

RETENTION OF ASSESSMENTS AND THE ASSESSMENT RECORDS

Completed tasks should be marked as satisfactory or unsatisfactory. Any participant who is not deemed satisfactory on first attempt should be provided with retraining before attempting the task again. No mark or

All assessments are retained by the RTO. If not submitted electronically, they will be scanned or kept. Final results should be recorded on the Final Record of Assessment Outcomes. See the detail instructions and sample that follows here.

FINAL RECORD OF ASSESSMENT OUTCOMES

Information and Instructions to the Trainer / Assessor:

- ⇒ The recording forms are to be completed by the Trainer / Assessor as a final record of the assessment.
- ⇒ They are retained by the RTO.
- ⇒ The forms are evidence of your assessor judgment that each candidate has completed required assessments to a satisfactory standard for the unit of competency. Read the detail instructions to be used by the Assessor.
- ⇒ These forms provide you with enough detail to ensure that your final decision is made against the “benchmarks” for the unit and the tasks and evidence that our RTO expects to be submitted.
- ⇒ Your decision must be checked against the rules of evidence:
 - Was the candidate's work valid, current and authentic?
 - Were there sufficient numbers of tasks completed for the unit?
- ⇒ ****Attention Trainers and Assessors: Every item on an assessment instrument must be marked. If you do not mark an item, it will be considered insufficient evidence. So the result cannot be satisfactory for that particular item. This is the Assessor's responsibility.***
- ⇒ Are the critical aspects of evidence met for the unit of competency?
- ⇒ These forms are a record of assessment, re-assessment and feedback that has been provided to the candidate. If you did not give feedback using this form, then make notes here on how feedback was provided. It may have been on the assessment task, on a separate sheet or by email and form.
- ⇒ If a student is a “borderline” decision, discuss your concerns with the CEO to ensure there is flexibility and fairness in the assessment decision.
- ⇒ Provide more notes if the candidate has been deemed not yet competent giving reasons for this outcome.