




## WCCN Policy

### on the setting and handling of assessment papers and scripts across a multi campus setup

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All Change requests should be submitted to WCCN

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#### SENATEPREAMBLE

This policy is to be applied from adoption hereof. This policy is by no means to be retrospectively applied and will only deal with the exam cycle, immediately prior to ratification of this policy.



## 1. GUIDING PRINCIPLES

- This policy serves to ensure consistency across all campuses of the WCCN with regards to implementing an assessment setting policy and transport of assessment papers for a multi campus educational institution.
- The assessment will test a representative sample of the knowledge, understanding and skills outcomes in any given year. The intention of the assessment in its formulation is to avoid predictability and encourage students to prepare for all curriculum outcomes. Over a number of years, it is expected that the full range of curriculum outcomes that are appropriately measured by an assessment will be covered.
- The assessment as a whole will be constructed in such a way that it provides a representative sampling of a range of curriculum outcomes and questions that allow demonstration of performance across all levels in the performance scale.
- The coverage of curriculum outcomes and content in the assessment must allow students to demonstrate the levels of performance that are described in the bands on the performance scale. In preparation of a paper, each question should be mapped against curriculum outcomes, content and performance descriptions that students may demonstrate in answering the question. These will be addressed in the table of specifications, constructed by the assessment committee each year.

## 2. DEFINITIONS

- **Assessor** means a person (s) who is appointed to mark an assessment script/transcript for an oral or practical assessment.
- **Assessment script** means the piece of work in the form of a written assessment, assignment or other piece of work submitted by a student for the purpose of evaluation.
- **Assessment committee** means the HOD and lecturers across all campuses involved in the setting of the assessment paper for a particular subject
- **Hard Copy** is a paper copy of an external question paper or memorandum or any other assessment material.
- **Soft Copy** is an electronic copy of the assessment paper.
- **Marking** means assessing and evaluating an assignment, test or piece of work to add a value or competence to it based on a set memorandum
- **Assessment (Examination) clerk** person designated at central administration to distribute assessment papers and scripts to all campuses prior to the assessment.

## 3. PROCEDURE FOR DEVELOPING ASSESSMENT TASKS

- An assessment committee consisting of the HOD and lecturers (represented by all campuses) involved in a subject will be responsible for setting the assessment.
- All members of the assessment committee will sign a clause of confidentiality.
- Assessments may be set electronically on a computer which is not linked to the network or a hard copy if preferred.
- **15 Minutes reading time** must be built into the assessment task.

### 3.1 Handling of hard and soft copies of assessment papers after setting

- Once the assessment committee have agreed upon the content and the format of the paper the following shall be implemented.

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- Papers collated as hard copies: Shall be sealed in an envelope and handed over to the HOD, along with all records and notes made during the paper-based setting. All notes made during the compilation of the assessment paper will be sealed in an envelope and handed to the HOD for shredding.
- The HOD will ensure safe storage by handing hard copies assembled, to the assessment clerk to be placed in the safe.
- **Soft copies of papers.** Shall be encrypted with a password and saved on a flash drive and handed over to the HOD of the subject as well as an encrypted version sent as an e-mail attachment to the HOD. All electronic evidence of the paper shall be deleted on the computer where it was collated. All notes made during the compilation of the assessment paper will also be sealed in an envelope and handed over to the HOD for shredding.

### 3.2 Typing and formatting of assessment papers

- The appointed typist will be responsible for the formatting and typing of the assessment papers.
- Such typing may not be done on a computer linked to the internet.
- The assessment typist will receive the hard or soft copy of the drafted paper from the HOD of the subject.
- The typist will type and format the paper and ensure that it is encrypted with a security password. After the paper is typed the HOD will proofread the paper and where a moderator is used the HOD will send the paper involved to the Moderator for the purpose of moderation.

The HOD can send the paper to the moderator via the following routes

- a) A hard copy via a courier or per smartlock process.
- b) A soft copy via google drive or via email but encrypted with a password
- c) Passwords will be sent to the moderator via a WhatsApp or SMS message, or can be shared telephonically where the moderator does not have access to a cellphone or WhatsApp.
- d) The moderator after moderation will return the moderated paper back via the previous routes

### 3.3 Photo copying of assessment papers

Photocopying of summative assessments will be done at central administration reprography. The photocopier may not be connected to the internet, nor should it store a memory of the document photocopied

### 3.4 Advance planning of the assessment: Guidelines

- The purpose of planning ahead for the assessment is to eliminate undue pressure on the staff, to ensure that deadlines are adhered to and to allow for contingency plans, if necessary.
- Officials responsible for the co-ordination and the drawing up of timetables must ensure that no clashes occur on the timetable.

