Trainer and Assessor assessment policy

The purpose of the Assessment Policy is to describe the process and requirements of assessment at APTT, including assessment design and student assessment requirements.

**Definition:** Assessment is the process of collecting evidence and making decisions as to how well students have achieved the intended learning outcomes. It is the duty of academic staff to follow the guidelines of this Assessment policy.

**It is the responsibility of the College and academic staff to ensure the design of assessment:**

1. Comply *with* the nationally endorsed training packages.
2. Focus to be on the application of knowledge and skills to the standard of performance required in the workplace.
3. Comply with the principles of competency-based assessment (ie. validity, reliability, fairness and flexibility).
4. Comply with AQTF Standard 1 Element 1.5 Assessment, including Recognition of Prior Learning (RPL)
   a. meets the requirements of the relevant Training Package or accredited course
   b. is conducted in accordance with the principles of assessment and the rules of evidence
   c. meets workplace and, where relevant, regulatory requirements.

**Assessment Guidelines**

At the commencement of each module the students will be given a document called a ‘learners guide’ outlining the assessment requirements for each module with specific details of the nature, weighting and timing of each assessment task. This document will also indicate the weightings of the tasks and guidelines for managing available time in order to ensure that the student is able to complete the assessment task at the required time.

Assessments may include formal exam, group work, and participation in the classroom, class presentations, role plays and case studies.

If all the learning outcomes for a module are achieved by the student, they will be marked C for ‘Competent’. Otherwise, students are marked NYC for ‘Not Yet Competent’. Students concerned about their results can refer to The College’s Assessment Appeal Procedure (AAP - refer below).

**Evidence of assessment**

The following must be collected as evidence of assessment.

1. Daily *Session Plans* (Using the template provided by the College, these MUST be submitted to the course coordinator before the start of term)
2. Full copies of all *assessments and related materials* (MUST be submitted no later than COB Friday of week 2 of term)
3. Full copies of completed assessments from the students (MUST be submitted by the end of term for filing in individual student files at the Head Office)

Other documents related to the Assessment policy
- Validation of assessment policy
- Developing assessment guide

Feedback from teachers
The teachers will ensure that the students are given meaningful written and oral feedback regarding their performance in assessment tasks. The purpose of the feedback should always be to provide constructive guidance as to how to avoid future errors and should not be given in such a way as to be injurious to the students’ self-esteem.

The Director of Studies will ensure that a student’s major assessment tasks are made available to each student, on request, at the end of the assessment period. A major assessment is one that has a weighting of 30% or more towards the final result for that module. Minor assessments are those with a weighting of less than 30%.

Recording of Marks
All records of student marks will be maintained in an excel spreadsheet for the relevant module with a collation of each student’s results maintained in a central administration database. Marks will be recorded at the conclusion of each module. The data-bases will be secured in such a way as to ensure that, as far as possible, there is no possibility of tampering by unauthorised personnel.

Illness or Misadventure
In the event that a student is unable to complete an assessment test or submit an assessment task on the required day due to illness or misadventure, alternative arrangements will be made for that student to complete the task on the first day after returning to school, provided appropriate documentation such as a doctor’s certificate is produced. If the illness or misadventure relates to a period prior to the due date of the assessment task, the student will also be required to complete an application for extension form requesting to be allowed to submit the task at a later date.

Academic Misconduct - Plagiarism or Cheating
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 that assessment task. Similarly a student who fails to submit an assessment task will also receive a zero mark.

The College Principal and/or the Director of Studies will deal with any dishonest assessments/examinations. Dishonest assessments/examinations include:

- Deliberate copying or attempting to copy the work of other students with or without their consent
- Deceitful conduct by submitting the work of another student (as their own)
- Using or attempting to use information the trainer, college or industry has prohibited from use in that sort of assessment or prohibited by law.
- 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)

Students involved in any of the above will be set a new examination/assessment and will be counselled by the Principal or Director of Studies. A fee of up to $200 will be charged to the student and must be paid prior to the re-assessment. 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 Principal and as per the College’s Conditions of Enrolment.

**Failure to meet course requirements**

If a student is failing to meet the assessment requirements of a course they will be advised of this in writing. They will also be advised as to what is necessary for them to be able to satisfy the requirements. A copy of this notification will also be sent to the parent or guardian for students under the age of 18.

If a student does not complete the course in the time frame given to obtain the qualification, the student will need to:

- Apply to extend their student visa (in the case of temporary overseas visitors) at their own expense
- Re-enrol for the particular modules in the immediate term/semester/year when it is offered next
- Additional tuition fees per module may be applicable and will be negotiated on a case-by-case basis with the Principal.

If none of these options are accepted by the student, the student can choose to change provider or return to their own country.

**Assessment Appeals Procedure (AAP): Assessment Review Committee**

In the event that a student feels that his/her assessment task is worthy of a higher mark than was given by the teacher, the procedure will be to:

- discuss the matter with the teacher
- appeal in writing to the school Assessment Review Committee consisting of the Principal, the Director of Studies and the Student Welfare Officer.

The college Assessment Review Committee will also be responsible for overseeing the total assessment procedure of the curriculum to ensure that students are not unduly disadvantaged by having a number of assessment tasks in the same week.

**Issuing of Qualifications**

Students must satisfy all relevant learning outcomes for all modules before being issued a qualification (Certificate or Diploma) for the course in which they are enrolled. Students will only be issued a qualification upon completion of their course (usually 4-12 weeks after the end of
term) and payment of all course and other fees. When requested, the College will issue each student an interim academic transcript.