

# Spirometry Learning Australia

## **Assessment Policy**

## Assessment Policy

### **Purpose:**

This policy sets out the principles underlying how participant assessment is undertaken by Spirometry Learning Australia (SLA).

### **Introduction**

The performance of each participant is individually assessed against the learning outcomes of the course, independent of the assessment of other participants.

Learning outcomes are assessed in the form of web-based pre and post learning assessments.

The keeping of records of assessment processes, samples and outcomes is required for SLA's accountability to participants, staff and the community.

The Disability Discrimination Act 1992 and the Disability Standards for Education 2005 require the SLA to reasonably accommodate the needs of participants with a disability or health condition.

A participant may appeal the result of an assessment, if evidence is provided in support of the appeal.

### **Assessment**

Assessment is used to evaluate a participant's achievement of identified learning outcomes.

In the SLM-CMW course, SLM Spirometry Assessment Tool (SLM-SAT) is used as the central assessment tool. Participants are expected to undertake spirometry testing on patients in their individual clinical setting, self-assess each patient spirometry test and submit a completed SLM-SAT to an experienced respiratory scientist for periodic review with online feedback provided.

The SLM-SAT provides a standardised approach to the assessment of spirometry test quality and evaluation of spirometry operator competency.

Assessments must include the participants name as the sole identifier.

### **Participant Responsibilities**

Participants have the responsibility to fulfil attendance and assessment requirements set out in the SLM-CMW course outline including submission of 10 accurate spirometry self-assessments using the SLM-SAT.

### **Feedback**

In the context of assessment, feedback is information on a participant's progress in the course and which is returned to participants in a timely manner.

This is provided by an experienced Respiratory Scientist reviewer and specifically relates to feedback on spirometry test reports submitted for evaluation via the SLM-SAT.

The purpose of feedback is to provide participants with information on:

- a. what the participant has learnt and how effectively they are learning;
- b. what standard of performance the participant has achieved and what the participant needs to do to improve that standard of performance.

### **Record Retention**

Records will be kept by SLA using central servers and databases managed by SA Health and Southern Adelaide Local Health Network to:

- a. keep track of the multiple assessment items required for good practice in assessment. It is from such records that an overall judgment will be made about what progress a participant has made
- b. judge the reliability and validity of assessment items;
- c. provide a basis for presenters to reflect on assessment practice, especially where records refer to the processes and contexts of assessment;
- d. provide evidence of the quality of courses or of compliance with professional accreditation requirements.

In addition, SLA will maintain a record of assessment not managed by central servers.

The database should include a record of:

- a. each assessment item regardless of the form of the assessment item.
- b. the receipt of an assessment item from a participant.
- c. the marks (and results) for each assessment item; and
- d. any special consideration given to a participant's submission of assessment item

*This information needs to be retained for twelve months longer than the duration of the participants course.*

**Responsibilities**

The following responsibilities apply to course assessments that the SLA Business Manager and SLA Program Manager schedules and manages during the course calendar period.

Who	Responsibility
Participants	<ul style="list-style-type: none"> <li>• Ascertain the correct date, time and location (if applicable) of course components including webinars and workshops</li> <li>• Arrange access to webinars and online platforms as required</li> </ul>
SLA Business Manager	The SLA Business Manager is responsible for administering course registration and payment.
SLA Program Manager	<p>The SLA Program Manager is responsible for:</p> <ul style="list-style-type: none"> <li>▪ Website registration and access</li> <li>▪ Currency and accuracy of Information and content included in the on-line resources</li> <li>▪ Contacting participants with training updates and dates/times for webinars and the Practical Skills Workshops</li> <li>▪ Submission process for completed SLM-SATs from participants</li> </ul>