Assessment

INTERNATIONAL
FILM SCHOOL
SYDNEY

Policy #   02.04

Policy Area   TEACHING & ASSESSMENT

This policy outlines the International Film School Sydney's (IFSS) framework for assessing competence.

Assessment is the process of collecting evidence and making judgments on whether competency has been achieved, to confirm that an individual can perform to the standard expected in the workplace, as expressed by the relevant endorsed industry/ enterprise competency standards of a Training Package or by the learning outcomes of a VET accredited course.

This policy and related procedures ensures that assessments meet the *Principles of Assessment*, (fair, flexible, valid and reliable), and the assessment *Rules of Evidence* (valid, sufficient, authentic and current).

Assessment is conducted by assessors who:
   a) Have the necessary competencies as determined by the National Quality Council
   b) Have relevant vocational competencies at least to the level being assessed
   c) Can demonstrate current industry skills directly relevant to the assessment being undertaken; and
   d) Continue to develop their VET knowledge and skills as well as their industry currency and assessor competence.
Where an assessor is not available with (a) above, a person with all other criteria will be directly supervised by the Head of Department or another staff member who possesses the necessary competencies as determined by the National Quality Council.

This policy is supported by Procedures for:
   • The development, review and continuous improvement of Assessment documentation
   • Recognition of Prior Learning
   • Assessment validation
And staff guidelines for the reasonable adjustment of assessment tasks and for the use of assessment methods

Positions responsible for implementing this policy:
   • Teachers
   • Heads of Department
   • Academic Manager

Responsibilities:
   • Providing IFSS students with relevant assessment guides, information and supporting information
   • Explaining assessment guides, information and supporting information to students
   • Providing RPL support and services
   • Developing, delivering and reviewing assessment documentation
   • Developing and implementing assessment validation processes
   • Recording and reporting student assessment results
   • Monitoring and improving the quality of assessment
   • Monitoring and reviewing assessment appeals procedures

Definitions
For the purposes of this document the following applies:

Fairness refers to consideration of the individual candidate's needs and characteristics, and any reasonable adjustments that need to be applied to take account of them

Flexible refers to assessment that reflects the candidate's needs, provides for recognition of competencies no matter how or where acquired, and use of a range of methods appropriate tot he context, competency and candidate

Validity refers to the extent to which an assessment decision about a candidate, based on the evidence, is justified. It requires determining conditions that weaken the truthfulness of the decision, exploring alternative explanations for good or poor performance, and feeding these back into the assessment process to reduce errors when making inferences about competence.

Reliability refers to an estimate of how accurate or precise a task is as a measurement instrument, and is concerned about how much error is included in the evidence.

Sufficiency refers to the quality and quantity of evidence assessed, and whether enough appropriate evidence exists to ensure that all aspects of competency have been satisfied, and that competency can be demonstrated repeatedly.

Authenticity refers to assurance that the evidence presented for assessment is the candidate's own work

Currency refers to the age of evidence presented

The RTO must meet the following requirements of the Standards for NVR Registered Training Organisations 2011:

SNR 15 - The NVR RTO provides quality training and assessment across all its operations

SNR 16.5 - Learners receive training, assessment and support services that meet their individual needs

Approval

This policy was last updated on 13 November 2013.