

Moderation

1. Purpose

- 1.1. To demonstrate consistency relating to the operation of Australian Online Music Institute (AOMI) and concerning:
- 1.1.1. Where more than one assessor is conducting assessments against the same unit of competency/qualifications in a particular training package;
 - 1.1.2. The outcomes of the assessment process are graded;
 - 1.1.3. That establishing, operating and maintaining moderation meetings is important;
 - 1.1.4. Significant professional development opportunities are provided for assessors;
 - 1.1.5. Supporting the use of common assessment processes and tools.

2. Scope

- 2.1. AOMI will conduct at least one moderation session per year. The session may be internal or external. It will involve as many AOMI assessors as possible and include the management team: CEO, General Manager and Director.
- 2.2. Assessment tools, procedures and instruments for VET training or accredited courses will be moderated to improve the assessment process.

3. Definitions

- 3.1. **Assessment Tool:** including both the assessment instrument and the assessment procedure for gathering and interpreting evidence.
- 3.2. **Assessment Procedure:** is the information and instructions given to a participant or assessor about the conditions under which an assessment should be conducted and recorded.

Revision	By Whom	Date
Reviewed, no changes	G Bottrill	5 Aug 17
Reviewed, no changes	G Bottrill	31 Jul 19
Reviewed, no changes	G Bottrill	20 Sep 20

3.3. **Assessment Instrument:** is the specific questions or activities developed from the selected assessment methods used for the assessment. It may include a profile of acceptable performance and decision-making rules for the assessor.

This Policy will be reviewed every two years.



William Palmer

CEO

20th September 2020