

P4.2-PP-MGS **Assessment Records**

1. **Purpose and Scope**

This policy covers record keeping of assessments, to ensure that they are kept efficiently, that the learning outcomes assessed and achieved are documented, and that records can be used for effective review and revision of assessment.

It deals with the requirements of:

- National ELICOS Standard P4: Records of assessment
- NESA Guidelines, Requirement 4.1.4 and 4.1.5: Records of assessment

2. **Responsibility**

The Director of Curriculum and Compliance will be responsible for implementing this policy, disseminating its contents to teachers and other staff members as appropriate, and keeping it updated.

3. **Recording Assessment Results; Documenting Learning Outcomes**

All formal assessment results will be recorded against the learning outcomes they assess in the Teacher's Personal Markbook (TPM), which can be accessed through MGS's intranet. Marks from homework maybe included in the TPM, and optionally the teacher may also include classwork marks where he or she thinks this will be helpful. Where a student has not attempted an assessment task or a piece of homework, this fact should also be recorded in the TPM. A reasonable number of assessments are recorded for each student during the course.

Assessment activities and their associated learning outcomes are detailed in the syllabus.

The provision of a single place to record assessment results ensures security and efficiency, both at the time of recording the result and also at the time of reviewing the student's progress.

4. **Facilitating Review and Revision of Course Assessment**

One purpose of recording the assessment results accurately and in a timely fashion is to assist in continuous assessment of the course. See P3.4-PP-MGS ELICOS Review and Revision for how continuous assessment is applied across all assessment processes.

5. **Revision history**

| Version | Date | Description of Modifications |
|---------|-------------|----------------------------------------------------|
| 1 | 26 Mar 2015 | Original Draft |
| 1.1 | 21 Mar 2016 | Roles and Procedures |
| 1.2 | 18 Mar 2018 | Roles and Procedures reviewed and acronyms changed |
| 1.3 | 27 Mar 2023 | Reviewed Policy and Procedure |