

COLLEGE OF EDUCATION OPERATIONS GUIDELINES

Revised Date: 05/25/2010

Guideline Number: 03-06

Section: Assessment

Subject: Making Assessment Decisions and Informing Candidates

EDUCATOR AS LEADER

MAKING ASSESSMENT DECISIONS AND INFORMING CANDIDATES

Making assessment decisions

- Sufficient evidence will be gathered upon which to make an assessment decision on candidates.
- Assessment administration and reviews will be consistent / reliable across assessors.
- Assessment will be undertaken by a program faculty (i.e. have relevant knowledge, skill and competence in the area which they are assessing).
- An internal appeals mechanism will be in place for candidates wishing to appeal the outcome of an assessment.

Informing Candidates

- Assessment will be transparent and all pertinent information will be made available to candidates through various mediums, prior to the assessment.
- Processes will be in place to ensure clear results are given to all candidates.
- Constructive formative feedback as appropriate should be given to all candidates.

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