

Attachment 1 Responsibilities in Submitting and Handling Assessments

Staff in possession of student assessment items are responsible for the secure and confidential storage of these items. With Online Campus, Staff are responsible for downloading and exporting assessment data to a secure drive.

Each teaching team should establish agreed service standards for the maximum number of days in which the assessment items will be assessed and returned to students. A maximum of 15 working days is recommended.

Hard copy written work and items produced, created and/or manufactured

Assessment items are not to be assessed in the absence of a completed and signed Assessment Cover Sheet and Task Outcome (Cover Sheet). The student is to be notified that assessment will not proceed until a copy of the original work is resubmitted with a completed Cover Sheet attached. To ensure that the intervening time is not used to improve the work, teachers are to keep a copy of the originally submitted work and check that it is identical to that resubmitted by the student.

On receipt of a student's assessment item, staff will check that all sections of the Cover Sheet have been filled in by the student. Staff must ensure that Assessment Cover Sheets are securely kept with each assessment item during the assessment process.

After assessment, the result and any comments are recorded on the Assessment Cover Sheet and the staff member will sign and date it. Appropriate assessment feedback must be provided to the student once the assessment process is complete, either via a copy of the Cover Sheet or some other template. Staff must keep a record that the assessment has been completed as "evidence of participation" as per HESG requirements to validate module enrolments. Cover sheets and original assessments are to be retained as per 7.3.

Emailed assessment items

In cases where students are emailing assessment, an Assessment Cover Sheet must be completed electronically and emailed with the assessment. It is not expected that students provide a digital signature with their Cover Sheet, but the assessment must come via a recognised email address - either their Federation Training email or the email address they have provided at enrolment - so that proof of identity can be obtained.

On receipt of an email containing an assessment task, staff must acknowledge receipt of the email. Before they acknowledge receipt however staff are to ensure that the assessment items were sent from a recognised email address.

Assessment received without prior arrangement from an unrecognised email address is not to be assessed. The student is to be requested to re-send the assessment from a recognised email address or to contact the staff member to confirm their identity via other means.

Written work can be assessed using 'track changes' and emailed back to the student. Staff are to keep a digital copy of student's work to allow for future tracking of work and provide the opportunity to check for plagiarism.

Staff accepting and processing assessments items via email should also follow the record keeping process as outlined above.

Online Campus (Moodle) assessment items

Staff accept the responsibility for downloading and storing all assessments submitted within Online Campus. In addition to assessment items, staff are also responsible for exporting and storing student activity reports and grade book reports. Cover Sheets are not required for assessments submitted via online campus. However the student must include their identity in the file name of any uploaded item. For example, `assessmentname_John_Smith_id_123456789.doc`