Assessment Reporting Policy

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Global Development College (GDC)’s management provides its training and assessment staff with guidelines and effective systems for the accurate reporting of assessment results from all assessment events delivered by GDC’s staff. All records of assessment will remain accessible to enrolled students on request.

Assessment Reporting Procedures

Staff delivering training and assessment services on behalf of GDC will be required to:

- Utilise assessment tools in each assessment event that have been provided by GDC’s management (unauthorised assessments may not be introduced by staff).
- Collect assessment tools (written tests and assessments) for review and marking at the completion of each assessment.
- Provide feedback and gain a student signature on all assessment tools (e.g. Observation checklist tools) that require student acknowledgement of the assessment undertaken.
- Maintain a weekly record of current assessment progress for each student including re work progress, on the ‘Assessment progress report form’.
- Communicate required re work of assessment to relevant students following the assessment review and marking of assessment.
- Formalise each student’s assessment on their completion of each unit of competency by completing a Competency Record Form.
- Report students who have recorded a final ‘Not Yet Competent’ (NYC) result to GDC's management.

This procedure is subject to annual review or as required by changes in legislation, standards, or organizational needs.