ASSESSMENT POLICY

Effective Date: December, 2024

Objectives

The purpose of the Assessment Policy at The Performance College (TPC) is to outline the guidelines and procedures for the assessment of students. The policy aims to ensure that assessments are fair, reliable, valid, and conducted in accordance with the highest standards of the vocational education and training (VET) sector. It aims to ensure that assessments are conducted in a way that supports student success and meets the requirements of accredited courses and training packages.

Scope

This policy applies to all students enrolled at The Performance College (TPC) and all staff involved in the delivery, training, and assessment of students. This includes trainers, assessors, and academic support staff, as well as any other personnel involved in the assessment process.

Definitions

- **Assessment**: The process of gathering and evaluating evidence to determine whether a student has met the required learning outcomes for a unit or course.

- **Competency**: A student's demonstrated ability to perform the skills and knowledge required in the workplace, as specified in the relevant training package.

- **Genuine Attempt**: The student's original and honest effort to complete the assessment, addressing all criteria without any form of academic dishonesty.

- **LMS**: Learning Management System, the platform used for administering, tracking, and reporting student assessments.

- **Marking Guides**: Criteria used by trainers/assessors to evaluate and grade student assessments.

- **RPL**: Recognition of Prior Learning, a process by which students can gain credit for skills and knowledge acquired outside the classroom.

Policy Details

1. Assessment Process

- TPC will ensure that all assessments are designed to measure the competency of students in a way that reflects real-world work environments. Both practical and

theoretical assessments will be used, providing students with opportunities to demonstrate their full range of abilities.

- Assessments will be based on the performance criteria of each unit of competency, and each assessment will clearly outline the criteria to be met.

2. Assessment Principles

TPC will adhere to the following principles when conducting assessments:

- **Validity**: Assessments must measure what they claim to measure.
- **Reliability**: Assessments must produce consistent results across different students and assessors.
- **Flexibility**: Adjustments may be made to assessments to accommodate students' individual needs, such as those with disabilities or special circumstances.
- **Fairness**: Assessments will be designed and conducted in a way that does not disadvantage any student or group of students.

4. Grading and Competency

- Students will be graded based on their performance as follows:

    - **Competent (C):** Above 50%
    - **Not Yet Competent (NYC)**: Below 50%

5. Late Submissions and Extensions

- Students are required to submit assessments by the specified due date.
- Students who have extenuating circumstances may apply for an extension. Extensions must be requested before the assessment due date or as soon as practicable thereafter, with appropriate supporting evidence.

6. Academic Integrity

- Students must submit original work. Plagiarism and academic dishonesty will not be tolerated. Assessments will be checked for originality, and students may be required to resubmit assessments if they are found to have plagiarized.
- Any student found engaging in academic dishonesty, such as cheating or submitting another's work, will face disciplinary action, including possible suspension or dismissal.

Responsibilities

1. Students

- Ensure they submit assessments on time and meet the required standards.
- Ensure that assessments are their own original work.

- Follow any additional guidelines provided by trainers for completing assessments.

2. Trainers and Assessors

- Ensure assessments are aligned with the unit or course requirements.
- Provide students with timely and constructive feedback on their assessments.
- Ensure assessments are conducted in accordance with the principles of assessment and the rules of evidence.
- Maintain accurate records of all assessments and results.

3. Academic Support Staff

- Provide support to students who need assistance with assessments.
- Monitor students who may require additional academic support.

4. The College

- Ensure all assessment tasks and processes comply with the Standards for Registered Training Organisations (RTOs) 2015.
- Retain evidence of all assessments for a minimum of six months after the assessment decision.

Procedures

1. Submitting Assessments

- All assessments must be submitted electronically through the College's Learning Management System (LMS). Students must declare their work is original prior to submission.
- The correct file naming convention must be followed: StudentName_StudentNumber_Subject_AssessmentNumber.

2. Reassessment and Resubmissions

- If a student is initially assessed as "Not Yet Competent," they will be given the opportunity for two resubmissions. A 5-day resubmission period is available if the student has made a genuine attempt.

3. Mark Review Process

- Students who disagree with their assessment results may request a mark review. The request must be submitted to the relevant academic manager within 5 business days after receiving the result.

4. Plagiarism and Academic Misconduct

- Plagiarism detection software will be used to check student assessments. Any incidents of

plagiarism will be addressed according to the College's Academic Integrity Policy, and disciplinary action may follow.

5. Retention of Assessment Records

- The College will retain copies of all completed assessments for auditing purposes and compliance with ASQA and regulatory requirements.

Policy Review

This policy will be reviewed as per TPC's yearly review cycle or as required by legislative changes.

Relevant Legislation

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

- Standards for Registered Training Organisations (RTOs) 2015
- The National Code of Practice for Providers of Education and Training to Overseas Students 2007

Policy Owner: Academic Manager