



# Assessors Code of Practice

Industry Pathways Pty Ltd (ABN 65 153 814 192) operating as Australian Paramedical College (APC) expects its assessors to comply with this code.

- The different needs and requirements of the person being assessed; the local enterprise and/or industry are identified and handled with sensitivity
- Potential forms of conflict of interest in the assessment process and/or outcomes are identified and, if necessary, appropriate referrals are made
- All forms of harassment are avoided throughout the planning, conduct, reviewing and reporting of outcomes
- The rights of the student are protected during and after the assessment
- Personal or interpersonal factors that are not related to the assessment of competency must not influence the assessment outcomes
- Students are made aware of the rights and processes of appeal
- Evidence that is gathered during the assessment is verified for validity, reliability, authenticity, sufficiency, and currency
- Assessment decisions are based on available evidence that can be produced and verified by another assessor
- Assessments are conducted within the boundaries of the assessment system policies and procedures
- Formal agreement is obtained both from the student and the assessor that the assessment was carried out in accordance with agreed procedures
- Assessment tools, systems and procedures are consistent with equal opportunity legislation
- The student is informed of all known potential consequences of decisions arising from an assessment, prior to the assessment
- The student is informed of all assessment reporting processes prior to the assessment
- Confidentiality is maintained in respect of the assessment results
- Assessment results are released only with the written permission of the student
- The assessment results are consistent with the purposes explained to the student
- Self-assessments are periodically conducted to ensure competencies are current against the training and assessment competency standards
- Professional development opportunities are identified and sought
- Opportunities for networking amongst assessors are created and maintained
- Opportunities are created for technical assistance in planning, conducting, and reviewing assessment procedures and outcomes.