



<b>TYPE OF DOCUMENT:</b>	<b>POLICY</b>
<b>TITLE:</b>	<b>MODERATION AND VALIDATION OF ASSESSMENT</b>
<b>DOCUMENT NUMBER:</b>	<b>POL25</b>
<b>VERSION NUMBER</b>	<b>2.0</b>

### **POLICY STATEMENT**

**Perth Boat School is committed to conducting moderation and validation of its assessment tools, processes, evidence collected and judgments made by its assessors.**

**Perth Boat School will ensure that:**

- \* moderation and validation occurs at least annually;**
- \* key stakeholders are involved in moderation and validation processes;**
- \* it reviews, compares and evaluates assessment processes, tools, evidence and judgments made by a range of assessors against the same units of competency;**
- \* it documents its moderation and validation activities, outcomes and actions taken to improve the quality and consistency of assessment.**

## **MODERATION AND VALIDATION OF ASSESSMENT**

### **1.0 INTRODUCTION**

Perth Boat School is committed to providing quality training and assessment in accordance with the Australian Quality Training Framework (AQTF 2007). As such, Perth Boat School is required to validate its assessment strategies at least annually and ensure this flows into continuous improvement of assessment. Perth Boat School is committed to providing the best practice, professional products and services to its clients and acknowledges it can only succeed in this with effective and efficient quality processes.

### **2.0 POLICY PRINCIPLES :**

#### **2.1 Principles**

- o There is transparency of processes amongst assessors and between assessors and the standard Perth Boat School
- o There are shared understanding of the system and its purpose
- o There is a sharing of information and resources;
- o There is open communication between all participants



- There is opportunity for dissemination of information and professional development on the processes practice and procedures for participants
- The process is bound by respect of individuals and confidentiality
- It is an evolving process for the assessor and the standard setter
- It is a method for continuous improvement of Perth Boat School assessment, ensuring consistency and integrity, meeting the needs of industry.
- Perth Boat School endorses the National “Assessors Code of Conduct” as the standard of Assessment.
- Moderation will occur on two levels:
  - Internal
  - External
- Moderation will include input from industry
- Confidentially includes:
  - No copying or use of material made available for moderation without prior permission from the Intellectual property owner
  - Respect ethical considerations and copyright
  - Respect privacy of assessors.

### **3.0 SUPPORTING DOCUMENTATION**

Perth Boat School documentation which supports the implementation of this Policy includes:

- F25\_01 Moderation Confidentiality Agreement form
- F25\_02 Moderation Evidence template
- F25\_03 Moderation/Validation Record Template
- F25\_04 Moderation outcomes summary
- F25\_05 Validation of evidence
- F25\_06 Validation of plans methods
- F25\_07 Validation of tools/tasks
- Moderation file
- Moderation meeting register



#### 4.0 PROCEDURES :

### MODERATION AND VALIDATION OF ASSESSMENT

25 - 01

#### Step One – Invite Participants

- 1 Manager of Perth Boat School schedule date and time for moderation meeting.
- 2 Determine course/competencies to be moderated.
- 3 Manager of Perth Boat School determine approximate number of participants.
- 4 Manager of Perth Boat School contacts participants to determine availability.
- 5 Manager of Perth Boat School sends confirmation letters to participants.
- 6 Manager of Perth Boat School prepares room for meeting.
- 7 Manager of Perth Boat School gathers resumes for meeting.
- 8 Manager of Perth Boat School prepares confidentiality agreement

#### Step Two – Confidentiality Agreement

- 1 In order for participants at moderation meetings to feel comfortable and confident regarding the confidentiality of each meeting, participants will be asked to sign a confidentiality sheet that signifies their acceptance of the assessors code of conduct and the following ethical standard;  
*I agree to observe the principles of confidentiality with regard to assessment plans, process documentation, assessment tools and students work shared in the moderation group. I will not use this information for commercial advantage or any other reason not acceptable to the moderation group.*
- 2 There also needs to be an understanding of confidentiality with respect to the performance of other assessors in the moderation group eg non disclosure of personal information and respect for professional integrity

#### Step Three – Conduct Moderation

- 1 Manager of Perth Boat School provides information to group regarding development of assessment resources. (How, When, Who)
- 2 Manager of Perth Boat School presumes Chair through moderation discussions and takes minutes of moderation meeting.

#### Step Four – Implement Recommendations

- 1 Manager of Perth Boat School completes “CI Request” form with results of moderation meeting.
- 2 Manager of Perth Boat School ensures implementation of continuous improvements.
- 3 Manager of Perth Boat School files all moderation documentation in Moderation of Assessment file.