

## Guidelines for the Australian Mediator and Dispute Resolution Accreditation Standards (AMDRAS) Certificate of Assessment. (Written)

**Purpose:** This Guideline provides a summary of the requirements for the written assessment that is to be completed after the mediation simulation has been completed.

Check Part 4, Division 6 and Appendix 1 (clauses 14-30) of the AMDRAS. Note that only Recognised Training Providers (RTP) can provide training and assessment under AMDRAS: clause 20. A RTP can provide training and assessment through a third-party provider ensuring that the AMDRAS requirements are complied with.

This summary will also assist you in ensuring your written assessment is consistent with the AMDRAS and in meeting any reporting requirements you may have to the Board or other bodies.

### A. Prior Notices

- Objectives, written assessment structure, timing, and submission requirements released to candidates on enrolment to COA. This should be provided by a written document and explained also to candidates prior to mediation simulation commencement.
- Please ensure that participants have been provided with all relevant material for them to complete written assessment see Appendix 1, clause 24.

### B. Objectives

- The objectives, i.e. what the candidates need to demonstrate or achieve need to be given to them in the same document that the instructions for the written assessment are given.
- Objectives can be given through Rubrics or by other formats as long as candidates can understand and address them in their submission.

Example:

Criteria	Competent	Not Competent
<b>Knowledge :</b> Demonstrate [explain and apply] an understanding of knowledge relevant to facilitative mediation process, its stages and purpose.		

<b>Comprehend material and application:</b>		
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Identify, analyse, and generate appropriate responses about the skills and interventions that assist in conducting the facilitative mediation process		
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### C. Assessment Format

1. The written assessment is 1200 words in length (inclusive of footnotes and headings).
2. Advise candidates of any penalties or otherwise for not adhering to word limit (either under or over).
3. The written assessment Can take several formats: (for example)
  - a) Reflection on how the mediation simulation was conducted (e.g;.What.was.done.well.or.what.was.found.a.challenge.and.why);
  - b) Specific questions as short answers or in essay form around mediation process, skills and attitude (e.g;.How.would.they.better.prepare.for.exploration?why.is.impartiality.in.mediation.so.important);
  - c) For literacy, cultural and other reasons, an oral assessment may need to be considered.
4. Candidates need to be advised if written assessment will be graded or based on competent /not competent ratings.
5. If specific formatting (e.g. font size, line spacing) is required that should be indicated in the instructions accompanying the written assessment.

### D. Timing and submission

1. Candidates should be provided with due date for submission (within 10 days of mediation simulation).
2. Extensions if applicable should be advised in writing about how an extension may be obtained.
3. Ensure that candidates are aware of submission requirements, i.e. by email or through a portal on a website. There needs to have a way to acknowledge receipt of submission.
4. Marking of written submissions should be completed within 2 (two) weeks of receipt and candidates should be provided with feedback on the submission with the grading.