



Online Assessment Policy and Procedures

Every unit that is completed at Fitlink will require the student to undergo a number of Assessment Tools, both written and practical. The Assessment Tools are designed to confirm that the student is able to competently conduct all elements and performance criteria as indicated in the curriculum. Assessment Tools are contained within each Assessment Workbook provided for each unit.

Students are encouraged to always keep in mind that the assessment reflects specific requirements of the career they have selected. By achieving competency in each of the assessment pieces students are ready and eligible to perform those elements in the workplace.

Students are required to ensure:

1. A **copy** of their work is prepared before submitting it so if requested a second copy could be submitted (this is a requirement).
2. All written assessment must be submitted as a **typed** document and attached to the Assessment Workbook.
3. All Assessment Tools from an entire Unit are to be handed in at the same time; individual tools will not be accepted for marking.
4. All practical assessment must be viewed and signed off by:
 - a. A Fitlink Facilitator in class time,
 - b. A Fitlink Facilitator during a designated Testing day,
 - c. A Fitlink Assessor via a video, or
 - d. Selected qualified instructors within the industry.

If a student does not understand what is expected in each of the Assessment Tools they are to contact a Fitlink teacher or tutor immediately.

ASSESSMENT MARKING PROCEDURE

Fitlink will aim at having all Assessment marked within 3 weeks of receipt. Assessment will either be marked as 'competent' or 'not yet competent'.

Students will be notified in writing of their results by email and they are also able to collect a formal letter outlining results.

If a student is 'not yet competent' for any Assessment Tool, they will be required to either, re-sit selected components or all components of the Assessment Tool. Students are given as many attempts as necessary to achieve competency.

It is the student's responsibility to have their assessment workbook signed off in class by the assessor for practical assessment.

REQUIREMENTS TO ACHIEVE COMPETENCE

In order for students to be deemed 'competent' they must achieve competence in all Assessment Tools. After achieving competency in all Assessment Tools the student will be issued with a Statement of Attainment for the competencies outlined within their appropriate course.