3.1 Learner Assessment Policy

Version Control

Version	Date	Description	Author
1.0	January 2024	Initial Policy Development	C-TAC
2.0	November 2024	Updated to include TAQA system integration	C-TAC

3.1.1 Purpose
This policy ensures that learner assessments at C-TAC are conducted in accordance with PHECC standards and TAQA principles, ensuring that assessments are valid, reliable, fair, and transparent.

3.1.2 Scope
This policy applies to all assessments conducted across C-TAC's full-time, part-time, and blended learning courses.

3.1.3 Assessment Principles

- **Validity:** Assessments measure the intended learning outcomes and competencies.

- **Reliability:** Consistent assessment processes ensure comparable results.

- **Fairness:** All learners are assessed equitably, with accommodations for individual needs.

- **Transparency:** Learners are informed of assessment criteria, processes, and expectations.

3.1.4 Process

1. **Assessment Design:**

   o Assessments are designed to align with PHECC standards, course learning outcomes, and competency frameworks.

   o Methods include written exams, practical demonstrations, case studies, and scenario-based assessments.

2. **Assessment Administration:**

   o Assessments are scheduled and communicated to learners in advance.

   o Examinations and practical assessments are conducted in secure environments to maintain integrity.

3. **Grading and Feedback:**

   o Assessments are graded using standardised marking schemes and scoring rubrics.

   o Learners receive constructive feedback within five working days, highlighting strengths, areas for improvement, and next steps.

4. **Accommodations and Special Considerations:**

   o Learners with specific needs receive reasonable accommodations in line with PHECC and legislative requirements.

   o Special consideration is provided for learners experiencing unforeseen circumstances.

5. **Appeals and Reassessments:**

   o Learners have the right to appeal assessment decisions within ten working days of receiving their results.

   o Reassessments are offered to learners who do not achieve a passing score, with additional support provided where necessary.

3.1.5 Responsibilities

- **Board of Directors:** Ensures assessment processes align with strategic objectives.

- **Director of Training:** Oversees the assessment process and ensures compliance with PHECC standards.

- **Course Development Team:** Designs assessments that measure learning outcomes and competencies.

- **Internal Verifier (IV):** Reviews assessments for fairness, validity, and compliance.

- **Faculty:** Administers assessments, provides feedback, and supports learner success.

3.1.6 Monitoring and Review

- Assessment processes are reviewed annually to ensure compliance and effectiveness.

- Internal audits verify that assessments are conducted fairly, consistently, and in line with regulatory requirements.

- Learner feedback is collected to assess the clarity, fairness, and effectiveness of assessments.

3.1.7 Approval and Compliance Monitoring

- **Approved by:** Adrian Coffey, Director of Training

- **Date:** October 2024

- Compliance with this policy is monitored through regular audits, feedback, and external verification.