



**AUSTRALIAN VOCATIONAL
TRAINING ACADEMY**

RTO 45879 | CRICOS 04034B

**Assessment
Policy and Procedures
Version 1.0**



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1. Purpose

The purpose of this policy and procedure is to make sure that RTO Standards 2015, Clause 1.8 and 1.9 are followed. One of the main academic systems governing students and academic staff members is the assessment system. This is because the system is used by academic staff to assess students' learning progress and competencies such as knowledge and skills. Additionally, this policy and procedure outline the assessment principles, assessment rules including the responsibilities of students and staff members.

2. Scope

This policy and procedure must be followed by all students and academic staff who are involved in students' assessments.

3. Policy

The college intends to establish an assessment system to make sure that staff and students understand their assessment obligations and the consequences of failing to fulfill such obligations. Academic integrity shall be promoted and upheld by fulfilling the obligations.

4. Assessment Principles

Assessment:

- must be able to demonstrate how well students have performed in relation to the training package's criteria when they are assessed.
- must be practicable and achievable by students.
- must be flexible, valid, and fair to all students.
- should have accurate due dates (submission date and resubmission date).
- must be conducted in a transparent manner in order to show that the student has the academic honesty and integrity.

5. Assessment Rules

5.1 College Staff Members

Trainers and assessors **MUST** evaluate students' competencies by using the assessment tools and following the instructions and guidelines contained in the tools.

5.1.1 Assessment marking and providing units of competency (UoC) results

Trainers and assessors are in charge of finishing the marking of students' exams. They are in charge of the timely submission of students' UoC findings. Trainers and assessors must grade finished student work in accordance with the instructions and guidelines in the assessment tools. Trainers and assessors are required to mark all assessments within 20 days after the submission date.

Note: students may request for an extension of assessment due to unforeseen cases (e.g., sickness). Trainers and assessors will permit the extension only when students submit a special consideration form together with appropriate evidence (e.g., sickness requires to have a doctor's certificate).

Trainers and assessors are required to perform the task as follow:

Rules of evidence and Principles of assessment

Rules of evidence	
Authenticity:	Make sure that students' work is genuine (for example, by comparing students' work to that of their peers and confirming that they have completed it independently). Trainers and assessors thoroughly review student files (assessment) to ensure that marking is accurate, and all work is signed, and dated.
Validity:	Make sure that students do all the necessary assessment tasks. The UoC requirements are linked against those activities and associated assessment requirements. This is to ensure the validity of the assessment.
Currency & Sufficiency:	Ascertain that the student's assessment meets the assessment standards and is completed, current, and relevant. This will guarantee that the assessment is sufficient and current.
Principles of assessment	
Reliability:	Make sure that all assessments are graded consistently. To make sure that the marking approaches are consistent, they might also look at the students' marked assessments previously. This is to make sure the reliability of the assessments and its findings.
Fairness:	Make sure that every assessment activity fits the circumstances and requirements of the students. For instance, if a student is unable to write the answer (due to a broken arm), the written part may be modified. This is to ensure the assessment's fairness.
Flexibility:	Make sure that trainers have a flexible approach to assessing students and that they are aware of the policy and procedure before marking or scoring.
Validity:	Ensure that the assessment requirements are aligned with the UoC requirements. This is to make sure the assessment's validity. The results of the assessment must be based on the evidence students provide.

Submitted academic results

Trainers and assessors must provide student UoC results to an administrative support officer within 10 calendar days after the completion of assessment marking. The student's assessment tools must be kept for 6 months after the completion of assessment marking (receiving the assessment judgement).

5.1.2 Monitoring assessment results

A compliance officer will choose students' assessment tools and activities once a month to check whether assessment tools are performed and marked in accordance with assessment requirements, instructions, and solutions. The compliance officer will use the strategies below:

- a. Random sampling (based on the UoCs, which are delivered in a month period)
- b. Reviewing students' files and make a comparison for
 - the consistency in marking.
 - the correctness of marking as per instructions
 - the completion of students' assessment activities
- c. Report the outcomes in the assessment outcome form.



