Graded Assessment enables competency based assessment (CY/CN) to include Competent with Credit (CC), Competent with Distinction (CD) and Competent with High Distinction (CHD). Graded Assessment is the process of awarding the learner a grade based on a higher level of performance once competency has been achieved.

Graded Assessment can only be applied to units and programs that have been formally approved through Academic Board. This must be done prior to learners being offered graded assessment.

The grading approach used by Federation University provides ways to assign grades above CY (Competent Yes). This is appropriate for qualifications at Certificate IV and above.

The Academic Board resolved that all courses / modules delivered by and on behalf of VET at Federation University shall be assessed and reported according to Grading Category Two, unless Grading Category One is requested and approved by Curriculum Committee.

If you intend to use graded assessment in selected courses / modules or whole programs / qualifications, please complete all sections of this proforma and submit to:

Executive Officer - Curriculum Committee

Academic Secretariat

|  |  |  |  |
| --- | --- | --- | --- |
| Details: | | |  |
| Department: | | |  |
|  | | |  |
| Qualification: | | |  |
|  | | | Please use a separate proforma for each qualification |
| National | | |  |
| Qualification Code: | | |  |
|  | | | |
| Which Units / modules do you intend to grade? | | | |
|  | | |  |
|  |  |  | All Units / modules in the Course / qualification |
|  | | |  |
|  |  |  | Selected units / modules only (please attach a list of units with codes to be graded) |
|  | | |  |

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| --- | --- | --- | --- |
| **Criteria:** | | | |
| Which schema will be used? | | | |
|  | | |  |
|  |  |  | Schema 1 (Workplace Focus) |
|  | | |  |
|  |  |  | Schema 2 (Generic Focus) |
|  | | |  |
|  |  |  | Qualification-developed Schema (if you are using a schema developed at the qualification or |
|  | | | Department level, please attach this to this proforma). |

|  |  |
| --- | --- |
| **Staff Teaching / Assessing in the above Course:** | |
| How many staff will be involved in assessing using Category 1? |  |
| *Includes staff located at other campuses and other staff who will be involved in assessment (servicing areas / industry assessors)* |  |
|  |  |
| How many of those staff have attended the Graded Assessment Professional Development Program? |  |
| *At least ¾ of staff assessing using Grading Category 1 are required to have participated in the professional development training [minimum of two per specialist area]* |  |
|  |  |
| Comments: (ie, what plans are in place to provide PD to any staff who have not attended the training?) | |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment Tools:** | | | | | | | |
|  |  |  | All tools have been developed | | | | |
|  | | |  | | | | |
|  |  |  | Not all tools have been developed |  |  | % of tools which have **not** been developed? | |
|  | | |  | | | | |
|  |  |  | Assistance is required with tool development (contact the Curriculum Officer) | | | | |
|  | | |  | | | | |
| The remaining tools will be developed by: | | | | | / / | |  |
| *It is acknowledged that not all assessment tools will be completed in the year proceeding graded assessment implementation, however it is expected that all relevant tools will be developed prior to delivery of the qualification.* | | | | | | | |
|  | | | | | | | |
| Please attach a sample tool with a brief explanation of how graded assessment will be appropriately applied.  *NB a sample = at least two tools per qualification from different teachers and campuses if applicable* | | | | | | | |

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| **Information to Students**: |
| Please attach qualification information relating to Graded Assessment that will be provided to students. |

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| **Transition Arrangements:** |
| Please indicate below the transition arrangements for the qualification. This is particularly relevant where a qualification runs over more than one year and the Grading Category for that qualification is to be changed. |
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| **Signed**: Executive Dean/Director |  | **Date** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Receipt and Approval of Application** | | | |
| **Action** | **Date** | **Signature** | **Name** |
| Date application / sample assessment tools reviewed by VET Curriculum Officer: |  |  |  |
| Application / sample assessment tools and Curriculum Officer Advice considered by Curriculum Committee: |  |  |  |
| Application noted by Academic Board: |  |  |  |
| Included on Graded Assessment Register and Executive Dean/Director notified: |  |  |  |