



STUDENT ASSESSMENT POLICY (VET)

PREAMBLE

The purpose of the Student Assessment Policy is to describe the process and requirements of assessment at the College.

In accordance with the Standards for Registered Training Organisations (RTOs) 2015 the College has an assessment system that complies with the requirements of the training package or accredited course and is conducted in accordance with the principles of assessment and rules of evidence (refer to appendix A of this Policy).

DEFINITIONS AND ACRONYMS

“**AAM VET**” means the Assistant Academic Manager VET.

“**College**” means Australian Pacific College and APC Design School.

“**HIP**” means Holiday Intervention Program

“**LMS**” means Learning Management System and is any software application used by the College for the administration, documentation, tracking, reporting, and delivery of educational courses, training programs, or learning and development programs.

“**PD VET**” means the Program Director VET.

“**Policy**” means this Student Assessment Policy (VET)

“**VET**” means vocational education and training.

POLICY/PROCEDURE

1. STANDARD OF WORK

- 1.1 Students will be provided with criteria for the completion of any assessment activity including those on the College’s LMS. Students should complete their assessment task in line with the set criteria. This may include such features as word-processing standards, referencing, lay-out and presentation methods or styles if required by the performance criteria of the specific unit of competency.



- 1.2 Written projects (ie: answers to specific questions, essays and project descriptions) should reflect the word length outlined in the assessment task at the discretion of the trainer with the focus on quality of content rather than length.
- 1.3 Standards of work will be reflective of the content, performance criteria and elements required of a subject or a group of competencies and/or in line with relevant and current workplace practices and the College's Marking Guides.

2. GRADING SYSTEM

- 2.1 Once a student has been assessed as being competent (refer to paragraph 5 below), grades are allocated based on the standard of work. Grades are used for the purpose of pathways to higher education.

High Distinction (HD):	85% and above
Distinction (D):	75-84%
Credit (Cr):	65-74%
Pass (P):	50-64%
Not yet competent (NYC):	<50%

3. ASSESSMENT DATES

- 3.1 Students will be required to meet assessment date requirements such as:
 - a) submission dates for assessments and projects, and/or
 - b) pre-determined assessment activities held within class times (i.e. presentations, role plays and group activities).
- 3.2 If students comply with the required assessment dates, but are initially assessed as not yet competent, they are entitled to a second attempt (re-submission) in Week 9 of the term provided that they have made a genuine attempt in their initial submission. Re-assessment should take place within a reasonable timeframe.

4. ASSESSMENT COVER SHEET

- 4.1 Digitally submitted assessments should include a College cover sheet as best practice including the student's name and student number. It should be saved with a file naming convention of
Name_StudentNumber_Subject_AssessmentNumber.
- 4.2 Hard copies of assessments should be submitted with a printed College assessment cover sheet. These are available on the LMS.



5. DETERMINING COMPETENCE

- 5.1 A student is deemed competent if the assessment criteria of the subject have been met. In order to be deemed competent in a subject, a student must have satisfactorily answered all questions in their assessments or have met the criteria for every question of each assessment. Students who are assessed as not satisfactory for any question and have made a genuine attempt, can re-submit the assessment in accordance with the guidelines outlined below (see clause 9).

6. LATE SUBMISSIONS

- 6.1 The late penalty applies to weekdays, weekends and public holidays. Marks for late submissions will be reduced by 5% per day of the total mark for a maximum of 7 days (35%). Students who do not submit within this time will be required to attend the HIP in order to submit their assessment. Students who have compelling or compassionate grounds for late submission should apply for an extension at Student Care in advance or as soon as practicable. Students who are unable to meet with/contact their trainer to submit a hard copy or electronic copy of an assessment should contact Student Care or Reception to have each page of their assessment stamped (or verified) to avoid additional late penalties.

7. EXTENSIONS

- 7.1 Students who have compelling or compassionate grounds with valid evidence may apply for an extension but this must be done before the assessment is due or as soon as practicable and must be made with the appropriate forms. Students can apply for an extension by contacting Student Care. If the student's request for an extension is successful, there will be no marks penalty deducted for the period of the extension. The student will not be able to apply for an extension after the due date unless exceptional circumstances apply.

