

ASSESSMENT EXAMINATION POLICY

INTRODUCTION

This policy provides instructions about the timing of assessments for courses

DEFINITIONS

ASSESSMENT includes the holding of tests and examinations – theory and practical; and due dates for essays, projects and practical work

POLICY STATEMENT

Students and Clients will be informed at the commencement of course training, the expectation of dates of completion of theory work, and practical assessment.

ASSESSMENT PROCESS

If pre-course paperwork is required, notification will be given to the Students and Client upon initial sign up of that particular Unit(s). Students and Clients will also be notified upon receipt of the pre-course paperwork of the date this paperwork is due in for assessment.

A schedule of practical assessment dates will be given to the client, at the beginning of course training.

At the commencement of any Training, Clients will be informed of the assessment process throughout the training, and they will be notified of the expectation of the instructor regarding the assessment criteria.