



SYDNEY FILM SCHOOL

Name	Assessment (Validation and Moderation)		
What is the purpose of this policy?	To quality assure (i) the training and assessment of students undertaking the Diploma and Advanced Diploma courses offered by Sydney Film School (SFS) and (ii) the validation and moderation of SFS' assessment tools, processes and/or outcomes.		
Version	# <u>3</u>	Next review	July 2017
What law applies?	The RTO Standards 2015: Definitions; Clause 1.8 – 1.11; 5.2(c).		
Who is affected by this policy?	Who has rights?	Who has responsibilities?	
	Students	Director of Education	

Policy

SFS is responsible for the quality of the training and assessment in compliance with the *Standards for Registered Training Organisations 2015*.

SFS' assessment tools, processes and/or outcomes:

- meet the requirements of the relevant Training Package or VET accredited course.
- enable assessments to be conducted in accordance with (i) the principles of assessment (fairness, flexibility, validity and reliability) and (ii) the rules of evidence (validity, sufficiency, authenticity and currency); and
- meet workplace and, where relevant, regulatory requirements; and
- are systematically validated.

Validation is defined as the quality review of the assessment process.

Validation involves checking that the assessment tools produce valid, reliable, sufficient, current and authentic evidence to enable reasonable judgments to be made as to whether the requirements of the training package or VET accredited courses are met.

It includes reviewing a statistically valid sample of the assessments and making recommendations for future improvements to the assessment tool, process and/or outcomes and acting upon such recommendations. A statistically valid sample is a random sample of appropriate size which is representative of the assessments being validated. The sample should include a sufficient number of fail, borderline and pass standard assessments.

Independent validation requires that the validation is carried out by a validator or validators who:

- are not employed or subcontracted by SFS to provide training and assessment; and
- have no other involvement or interest in the operations of SFS.

Procedure

Assessment Strategy

SFS is a small, practice based Registered Training Organisation (**RTO**) which uses sophisticated, industry modelled projects to holistically assess its students across multiple Units of Competency (**UOC**).

Assessment Materials

For each subject there is an online classroom for each subject, includes all elements of the Subject and Assessment Outline, including weekly breakdown, UOCs assessed, task instructions, Task rubrics and course notes

For each subject the following materials are written for and by the trainers:

- UOC Mapping – the trainer version of the Subject and Assessment Outline includes UOC mapping and a list of production resources provided for completion of assessment tasks;
- Task sheets – these are included in the Subject and Assessment outline and also available to students and trainers as individual via Canvas;
- Course Notes – these are compiled by key trainers in their qualified subject as an adjunct to the Subject and Assessment outline;
- Lesson plans – these include a list of classroom resources;
- Marking Guide.

A Register of Course Materials is kept on the SFS server listing the current version of each document for all subjects.

The materials are emailed regularly to students and is circulated via Canvas.

Creation of Assessment Materials

Assessment materials are created under the direction and supervision of the Director of Education by the Education Team and relevant trainers.

Conceptualisation

Subject and Assessment Outlines are conceptualised in meetings between key education staff, senior SFS trainers and trainers with both education qualifications & industry currency in the subject area.

Drafting

The outlines are then drafted according to SFS' Subject and Assessment Outline template by the trainers. This template has been validated by an independent education consultant.

Mapping

The outlines are mapped against the UOCs, are redrafted by education staff and are signed off by the Director of Education and the relevant trainer, before being made available to students.

Validation and Moderation

Subject Outlines are validated through a combination of (i) the mapping of assessment tasks to UOCs by the Education Team and (ii) the validation and moderation of assessment tools, processes and outcomes (in accordance with the principles of assessment and the rules of evidence) in scheduled meetings with key trainers and the Education Team.

These meetings are minuted and assessment materials updated according to the group's recommendations.

The updated materials are made available to the next intake of students and an updated version of materials

recorded in the Register of Course Materials.

Although not required by the new standards, SFS maintains moderation to ensure the quality of assessment outcomes.

A five year schedule is being followed for validation. All subjects are internally mapped and validated before release to students.

Over a five year period all subjects will be independently validated and internally moderated.

Version Control

Approved by	Version #	Date
Policy and Procedure Committee	1	23 April 2015
Education Operations Interface	2	1 July 2015
Policy and Procedure Committee	3	1 August 2016