

## Assessment Policy and Procedure - ELICOS

### Purpose

Assessment of students must be both formative and summative. The purpose of the assessment is to test students' prior ability to read, write, speak, or listen about the textbook theme of the week. In order to encourage students to do their best, they are allowed to use electronic devices for dictionary use only. The second is a summative assessment that test the grammar and vocabulary related to the study focus of the week. These are done under test conditions, without notes and reference material. All the summative assessments are of 1-hour duration. The assessment must be hand written, using a pen. The assessor will provide with the due date and time for each ELICOS assessment. If the assessor marks any of the answers as incorrect, they will make arrangements with the students about resubmission. Assessor may ask students some questions verbally to check their understanding, or students may need to provide new written responses to the questions that were answered incorrectly. The assessor will give students a due date by which this must be provided. Failing to provide will result in 'FAIL' in the assessment.

Formative assessments are not be reassessed for any reason. If students miss any formative assessments, their result will be marked as "Absent" but the result will not be considered when calculating the final result. Summative assessments can be requested to be reassessed if students are able to provide a medical certificate or any other similar documents in which compassionate grounds can be established. If students miss any summative assessments, their result will be marked as "Absent" and the result will be considered as a failed grade when calculating the final result.

Student assessments must clearly identify the assessment outcomes as they relate to progress throughout the course.

Assessment s must be valid, reliable, fair, flexible and clearly referenced to criteria.

There must be a documented Assessment validation and moderation policy and procedure. Assessments will be continuously improved by making adjustments based on data collection/feedback from students, teachers and stakeholders.

Nortwest Pty Ltd will conduct regular moderation of all course outcomes internally and externally as required (*please refer to assessment validation and moderation policy and procedure*).

All students will be provided with assessment outcomes and progress throughout their courses, a minimum of at the end of each subject /unit when formal assessments have been undertaken and weekly informally with the teacher.

Teachers must report any concerns with student progress to the Academic Manager as soon as it is identified (e.g.: student does not pass a test/ student complains they don't understand, Teacher believes the student is struggling with the level they are enrolled in, student is identified as 'at risk' of not meeting course progress).

Appropriate intervention / support can be implemented as soon as identified, you do not have to wait until a student fails an entire unit/subject. ELICOS courses allow students to be moved up or down as level (dependent on the level they are in), which enables students to be placed into a more suitable level course. If identified a student is in a level too high or too low for their current capability, to learn and progress in the duration of the current level in which they are enrolled, intervention discussions should commence with the Academic Manager.

On completion or partial completion of a course, Nortwest Pty Ltd will provide each student a report that includes the Course Name, Provider Name, contact details and study dates, course duration, levels of achievement or proficiency. This record will be signed by the CEO with their name and position included. It will also include clear English explanations of terms used and how the grades are awarded on the back of the Certificate.

Northwest Pty Ltd will continuously improve our student assessments by making adjustments as needed based on student and stakeholder feedback. Northwest Pty Ltd will monitor student cohorts/groups to provide further advice in the implementation of continuous improvements to assessments. Northwest Pty Ltd will regularly monitor student outcomes that are achieved, to ensure student outcomes are attainable to the students, and enable any improvements to be made.