8. MARK REVIEW PROCESS

- 8.1 A mark review is a process in which marking of a marked assessment is checked by the AAM VET. Students who are unhappy with their mark obtained in a particular term can request a mark review up until the beginning of week 1 of the following term. For example, if a subject is studied in Term 1, the mark review must be requested before the commencement of Term 2. Mark review requests can be submitted by contacting Student Care after the results have been finalised for the term. During the term you should speak to your trainer directly.



8.2 A request for a mark review for an assessment that was proven to be plagiarised will not be accepted.

9. RE-ASSESSMENT

9.1 Students are eligible for re-assessment at any time during the term provided they have made a genuine attempt, (achieved 20% or more), at the assessment when initially submitted.

9.2 Resubmissions for subjects where a student has made a genuine attempt should be done through the College’s LMS and an email sent to their trainer noting the re-submission.

9.3 Where a student is unsuccessful in achieving competency for a subject within the term timeframe, for an additional cost, students can attend the HIP to access additional support and re-submit the assessment work.

During the term:	Incomplete assessments^: \$0 (up to a maximum of 2 times)	Complete assessments^: 1 st reassessment: \$0 if submitted before the end of week 9 2 nd reassessment must be done during HIP.
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During the HIP:	Assessment result: 0%-20% 21%-49%	Assessment cost*: 0%-20% = \$150.00 21%-49% = \$100.00
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^A genuine attempt at an assessment must have been submitted to be eligible for re-assessment. A genuine attempt is defined as being one that has achieved a minimum of 20% of the total mark.

* discount of \$50.00 will be applied to each assessment where the overall subject attendance is more than 80%



10. PLAGIARISM (COPYING) AND CHEATING

- 10.1 The College does not tolerate plagiarism and requires students to submit work that is genuine and original. All sources used in assessments must be acknowledged in a clear manner in accordance with the College's accepted practice.
- 10.2 The College uses plagiarism software embedded in its LMS that the students are able to access and check their assessments before submitting them. College staff may also use this software to determine if there is evidence of plagiarism or may use other means to determine if work is plagiarised.
- 10.3 In the event of a student being found to have plagiarised or cheated in some way in an assessment task, that student will be given a zero mark in the part of the assessment task which was plagiarised. The AAM VET will implement the College's Plagiarised and Dishonest Assessments Policy and Procedure.
- 10.4 Where a student has properly referenced quotes from other sources, this is not plagiarism. However, at least 75% of the assessment should be in the student's own words. This means that no more than 25% of the assessment can be quotes from the workbook and other sources. Only 10% of an assessment can be quotes from the subject workbook.
- 10.5 The AAM VET at each campus will deal with any plagiarism, copying and cheating in assessments at the first instance and the PD VET will be the final arbiter when necessary.

11. DISHONEST ASSESSMENTS

- 11.1 These include:
 - a) deliberate copying or attempting to copy the work of other students with or without their consent
 - b) deceitful conduct by submitting the work of another student (as their own).
 - c) using or attempting to use information that the trainer, college or industry has prohibited from use in that sort of assessment or that is prohibited by law.
 - d) plagiarism (i.e. taking and using as their own, the thoughts and writings of another with the intent to claim the work as their own)
 - e) submitting an assessment that has been purchased from an assessment-writing company.



11.2 Students involved in any of the above will be set a new assessment and will be counselled by the AAM VET on their campus. Further academic misconduct will be recorded in the student's file and further action such as suspension/ dismissal will be at the discretion of the PD VET and as per the College's Conditions of Enrolment.

12. INTERVENTION

12.1 Where a student has not passed 50% or more of their subjects in any term the College's Intervention strategy will be implemented. The College will contact students that this applies to. Please refer to the College's VET Course Progress Policy for more information about intervention.

13. FEEDBACK ON ASSESSMENTS

13.1 Trainers will provide sufficient feedback on assessments for students to be able to identify where they have not met the performance criteria. Students may request additional clarification at any time up to the end of term and this can be done either face-to-face in tutorials, via the College's Learning Management System or other digital messages such as emails or through a phone or Zoom conversation for students studying remotely. However the College is unable to provide complete copies of the marking guidelines as this would require releasing the answers to the students which would undermine the integrity of the assessment.

