



**PORT + CRANE
ACADEMY**
OF NEW ZEALAND

Assessment

POLICY

Consistent assessment methods are appropriate and fair, manageable and integrated with work or learning and evidence is valid, authentic and adequate. Review of course regulations and content is conducted regularly, updating the course content and delivery as required using feedback collated from Self- assessment (see self-assessment policy). Assessment practices will reflect mana-enhancing approaches that uphold learner dignity and recognise cultural knowledge and context. Learners with specific learning needs or requiring support can request reasonable adjustments, which will be arranged in consultation with the General Manager, and Learning and Assessment Partner. PCANZ is committed to reducing barriers for learners to attend assessments and succeed.

PROCEDURE

1. Assessment processes are organised to be fair and consistent with equal opportunity for all learners to succeed
2. Assessment will only be carried out by PCANZ Learning & Assessment Partner (trainer/assessor) who hold approved scope
3. Staff of learner's companies who supports the assessment process as a verifier must hold unit standard 30423 - Participate in assessment processes as a verifier, or can demonstrate appropriate experience and skill to verify learner performance
4. Assessment materials must be pre-moderated and approved by the relevant WDC prior to use
5. All assessment practices are consistent across all learners
6. Ensure assessments are accessible by all learners
7. Learners are notified during enrolment and orientation of the assessment requirements of the relevant course
8. If a learner would like to take an assessment in te reo Māori they are to give Learning & Assessment Partners sufficient notice before the day of assessment



9. If all tasks are not completed in the assessment to the expected performance level and the learner is assessed as “Not Yet Achieved”, they will be given clear feedback on the specific areas for further training they will need to undertake, before being reassessed at a later date.
10. Learners will be provided with two attempts to achieve the skills required. If they are assessed as “Not Yet Achieved” on their first attempt, their assessor will provide a remedial plan and arrange a further assessment date with them for a later stage.
11. If the learner does not achieve competency on their reassessment (and after the remedial plan has been completed), the learner will not be provided with a further assessment, and they will be required to undergo full training.
12. Learners can appeal their results in the 5 days after they receive their results by communication with their Learning & Assessment Partner, or the General Manager (dependant on who the learner is comfortable approaching)
13. Moderation of Assessments are conducted as per Moderation policy and PCANZ Quality Assurance Calendar

RESPONSIBILITIES

General Manager

- Develop fair and consistent assessment processes
- Submit an assessment plan annually to NZQA as required for the following year including all Unit Standards PCANZ is intending to assess
- Ensure all learners can access assessments.
- Complete reviews of assessments with feedback from stakeholders

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