

Assessment Guideline

Authorised by Executive Director Workforce

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Standards for Registered Training Organisations 2015

Related policies/standards

- Standard 4 – Accurate and accessible information about an RTO, its services and performance is available to inform prospective and current learners and clients.
- Standard 5 – Each learner is properly informed and protected.

Responsible officer Manager, Learning & Development

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What is the purpose of this guideline?

This guideline aims to clarify how assessment is managed in the Cunningham Centre's courses.

What is our policy?

The Cunningham Centre aims to provide a range of assessment activities which:

- comply with the assessment requirements of the relevant national training package, VET accredited course, or course which has been endorsed by an authorising body such as the Director-General or Office of the Chief Nursing and Midwifery Officer;
- are conducted in accordance with the Principles of Assessment and Rules of evidence in accordance with Clause 1.8 of the Standards for RTOs 2015 (<https://www.asqa.gov.au/standards/chapter-4/clauses-1.8-1.12>).

The Client will be provided with comprehensive information regarding the assessment activities that need to be completed, due dates, etc, on course commencement. As a professional and an adult learner, the Client is expected to manage their progress through their study and adhere to due dates in accordance with the Cunningham Centre *Academic progress guideline*.

All assessments will be conducted by appropriately qualified staff as identified in the Training and Assessment Strategy for the course. Assessments will be moderated and validated in accordance with the Training and Assessment Strategy to ensure consistency of outcome for all clients enrolled.

Reasonable adjustment and alternative assessments are available if deemed appropriate for clients with specific needs as negotiated with educational staff.

Clients have the right to appeal any assessment decision within 21 days of being advised of the assessment outcome.

Who does it apply to?

Clients who are enrolled in Cunningham Centre accredited or authorised education and training. This includes courses which are being offered under Nationally Recognised Training, as well as courses which are accredited through other accrediting bodies. Please see the activity page for the course you are enrolled in if you are not sure.

What do I need to know?**Assessment types**

Assessment tasks may take the form of any of the following:

- Written assessments (including projects, applied research, assignments, and case studies);
- Practical assessments (including demonstrations, practical tasks, and role plays);
- Examinations/tests; or
- Work-based activities (including vocational placements, professional practice, live work, and work-based projects).

You will generally have to complete a range of assessment tasks to ensure that evidence gathered through the assessment process is valid, sufficient, authentic and current.

For information about how we manage credit transfers and recognition of prior learning, please see the *Credit Transfer and Recognition of Prior Learning guideline* under **Academic Guidelines and Forms** on our website.

Expectations of your engagement in the assessment process

The following rules apply to all assessment activities:

- You must attend/participate in all scheduled assessment;
- You must submit written assessment on or before the due date unless an extension has been negotiated with the Course Facilitator prior to the due date in writing.
- You must follow all assessment instructions, including submission requirements.
- You must undertake all assessment honestly, without any form of cheating, plagiarism or collusion;
- You must retain copies of all assessments you submit for at least 14 days after you receive your final grade. If you submit an appeal against an assessment submission, this timeframe will be longer to align with the timeframe of the appeal (see *Compliments, Complaints and Appeals Guideline*).

Reasonable adjustment or alternative assessment

The following rules apply to 'Reasonable adjustment', including alternative assessments:

- It must be justified through negotiation with the Course Facilitator in writing.
- Adjustment can be made to modify the learning environment, or remove any barriers to success for a disadvantaged learner. However, any adjustment must still enable the learner to demonstrate that they meet the outcomes identified in the accredited/authorised activity through their own merits.

Assessment due dates, extensions or deferred assessments

You are required to submit assessment items on or before the due date.

If you are unable to meet a scheduled assessment or exam due date, you must submit an [electronic assessment extension request](#) **at least two (2) working days prior to the due date**. Please note that the **submission of this form does not guarantee that your request will be granted**.

Requests for extension will be granted if they meet both of these criteria:

- You have been actively engaged in your study and your Course Facilitator has evidence that you have been making appropriate progress prior to submission of the request for extension, **and**
- There is reasonable justification to support your request for extension, for example:
 - Passionate or compelling circumstances (eg death of a family member, jury duty, unforeseen carer responsibilities);
 - Work commitments which were not known at time of enrolment;
 - Illness supported by medical certificate.

“Reasonable justification” **does not include** being too busy with other things to maintain focus on your study.

If you do not submit your assessment on time and do not request an extension, we will enter an M (Withdrawn) result against that assessment item. **You will have one week to contact us to discuss rectification. If you do not contact us within that timeframe, we will consider withdrawing you from the program due to failure to progress (see *Academic progress guideline* for how this will be managed).** If your employer has paid the course fees, they will be notified if this eventuates.

If exceptional circumstances will result in an interruption to your study that will impact on your capacity to complete your course within the original timeframe, please discuss your circumstances with your Course Facilitator to determine the best course of action.

Assessment resubmission

If you do not satisfy the assessment requirements on your first attempt, you will receive feedback and may be able to re-submit the assessment item. A resubmit will only be granted if your first attempt was of a reasonable standard with only minor adjustments required on a subsequent attempt. If your first attempt is very poor standard, your Course Facilitator will discuss your options.

Any assessment components/elements deemed as 'Satisfactory' will be recognised and only those elements deemed 'Unsatisfactory' need to be re-submitted/re-assessed as advised by the assessor.

You will only get one assessment re-submission opportunity. The assessment re-submission may involve the same assessment item as the original assessment, or it may be different. This will be determined by your assessor. It is important to note that if you have already re-submitted one assessment item, another re-submission is not possible.

If you do not attempt the assessment re-submission on or by the due date or your attempt is unsatisfactory, you will be given an NYC (Not yet competent) result. If you wish to continue with your study, you will be required to re-enrol in the competency or module. This will require a re-enrolment fee. Please see the **Fees and Payments** page for more information. If you do not choose to pay the re-enrolment fee, your enrolment in the course will be finalised. You will receive a statement of results verifying the results you were awarded based on the evidence that was submitted up to the date of completion.

If you do not submit or complete an assessment on or by the due date and there are no exceptional circumstances or an extension has not been formally granted, an M (Withdrawn) result will be recorded. If you wish to continue with your study, you will be required to re-enrol in the competency or module. This will require a re-enrolment fee. Please see the **Fees and Payments** page for more information. If you do not choose to pay the re-enrolment fee, your enrolment in the course will be finalised. You will receive a statement of results verifying the results you were awarded based on the evidence that was submitted up to the date of completion.

Remember that no assessment re-submissions will be permitted after the close of study date or after the final result for the unit of competency or module has been issued.

Assessment appeals

If you believe that an assessment outcome is unfair or incorrect, it is important to act quickly, as any appeal must be lodged within 21 days of being advised of the assessment decision. You should first contact your Course Facilitator and request an informal review. In this instance, your assessment will be reviewed by another assessor. You will be notified of the informal review decision by the Course Facilitator in writing via email.

If you have undertaken this process and you're still unhappy with the result, please complete *Application for Review of Assessment Decision* (available on our website under **Academic guidelines and forms**) and submit it to your Course Facilitator. Again, you need to act within 21 days of being advised of the outcome of the informal review.

When this appeal is received, the following process will be implemented:

- The Course Facilitator will arrange for a panel of at least two qualified assessors to review the assessment decision and provide recommendation to the Team Manager, who will make the final decision.
- The Team Manager will communicate the outcome to you within 21 days of submission of the request.

Additional terms and conditions may apply to the course that you are undertaking. Please see the course handbook or equivalent for more information.