- The college staff must notify the compliance officer and compliance manager as soon as practically possible if there are (potential) problems in the marking of students' assessments.
- Trainers and assessors, and compliance officer are required to contact the students to correct any inaccuracies. The following steps can be taken to address the issue with the marking mistakes:
 - reperforming the assessment activities
 - reversing the student's assessment outcomes
 - reenrolling and resubmitting the student assessment work
 - refunding tuition fee and/or tuition fee wavier
 - retraining and reassessing
 - one on one consultation and assistance in assessment activities
 - providing students with gap assessment activities
- The compliance officer and trainers are expected to report marking errors directly to the compliance manager and CEO if there is a major impact on a large number of students. The compliance manager and CEO will formulate a plan to address the issue. the plan will address the issues below:
 - (i) what suggested action the college should take
 - (ii) the number of staff members that the college will need to deploy to assist students in rectification.
 - (iii) how long it will take the college to rectify the concern.
 - (iv) what assessment tools and other related materials are expected to be used by the college to rectify the concern.
 - (v) when the college will begin the plan and rectification.
 - (vi) how much budget the college needs to spend to rectify the concern.
 - (vii) how the college intends to prevent the same mistakes from occurring again.

The actions below may be used to rectify the concern regarding marking errors:

- reperforming the assessment activities
- reversing the student's assessment outcomes
- reenrolling and resubmitting the student assessment work
- refunding tuition fee and/or tuition fee wavier
- retraining and reassessing
- one on one consultation and assistance in assessment activities
- providing students with gap assessment activities

The compliance officer, compliance manager and trainers and assessors will carry out the plan after the CEO has given the approval. For instance, to discuss and clarify the problem, compliance officers may call a meeting with all impacted students. Students will be given the solution. The rectified documents will be stored.

Note: When college staff members (such as trainers, assessors and administrative support staff members) make mistakes, they will be provided training and coaching sessions or/and reminders/warnings. This is to ensure that they follow the requirements in the assessment policy and procedure, including the compliance of the assessment instruction and guidelines when they mark student's assessment. If the mistakes are made on a regular basis, disciplinary actions such as suspension and termination may be used.

5.2 Students

Students are responsible for completing assessments in the allotted time and in compliance with the assessment requirements. They can submit their assessment before or on the deadline. This is to ensure that they continue their academic development. Additionally, students must complete the assessment in the following ways:

Authenticity:	Students are expected to finish the task independently. It is forbidden for them to claim credit for someone else's original work
Validity:	All relevant assessment tasks must be completed by students in line with assessment and UoC regulations.
Sufficiency:	Students must submit their completed assessments in good condition. Students must fill out their assessments using current and relevant information that addresses the assessment requirements.

Each assessment will permit a student to have two opportunities for assessment submission.

- a. If a student receives a satisfactory score and submits their assessment on time for the first time, the assessment does not have to be submitted again by the student.
- b. Students will get a chance to retake the test within seven days if they do not receive satisfactory scores or submit their work on time.

The student will fail the assessment if the resubmitted assessment does not yield sufficient results or if the assessment isn't submitted on time. The student will have to enrol in the unit of competency once more. A student who re-enrols could be charged a re-enrollment fee.

Poor academic advancement may stem from an inability to get adequate results.

5.2.1 Extension or deferment of Assessment

A student's sympathetic and compelling situation can make it impossible for them to submit the assessment. They are able to request an extension or delay of an assessment submission by submitting a special consideration form together with the necessary supporting documentation. By the end of the unit of competency period, this form must be filed. If a student submits a special consideration form after the deadline, the college will take the student's situation into account on a case-by-case basis.

Only strong and compassionate circumstances/reasons can warrant special attention (e.g., a health issue with a medical certificate or accidents).

As support for the particular consideration, supporting documentation should be gathered. (For instance, a doctor's note or a police report)

The compliance manager of the institution might receive a special consideration form from a student.

5.2.2 Complaints and Appeal

Students must adhere to the Complaints and Appeals policy and procedure if they would like to file a complaint or an appeal form pertaining to assessment results.

6. Recording and the logging of students' UoC results

It is the responsibility of an administrative support officer to update students' UoC results on the student management system (once receiving the outcome from trainers) within the required timeframe.

- An assessment must systematically be kept for 6-month records. Students' completed assessment items will be archived or deleted/shredded after six months following completion.
- If trainers and assessors do not submit the outcomes of UoCs within the timeframe, the compliance officer and administrative support officer must immediately provide notification of not receiving students' UoC results.

7. Appeals system

Students should adhere to the Complaints and Appeals policy and procedure if they desire to file a complaint about this policy or procedure.

8. Feedback

The CEO welcomes comments and recommendations from students and college staff members (e.g., compliance officer, compliance manager and trainers and assessors) on the implementation of this policy and process.

Appendix

Term	Meaning
The college	Australian Vocational Training Academy (AVTA)
UoC	Unit of Competency
Complaint and Appeal	A formal request in writing by a student to have their results of assessment to be reviewed or reconsidered.