14. ASSESSMENTS KEPT BY THE COLLEGE (RECORD KEEPING)

14.1 In order to meet a range of (external) auditing requirements the College will be retaining evidence of students' work submitted. This may be in the form of, but not exclusive to,:

- a) keeping scanned copies of all assessments submitted in hard copy;
- b) keeping digital copies of all assessments submitted; and/or
- c) keeping photographic, video or audio evidence of projects, presentations, interviews or work placement activities.



POLICY REVIEW

This policy will be reviewed as per the College’s three year review cycle or as required by legislative changes.

RELEVANT LEGISLATION

This document references the following legislation, regulations, codes and standards:

Relevant Legislation/codes/standards	
Commonwealth	Standards for Registered Training Organisations (RTOs) 2015, Standard 1.8 The National Code of Practice for Providers of Education and Training to Overseas Students 2007 Standard 10

RELATED POLICIES AND PROCEDURES

This document references the following College policies and/or procedures:

Related Policies and Procedures	
Policies	<i>Intervention Policy</i> <i>VET Course Progress Policy</i> <i>Conditions of Enrolment (APC)</i> <i>APC Design School Condition of Enrolment</i> <i>Plagiarised and Dishonest Assessments Policy and Procedure</i>

KEYWORDS

Keywords	<i>assessment, late submission, re-assessment, plagiarism</i>
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POLICY OWNER

Policy Owner	Learning Innovation Unit
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POLICY/PROCEDURE HISTORY

Policy History			
Current version	Current version release date	Author	Description of changes
Student Assessment Policy (VET) V2.2	20th December 2016	Sharon Luhr	Amendment of late submission clause. Re-arrangement of order of some sections.
Student Assessment Policy (VET) V2.3	15th August 2017	Sharon Luhr	Extension of plagiarism section Addition to dishonest assessment section.
Student Assessment Policy (VET) V2.4	20th November 2017	Sharon Luhr	Clarification of feedback clause
Student Assessment Policy (VET) V2.5	26th March 2018	Sharon Luhr	Change to wording of late submission penalties to ensure equity and fairness for all students.
Student Assessment Policy (VET) v2.6R	22nd October 2018	Sharon Luhr	Change to wording of late submission penalties for greater clarity
Student Assessment Policy (VET) v2.6R	June 2019	Sara Gaudry	Update of letterhead and format of policy. Addition of policy owner. No change to content of policy.
Student Assessment Policy (VET) v2.7R	December 2019	Youngeun Song Sara Gaudry	Amendment to the Re-assessment fees in clause 9
Student Assessment Policy (VET) v2.8R	May 2020	Susan Stack Ron Newman Sara Gaudry	General amendments to policy and particular changes to clauses 5.1, 9.4 10.3, 11.2 and 13.1
Student Assessment Policy (VET) v2.9R(APC/APC Design School)	August 2020	Susan Stack Sara Gaudry	Amendments to the grading system and plagiarism clauses



APPENDIX A

(Source: Standards for Registered Training Organisations (RTOs) 2015, Standard 1.8)

Principles of Assessment

Fairness	<p>The individual learner's needs are considered in the assessment process. Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual learner's needs.</p> <p>The RTO informs the learner about the assessment process, and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary.</p>
Flexibility	<p>Assessment is flexible to the individual learner by:</p> <ul style="list-style-type: none"> • reflecting the learner's needs; • assessing competencies held by the learner no matter how or where they have been acquired; and • drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.
Validity	<p>Any assessment decision of the RTO is justified, based on the evidence of performance of the individual learner.</p> <p>Validity requires:</p> <ul style="list-style-type: none"> • assessment against the unit/s of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance; • assessment of knowledge and skills is integrated with their practical application; • assessment to be based on evidence that demonstrates that a learner could demonstrate these skills and knowledge in other similar situations; and • judgement of competence is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements.
Reliability	<p>Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.</p>

Rules of Evidence

Validity	<p>The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.</p>
Sufficiency	<p>The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.</p>
Authenticity	<p>The assessor is assured that the evidence presented for assessment is the learner's own work.</p>
Currency	<p>The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.</p>