



**Procedures**

**ASSESSMENT OF FQF QUALIFICATIONS 1-6**

Version Control	
Document Number	3-1a Procedures
Status (draft version / approved)	Final
Policy owner	Deputy Director Operations and Quality Assurance
Effective from	Date of approval by the Director
Review date	+3 years

Related FHEC documents: policies / procedures / guidelines, etc.	Policy 3-1: Assessment of FQF Qualifications Levels 1-6 Policy 3-2: Recognition of Prior Learning and Current Competency Policy 3-3: External moderation of FQF NQs Levels 1-6 3-3a-Procedures: External moderation of FQF NQs Levels 1-6 3-3a-Guidelines: External moderation of FQF NQs Levels 1-6
--	--

**1.0 FHEC Responsibilities**

- 1.1 The FHEC shall maintain results of the assessment of National Qualifications (NQs).
- 1.2 The FHEC will coordinate and provide oversight of external moderation processes of the assessment of NQs.

**2.0 Provider Responsibilities (*Higher Education Institutions (HEIs)*)**

- 2.1 HEIs must have systems in place to select, engage, and coordinate assessors.
- 2.2 HEIs must ensure that their assessors meet, and continue to meet, the requirements set by the FHEC in relation to qualifications and experience of CBA assessors.

- 2.3 HEIs must have in place arrangements for the payment of assessors.
- 2.4 HEIs are responsible for the provision of resources and equipment required for assessments.
- 2.5 HEIs are responsible for the development of assessment tools that promote valid and reliable judgements to be made.
- 2.6 HEIs shall have an assessment process to provide for the Recognition of Prior Learning (RPL).
- 2.7 HEIs shall provide for the re-assessment of learners who are judged to be not yet competent.
- 2.8 HEIs shall have in a place a process for learners to appeal any assessment judgements within 21 working days.
- 2.9 HEIs will have a process for verifying and accurately recording and reporting of assessment outcomes.
- 2.10 HEIs are responsible for the internal moderation of assessment and the continuous improvement of assessment.
- 2.11 HEIs shall submit to the FHEC a report containing the details of learners and the results of the assessments undertaken at any one time (if required), including those for NQs.
- 2.12 HEIs shall submit to the FHEC details of relevant assessors, as required, i.e. those undertaking assessment of NQs.
- 2.13 HEIs must participate in external moderation as required to be able to undertake an assessment of an NQ.
- 2.14 For NQs, HEIs must cover the costs of printing the resulting certificates and transcripts. The certificate shall hold the logo of the FHEC and that of the provider and, unless otherwise agreed, the FHEC template must be used.
- 2.15 For NQs, HEIs will have a process to recognise and provide for credit transfer any relevant qualifications and/or unit standard outcomes issued by another HEI and presented by learners.

### **3.0 Learner Responsibilities**

- 3.1 Learners should organise and present their evidence so that it best supports the requirements of the outcomes being assessed.
- 3.2 Learners have the right to a re-assessment.
- 3.3 Learners may appeal any assessment judgements within 21 working days.

### **4.0 Assessor Responsibilities**

- 4.1 Assessors must have relevant industry experience and/or qualifications one level higher than being assessed and must hold one of the following:
  - 1.2.2 National Certificate in Teaching of TVET (Level 4); or
  - 1.2.3 Australian Qualifications Framework Certificate IV in Training and Assessment; or
  - 1.2.4 New Zealand Qualifications Framework unit standard 4098 (or equivalent on the NZQF); or
  - 1.2.5 New Zealand Certificate in Adult and Tertiary Teaching (Level 4); or
  - 1.2.6 FHEC WA00014; or
  - 1.2.7 A recognised equivalent to one of the above.
- 4.2 Assessors must demonstrate that their relevant industry knowledge and skills, and, training and assessment knowledge and skills are current.
- 4.3 The assessor shall be responsible for preparing for the assessment, including ensuring the availability of all necessary assessment tools.
- 4.4 The assessor shall be responsible for supporting the learners in the assessment.
- 4.5 To determine whether a learner is competent he/she must be assessed against set criteria. Assessment methods may include, but shall not be limited to:
  - Observation;
  - Reports and portfolios;
  - Simulation exercises;
  - Role plays;
  - Case studies;
  - Written tests;
  - Oral test or questioning; and
  - Third party reports.

- 4.6 The learner should be allowed every reasonable opportunity to show an assessor that he/she is able to competently perform a task or role to the standard required in the assessment.
- 4.7 The assessor shall conduct the assessment in accordance with the FHEC assessment policy leading to the assessment outcome.
- 4.8 Assessment, including that undertaken as recognition of prior learning, may include the evaluation of the following:
- 4.8.1 Evidence of the work covered by the learner at the workplace;
  - 4.8.2 Evidence of courses/examination results provided by professional/licensing bodies, enterprises, HEIs and government training bodies;
  - 4.8.3 Evidence of learning from work and/or other forms of practical experience; and
  - 4.8.4 Evidence of learning from life experience.
- 4.9 Without compromising the overall assessment, the assessor shall make special provision to assist candidates in instances of physical imparity and/or limited English language competency.
- 4.10 It is at the discretion of the assessor to determine whether evidence is valid and sufficient in demonstrating against the specified outcomes.
- 4.11 Assessors are responsible for accurately recording and reporting to the HEI the assessment outcome.
- 4.12 Assessors must maintain the confidentiality of individuals in the assessment process.
- 4.13 Assessors must complete assessment records and provide accurate reports that comply with required formats and timelines.
- 4.14 Assessors, must participate, on behalf of the HEI, in external moderation processes related to NQs.

**5.0 APPROVED BY THE DIRECTOR, FIJI HIGHER EDUCATION COMMISSION**



Linda Aumua  
Director  
Fiji Higher Education Commission

Date 31/10/2018