



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.

“**Genuine Attempt**” means any assessment submitted by a student which is their own work and where they genuinely attempt all questions or requirements of that assessment task.

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

“**PASS**” means Progression and Academic Support System

“**LMS**” means Learning Management System (currently branded myAPC.hub or 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 tasks 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%

Note: the maximum grade for a resubmission which is deemed to be competent is Pass

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 within 7 days from receiving trainer feedback (7-day free resubmission). provided that they have made a Genuine Attempt in their initial submission. Students who do not present their re-submission within that time frame can still access PASS (only available within their course duration).

4. ASSESSMENT ORIGINALITY

- 4.1 All assessments are to be digitally submitted and will require the students ticking the dialogue box in myAPC.hub declaring that the work is their own original work prior to submission.
- 4.2 All assessment tasks when uploaded should use the APC file naming convention of: StudentName_StudentNumber_Subject_AssessmentNumber.



5. DETERMINING COMPETENCE

- 5.1 A student is deemed competent if the performance 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 performance criteria 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 original submission date gives students the opportunity to receive full marks for the assessment component they submitted. However, all students have the possibility to submit their assessment up to 7 days (including weekdays, weekends and public holidays) after the original submission day. Each day of lateness attracts a 5% penalty calculated from the maximum marks possible. Submitting an assessment late does not guarantee a pass and students might be advised to do a 7-Day Free Resubmission (if eligible) or access PASS.

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. Students can speak to their trainer directly to request a mark review.
- 8.2 A request for a mark review for an assessment that was proven to be plagiarised or incomplete will not be accepted.



9. 7-DAY RESUBMISSION

9.1 If a student:

- a) complies with the required assessment dates;
- b) submits an assessment which is part of the current term's subject;
- c) makes a Genuine Attempt on the assessment; and
- d) is initially assessed as not yet competent;

they are entitled to a second attempt (7-Day Free Resubmission) up to 7 days from receiving their results through the College's Learning Management System.

9.2 7-day resubmissions are lodged through the College's LMS and an email sent to their trainer noting the re-submission or a comment can be left in the LMS upon submission.

9.3 Where a student is unsuccessful in achieving competency for a subject, students can access PASS during all terms but only within the duration of their course to access additional support and re-submit the assessment. Please refer to the [Schedule of Administrative \(Non-Tuition\) Fees](#) for information of PASS fees.

9.4 PASS can be accessed at any time during term after completing the PASS registration process. Students can access PASS for their current course subjects until their course end date. Students can not access PASS to resubmit assessments from completed courses.

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 70% of the assessment should be in the student's own words. This means that no more than 30% of the assessment can be quotes from the workbook and other sources.

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 The National Code of Practice for Providers of Education and Training to Overseas Students 2007

RELATED POLICIES AND PROCEDURES

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

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

KEYWORDS

Keywords	assessment, late submission, re-assessment, plagiarism
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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



Student Assessment Policy (VET) v2.10R (APC/APC Design School)	March 2021	Sara Gaudry	Small amendment to clause 10.4 to being it into line with changes made to Plagiarism and Dishonest Assessments Policy and Procedure
Student Assessment Policy (VET) v3.0R(APC/APC Design School)	May 2021	Youngeun Song and Ron Newman	Inclusion of the PASS program and assessment originality



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; <ul style="list-style-type: none"> • 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>