assessor• Development of standardised templates for development as assessment tools• Development of assessment tools, including tasks to be undertaken and exemplar responses
Complaints and appeals	<ul style="list-style-type: none">• Assessment appeals, focussing on judgements• Option to escalate the complaint if dissatisfied with the HEI's decision
Verification of assessment	<ul style="list-style-type: none">• Verification of assessor judgements (e.g. confirmation that all evidence and records are in place prior to reporting of results)
Internal moderation of assessment	<ul style="list-style-type: none">• Process for conducting internal moderation of assessment tools and assessor judgements, including:<ul style="list-style-type: none">○ frequency – what will be the schedule, how often○ sampling – what sample will be examined○ actions – what needs to be done afterwards
Certification	<ul style="list-style-type: none">• Process for confirming unit standard outcomes and successful completion of Qualification• Template for certification (including testamur and academic transcript)
Records management	<ul style="list-style-type: none">• Retentions of:<ul style="list-style-type: none">○ learner work and assessment records○ learner enrolment and outcomes at unit standard level○ qualifications register○ copies of Qualifications and statements of results
Continuous improvement of the assessment system	<ul style="list-style-type: none">• Process for review of the assessment system• Strategies for informing continuous improvement

Documenting the assessment system

As with any quality assured assessment system, there is documentation to describe and support the system. The documentation would more than likely include:

- Policies.
- Procedures.
- Guidelines and forms.

Assessment policies outline the principles, rules and key structures that underpin assessment, including the rights of the learner. A policy could include the HEI's commitment to:

- Selection and competence of assessors.
- Professional development and performance review of assessors.
- Requirements for assessment tool development, and the validity and reliability of assessment judgements.
- Verification of assessment.
- Complaints and appeals.
- Guidelines for feedback
- Recognition of prior learning.
- Internal moderation.
- Rights and responsibilities of learners.
- Quality review and continuous improvements.

The procedures outline key processes related to the policy and, with any guidelines and forms, provide the link between the policy and that of assessment practice. Procedures generally address key definitions, the scope of the procedure, steps in the process, links to guidelines and forms or other policies/procedures. Assessment system procedures would most likely address:

- Process for selection of assessors.
- Process for development of assessment tools.
- Process for the conduct of assessment and any verification of assessment outcomes.
- Process for internal moderation.
- Process for retention of assessment records and verification process.
- Process for confirming successful completion, certification processes.
- Process for the review and continuous improvement of the assessment system.
- Relevant guidelines and forms relating to processes.

Associated documents

- Fact Sheet 2: Assessment tools
- Fact Sheet 3: Recognition of Prior Learning
- Fact Sheet 4: Internal moderation
- Fact Sheet 5: Assessment simulation
- Fact Sheet 6: Meeting assessors' requirements
- Fact Sheet 7: Using third parties to collect assessment evidence
- Fact Sheet 8: Structured workplace learning and workplace assessment
- Assessment tool templates.

References

Bateman, A. & Clayton, B et al. 2001. *Quality assurance guide for assessment*. Canberra. Department of Education, Training and Youth Affairs.

Toop, L., Gibb, J. and Worsnop, P. 1994. *Assessment: system design*. Canberra, Department of Employment, Education and Training, Australian Government.

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