

<b>Policy Reference</b>	<b>PP Assessment results</b>	Year	2012
<b>Version</b>	<b>Version 8</b>	Replaces	Version 7
<b>Type of policy</b>	Assessment policy		
<b>Last update</b>	December 2011		
<b>This policy replaces</b>	PP Assessment Results 2011		
<b>Name change from</b>	Policy and Procedure for Assessment Results and Transcripts 09		
<b>Name change to</b>	Policy and Procedure for Assessment Results		
<b>Linked Strategy/Plan</b>	Assessment and Moderation Strategy		
<b>Documentation linked to this policy</b>	Assessment Feedback forms Assessment Reports		
<b>Database</b>	DB Students DB Results		
<b>Responsibility for policy implementation</b>	Regional level: Academic Head CADQA: Academic Development Manager		

## PURPOSE

This policy provides the rules and guidelines regarding recording of results as well as the management of assessment reports and transcript of results.

## POLICY

This policy defines the controls regarding the following:

1. Results database
2. Assessment scores and results
3. Assessment feedback and reports
4. Sending assessment reports
5. Reissuing old results

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### 1. Results database

- 1.1 All moderation and assessment policies apply to results and to the Student Management system
- 1.2 Students' results are loaded to the **eta** Student Management System (SMS)
- 1.3 Instructions are provided to each region and are filed in the **ETA** Policies and Procedures folder.
- 1.4 The **eta** SMS provides a comprehensive student records and reporting system; from registration to certification.

## 2. Assessment scores and results

- 2.1 No results are given to students unless student fees are up to date. No results or feedback on assessment are released to students who are behind on fees.
- 2.2 Students must have completed all formative assessment and summative tasks so that results can be loaded to the **eta** Student Management System (**eta** SMS).
- 2.3 Assessment results are loaded to the **eta** Student Management System (**eta** SMS) at the end of each term (or quarter in the case of Distance Learning)
- 2.4 The results capture the percentage score for the student **plus** the feedback on the overall *module* (not just the summative *tasks*).
- 2.5 After scores are loaded, feedback is noted in each module's assessment feedback section.

## 3. Assessment feedback and reports

**Feedback is intended to show students their progress and to guide their learning.**

- 3.1 **Formative** assessment scores are recorded on students marked work and written feedback is also provided on students completed and marked work.
- 3.2 Scores from formative assessment are logged on an Excel spreadsheet and then totalled and averaged before loading to the SMS.
- 3.3 Scores for each **summative task** are recorded on Summative Assessment Feedback Forms (SAFF); a copy of the SAFF is given to the student and one copy is kept in the student file (this can be a digital file).
- 3.4 **Module** results are generated once scores are loaded. Module scores are printed on end of term or semester assessment reports (AR), once all results have been moderated.
- 3.5 . No results can be issued unless moderation has been completed and results signed off.
- 3.6 Assessment reports contain scores for formative and summative assessment plus feedback on outstanding work for each module, if relevant.
- 3.7 Final assessment reports (FAR) are issued at the end of each year, once all assessment and re-assessment has been completed. The FAR includes the overall score per module as well as the end of year experiential hour's score. The FAR is the final transcript of results and no written feedback is required.
- 3.8 The FAR is sent out within 2 weeks of moderation
- 3.9 Students who have not achieved assessment criteria, are informed which modules need to be repeated during the final re-assessment week.

#### 4. Sending assessment reports

- 4.1 For security purposes, any assessment report that is sent out via computer must be saved in PDF format before being sent. No results are sent in files that can be adjusted or changed.
- 4.2 Digital reports that are not in PDF format will be considered invalid.
- 4.3 Regions must ensure that they have relevant Adobe software, through the IT Manager.

#### 5. Reissuing old results

- 5.1 No results are available for students who studied prior to 2000.
  - 5.2 Graduates who qualified since 2000 who know the details of their **eta** course dates can apply directly to the campus for a re-issue of **results**.
  - 5.3 All re-issues of printed results will be charged to the graduate according to current prices.
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