## 4. Storage and distribution of question papers: Norms and Standards

The safekeeping of question papers prior to them being written is a key function of any assessment body that seeks to administer a credible assessment. The Department of Education and assessment bodies must have a clear policy and management framework in place for the safekeeping of assessments.

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### 4.1 Safekeeping of question papers.

- Assessment papers must at all times prior to the assessment be stored in a sealed envelope in a fireproof safe.
- Assessment papers should be transported between campuses via a smartlock courier system (to ensure delivery on the mornings of the assessments) to ensure the integrity of the assessments
- Distribution of assessment papers to all campuses, should be dealt with via the Assessment (Exam) clerk at central administration.
- Courier should be done overnight, and the papers may only be received by the assessment clerk or any other designated person at the respective campuses.
- Assessment papers should at all times be kept at the assessment clerk at central administration

### 4.2 Principles for the distribution of assessment papers

- The distribution chain should be as short as possible.
- The number of persons involved in the distribution process should be restricted to the minimum.
- The transfer of the question papers from one responsible officer to the other should be carefully checked and controlled on receipt.
- Any discrepancies that are detected during the transfer and transport process should be reported to the Head of Campus who would notify the Academic head immediately.
- All persons involved in the distribution process should complete a contract of confidentiality.

### 4.3 Removing assessment documents (scripts and assessment papers) from the premises of the WCCN

Assessment scripts and assessment papers are the property of the WCCN and may only be removed from the premises for the moderation purposes.

A lecturer who requests to continue marking scripts at home after hours or over weekends, has to apply in writing to the Head of Campus.

Permission may only be granted by the Head of Campus.

The following will apply to marking after hours, (also see section 5).

- Scripts may not be left in a vehicle
- Scripts will be transported directly home
- Scripts may not be marked in a public area
- Scripts should preferably not be transported in public transport
- Scripts should be transported out of sight such as in the locked boot of the vehicle

### 4.4 Coordination of assessments (Multi campus)

- **The same formative and summative assessments must be written on all campuses**
- These assessments must take place at the same time
- **These assessments must take place on the same day**

#### **4.5 Distribution for moderation**

- The same principles for the distribution of scripts applies to moderation
- 10% of Scripts for moderation will be couriered to central assessment (Examination) office at Central administration. See policy No 11 WCCN Moderation Policy.
- The Assessment clerk will seal all scripts in a marked envelope and obtain a route slip for the transport officer at the Central administration to deliver the scripts to the address as provided by the moderator. The moderator will sign for receipt of the scripts, after the scripts were checked against the accompanying name list.
- On completion of moderation the moderator will seal the scripts in an envelope and contact the assessment (exam) clerk at central administration, who will arrange the necessary transport to collect the moderated scripts.
- Under no circumstances may the transport officer allow the transport of students in the same vehicle when scripts are delivered or collected.

### **5. HANDLING OF SCRIPTS AFTER THE ASSESSMENT**

#### **5.1 Paper based scripts**

- Before leaving the assessment venue all paper-based scripts must be counted and tallied up against the number of students who took the assessment. This also applies to the hard copies of assessments done at the bedside in the clinical facilities.
- Scripts will be issued to the respective assessors and an account of which script is allocated to which assessor must be made available
- Assessors will sign for receipt of these scripts; clinical assessors will sign for handing assessment sheets to the coordinator.
- Scripts must be transported in sealed envelopes when removing them off the premises
- Scripts should be transported in the boot of the vehicle and should not be easily identifiable as assessment scripts during transit
- Scripts may not be kept in an assessor's vehicle when the person is not driving this vehicle
- Scripts must be transported directly from the assessment venue to where it will be marked
- Scripts may not be marked on public transport such as busses, trains or aeroplanes
- All scripts should at all times be kept together to prevent any losses of single scripts
- Every person to whom scripts are issued will be held accountable for the safekeeping and safeguarding of the scripts

#### **5.2 Electronic scripts**

- Electronic scripts will be received by the lecturer/subject coordinator (if more than one lecturer per subject)
- The lecturer/subject coordinator will create different folders for each assessor and download the electronic scripts/assignments into the respective folders
- Folders will be downloaded on a flash drive
- The lecturer will receive and sign for receipt of the flash drive (if received from subject coordinator) and the list of (Names of candidates) for assessments allocated to her. Not applicable in case of one lecturer per subject.
- The flash drive must be kept in safekeeping on the person of the assessor responsible for marking, until such time as the assessor will commence with marking.
- The flash drive may not be used on a computer in an internet café

## REFERENCE LIST

Principles for setting assessments <https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/about-HSC/assessment-development/assessment-setting-principles> [Accessed 2020/02/12]

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