

ASSESSMENT QUALITY CONTROL (ADMIN ASSESSMENT CHECKLIST)

Assessor Name _____

student Name _____

Date _____

Step	Areas to be checked by administrative support personnel	Completed to required standards
1.	This assessment record includes all supporting evidence completed and submitted by the candidate	
2.	Complete and accurate details of the candidate are in all required spaces	
3.	Complete and accurate details of the assessor are in all required space	
4.	The assessment result for each assessment activity and the overall decision of competency for the unit of competency are clearly recorded	
5.	The date on which the assessment was conducted is completed	
6.	Signatures by the assessor are in all required spaces and the candidate where required	
7.	Signatures by the candidate are in all required spaces where required	

8.	There is adequate evidence recorded by the assessor with enough detail to demonstrate the assessor's judgement of the student's performance against the standard required (Please note, tick and flick will not be accepted.)	
9.	The assessment has met all requirements – go to step 12 (Please refer to the Assessment Quality Control Process diagram for an illustration of this process workflow.)	
10.	The assessment has not met all requirements the assessment must be returned to the assessor for remediation of incomplete or inaccurate assessment. Administrative support personnel to follow the Remediation of incomplete or inaccurate Assessments on following page).	
11.	Once returned to the responsible assessor, the assessment is to be remediated and returned to administrative support within two working days. This means that the remediation of incomplete or inaccurate assessment must take precedence over newly completed assessments. It is critical that the assessor apply attention to detail to ensure all records area complete and accurate. Failure to do so will only result in the assessment record being rejected again and further delaying the administrative process.	
12.	The Quality Checked and Entered Stamp is on the assessment records	
13.	The assessment outcome for the applicable unit of competency is recorded within the student management system. (Please note, it is	

	important that the date recorded for the assessment outcome within the student management system aligns with the final date recorded by the assessor on the assessment record. The assessment date and the outcome date must be the same.)	
14.	For entering assessments, follow the <u>Entering Units and Issuing a Qualification or Statement of Attainment on RTO Data</u>	

Remediation of incomplete or inaccurate assessments

Please refer to the Assessment Quality Control Process diagram for an illustration of this process workflow. Where assessment records are identified as incomplete or inaccurate, the following must be complied with.

1	The assessment record has been returned to the responsible assessor (within two working days).	
2	A copy of the Assessment Checklist – Administrative Personnel findings (written advice) on the specific areas within the assessment record that do not comply with the minimum requirements has been given to the CEO. (Please note, it is not the role of the administrative support team to fix these inaccuracies however so minor).	
3	The CEO monitors compliance with procedures and provide additional training and professional development to assessors who are not submitting complete or accurate records. Where warranted, the CEO may also initiate performance management to ensure compliance.	
4	Remediated assessments are returned for an additional review process to ensure compliance. <u>Under no circumstances is an assessment record to be accepted by administrative support personnel where it does not comply with the minimum specified requirements.</u> Any pressure or coercion received by administrative support personnel is to be reported to the CEO immediately.	
5	Reassessment is commenced	