

GTI Recording of Pre-Test & Post-Test Assessment Results

1. Purpose

This procedure recommends the practises to ensure that the Pre-Test and Post-Test Assessment results are recorded accurately, effectively and in a timely manner.

2. Related Policy

- Results and Reporting
- Assessments and Moderation

3. Related Documents (Rules, Guidelines, Flowcharts, Forms)

- Assessments and Moderation Procedures
- Course Assessment Report
- Results Reporting

4. Procedures

Step	Responsible	Outcome	Location (Optional)
1. Enter the result for each pre-test & post-test assessment into the Trainee Management System throughout the training period as each assessment is completed.	Quality Specialist	Assessment Results entered	Course File
2. Alert Trainees that the assessment result is available	Quality Specialist	Trainees can check their	Data Management

in the System		results, follow up missing Results, and get feedback on progress	System
3. Check the accuracy of results and follow up missing results after each assessment	Trainers and Quality Specialist	Accuracy of assessment Results is assured	Data Management System

5. Application

People:

- All Trainees enrolled in assessed courses.
- All training and administrative staff of GTI involved in assessment.

Processes:

- All Results and Reporting processes.

6. Key Dates