

Training Assessment & Evaluation Policy

Context

Assessments/evaluations of training delivered by KVES Corporate Training department will be carried out in a manner that will best measure the desired outcomes of a course of study and ensure that students are tested in a fair and impartial manner. They will remain confidential documents and the outcomes of any assessments/evaluations will be reported and retained in training participant files. Assessments/evaluations shall be measured using standardized grading scales and will be clearly defined at the commencement of a course of study.

Procedural Guidelines

1. Assessments/evaluations may take various forms in order to meet the desired outcomes of a course of study. These may include (*but are not limited to*):
 - a. Exams
 - b. Quizzes
 - c. Essays/Papers
 - d. Oral Presentations
 - e. Research project
 - f. Hands on demonstration of understanding
 - g. Attendance/Participation
 - h. Portfolio
2. Assessments/evaluations must be appropriate to meet the desired outcomes of a course of study.
3. Appropriate notice of assessments/evaluations must be provided to all training participants.
4. Weighting of assessments/evaluations must be defined in course outlines *before* the course commences.
5. Examinations/tests/quizzes will be invigilated by instructors or the Registrar to ensure that accuracy and ethical standards are maintained.
6. Marking of assessments/evaluations will be conducted by instructors in a timely manner.
7. Training Participants will be informed of the results of an assessment/evaluation in a confidential manner.

Instructors may:

- a. Hand out results directly to participants, or
- b. Post results using only training participant numbers as identifiers

8. Should a participant have a concern about the result of an assessment they should follow the process outlined in the **Appeal of Training Marks Policy**.
9. Results of assessments/evaluations will be reported to the Registrar who will enter marks into a confidential database. Copies of transcripts will be kept in training participant files.
10. All participants will be provided with reports at intervals that are specific to a course of study:
 - a. Example – Pre-Industrial Training (Job Readiness) will have one informal report and four formal reports provided through North Coast Distance Education School at selected intervals throughout the year
11. Should a training participant withdraw from a program of study and the withdrawal date is within the time period at which a training participant is eligible for a refund, a final progress report will be issued.

Additional Information

Related KVES Policies

Appeal of Training Marks Policy

KVES Privacy Policy

Security of Student Records Policy

Facilitation of Student Success Policy

Student Enrollment Contract refers to Training Tuition Refund Policy

Related Documents

Formal Reports from Collaborating Agencies

Transcripts

Student Learning Plan

Related External Resources/References

If you have questions, comments or suggestions regarding this document, contact the Executive Director.



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Document Control Sheet

Document Title	Student Assessment/Evaluation Policy
Author(s)	Samantha Stone, Darlene Campbell
Document Status	Under Revision

Document Amendment History

Version #	Date	Reviser Name(s)	Approver	Description
1	23 Feb 2007		Karen Osadchuk	<ul style="list-style-type: none"> Guidelines for assessments and evaluations
2	10 July 2008 20 Aug 2008	Denise Walter	Roger Leclerc	<ul style="list-style-type: none"> Update old logo to new coloured logo; change job title from MTSJR to Manager Technical Programs and Services; chgd policy # Added approval signing lines
3	21 July 2009	Molly Baruta	Roger Leclerc	<ul style="list-style-type: none"> Review policy
4	31 May 2011	Lynn Stevenson	Kelley Williams	<ul style="list-style-type: none"> Reviewed policy and Manager Technical Programs and Services to Manager of Instruction and Curriculum Development
5	21 Jan 2013	Nicole Barriault	Chantal St-Arnaud	<ul style="list-style-type: none"> Reviewed policy Updated titles
6	10 Jun 2014	Nicole Barriault	Chantal St-Arnaud	<ul style="list-style-type: none"> Updated titled from Student Records Administrator to <i>Registrar</i>
7	02 July 2014	Nicole Barriault	Chantal St-Arnaud	<ul style="list-style-type: none"> Reviewed policy Updated titles
8	22 Jul 2016	Eva Speitelsbach	Sherrie Little	<ul style="list-style-type: none"> Updated Education Services Coordinator to Education Services Manager.
9	10-Feb-22	Darlene Campbell	Executive Director	<ul style="list-style-type: none"> Changed title of Policy from Student Assessment & Evaluation Policy to Training Assessment & Evaluation Policy Updated header/footer to standardized format Changed "Student" to Training Participant
10	13-Jul-22	Darlene	Executive	<ul style="list-style-type: none"> Added in Policy Document



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		Campbell	Director	Numbers for Related KVES Policies Section <ul style="list-style-type: none"> Removed Kailee Gardiner's name from "Approver" column on Doc Control sheet. Exec Director TBD.
11	3-Apr-23	Darlene Campbell	Executive Director	<ul style="list-style-type: none"> Annual Review; Changed Document# to CTP014