



ELICOS Assessment Validation Policy and Procedure

Institution	Kingsway Institute
Policy Name	ELICOS Assessment Validation Policy and Procedure
Policy Governance	Academic Manager
Date of Approval	June 2019
Review Date	June 2020
Version No.	2.0

1 PURPOSE

Kingsway Institute establishes this policy and procedure to:

- 1.1 Ensure all ELICOS Assessments are systematically validated.
- 1.2 Ensure assessments are routinely validated to ensure they are valid, reliable, flexible, fair, current and referenced to criteria

2 DEFINITIONS

The Institute	Kingsway Institute
VT	Validation Team

3 POLICY

- 3.1 Kingsway Institute will hold an Assessment Validation meeting at least once a year for each course.
- 3.2 A course specific Validation Team (VT) will be formed consisting of at least 2 members.
- 3.3 The VT will validate all the course assessments using the attached course validation guide and provide suggested changes in soft copy and hard copy format to the Academic Manager.
- 3.4 The Academic Manager will review the VT summary and discuss with other staff if needed.
- 3.5 The Academic Manager will make final changes (if required) to the assessments.
- 3.6 Once changes are finalized, the version number will be updated and saved in appropriate location. And teachers will be notified.

4 RESPONSIBILITY

The Academic Manager is responsible for the implementation of this policy, and also ensuring that teachers are aware of and following this policy.

5 PROCEDURE

The following procedure outlines the steps undertaken to validate the assessments:

Assessment Validation Procedure		
Course name:		
Course unit or macro skill:		
Assessment task:		
Validation team members	Signature	Date



Materials required for assessment task validation	
<input type="checkbox"/>	Assessment Task Source (written text/listening script/textbook)
<input type="checkbox"/>	Assessment Tool (provided to students)
<input type="checkbox"/>	Answer sheet (if applicable)
<input type="checkbox"/>	Marking guide/Answers
<input type="checkbox"/>	Assessment Instructions for teacher
<input type="checkbox"/>	Assessment feedback sheet

Learning outcomes being assessed by this task:	
Validation Team Conclusion Changes required: YES / NO	Changes (if any):
Next Review Date:	



Assessment Validation Checklist	
Validity – Does the assessment achieve what it is designed to do?	
Assessment directly relates to learning outcomes of that week	
Assessment assess students' ability to meet the learning outcomes being assessed	
Language used in an assessment tool is appropriate to learners' English level and content studied	
Assessment is based on appropriate context to learner. E.g. School life, social setting, work etc.	
The assessment method is suitable and appropriate for the skills being assessed	
Reliability – Is the Assessment's process coherent and consistent?	
The language used to provide instructions in consistent and suitable to the learners' level	
Are the students made aware that they are being assessed (correct title or notice provided)	
Marking guides are provided for writing, speaking etc. assessments which are open to interpretation	
Marking guide detail is sufficient for teachers to adequately assess	
Assessment Instruction to teachers is clear, concise and explicit	
Flexibility – Can the assessment be adjusted?	
Can reasonable adjustment be made for students with specific needs or varying language skills. (E.g. Vision impairments)	
Fairness	
The assessment does not require specialist knowledge which is not covered in the course	
Assessment task will not advantage or disadvantage any group of students	
Referenced to criteria	
Assessment task provides criteria for students on how it will be marked	
Assessment task shows value of each criterion/section	