

## Vocational Assessment

### Introduction

Students are assessed across a wide range of tasks/activities to ensure reliability and validity of assessment. At the commencement of the course, teachers outline their expectations and assessment criteria. Instructions for assessment tasks/activities are made clear and explicit to all students upon commencement of the course and students are allowed a reasonable and specified timeframe in which to complete assessment tasks.

### Definitions

**Plagiarism** is defined by attempting to pass off an idea or creation of another person's work as your own. Material can come from written, electronic or graphic sources (including the internet) and be presented written, orally, visually, or graphically. Direct quotes must be appropriately cited.

**Cheating** is regarded as any of the following:

- copying another students work during a test;
- copying any section of another student's assignment work;
- allowing another student access to one's assignment work for the purpose of copying content;
- using without adequate attribution content from any printed material or website;
- any communication with another person during the test.

**Adequate attribution** is defined as any material used verbatim from another source must appear in quotation marks with the attribution made in brackets immediately afterwards, or in a footnote. Adequate attribution for printed material consists of publication title, author, publisher, date published, page references.

- Adequate attribution for website material consists of title, author, URL. (For detailed procedure please refer to SMP 20 Cheating / Plagiarism policy)

### Policy

All assessment shall be fair and equitable to the applicable learning outcomes and the client target market and delivered in a way that is consistent with regulatory authority guidelines.

## Guidelines

### 1.0 Assessment Process

- 1.1. A range of assessment methods are used to enable students to demonstrate competence against the performance criteria within the relevant Training Package.
- 1.2. Assessments are ongoing processes that integrate knowledge and skills with their practical application over a period of time.
- 1.3. Learners are measured against set criteria, not against each other.
- 1.4. Assessment may also take place in group activities, pair work or individual work.
- 1.5. Assessment methods incorporated at Carrick Institute of Education are:
  - Flexible** - appropriate to a range of delivery modes, sites and learner needs;
  - Valid** - assesses what they claim to assess;
  - Reliable** - consistent from learner to learner and context to context and;
  - Fair** - no disadvantage to any individuals or groups of learners.

The assessment method used by the teacher is appropriate to the learner, his or her learning style and needs, the topic or field of study and the performance criteria.

- 1.6. Student assessment is usually determined from a combination of methods, which usually involve but are not restricted to:
  - a. written assessments;
  - b. one-on-one examinations;
  - c. written examinations;
  - d. teacher observation;
  - e. project work;
  - f. reflective work journals;
  - g. oral presentations;
  - h. role-plays;
  - i. physical demonstration;
  - j. performing practical tasks;
  - k. student portfolio (including hand-outs, research notes, and readings) and;
  - l. workplace observations.
- 1.7. Carrick Institute of Education will ensure that all assessments meet the requirements of the endorsed components or Training Packages and the outcomes specified in accredited courses within the scope of registration.

## **2.0 Carrick Institute of Education will ensure that assessments:**

- comply with the Assessment Guidelines included in the applicable nationally endorsed Training Packages.
- lead to the issuing of a Statement of Attainment or qualification under the AQF when a person is assessed as competent against nationally endorsed unit(s) of competency in the applicable Training Package.
- comply with the principles of validity, reliability, fairness and flexibility;
- provide for applicants to be informed of the context and purpose of the assessment and the assessment process;
- where relevant, focus on the application of knowledge and skill to the standard of performance required in the workplace and cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills;
- involve the evaluation of sufficient evidence to enable judgements to be made about whether competency has been attained;
- provide for feedback to the applicant about the outcomes of the assessment process and guidance on future options;
- are equitable for all persons, taking account of cultural and linguistic needs; and provide for moderation on appeal.

## **3.0 Carrick Institute Of Education Assessment Guidelines**

- 3.1. Clear guidelines will be given on the presentation of assessments and must be adhered to.
- 3.2. Students are to complete, and include with each assessment, a Carrick Institute of Education Assessment Coversheet (TAF 11 Assessment Cover Sheet) which is available on MyCarrick.
  - 3.2.1. Carrick Institute of Education teachers will also make available assessment coversheets to students upon request.

### 3.3. Carrick Institute of Education Vocational Grading System

This grading system is applied to all units of competency within Carrick Institute of Education which are delivered and assessed for the purpose of reflecting real work tasks that meet industry requirements.

Grade	Grade Descriptor	Grade Criteria
<b>Not Yet Competent (NYC)</b>	Work not yet demonstrating achievement to the specified standard of one or more elements of the unit of competency.	Student does not display and/or apply sufficient understanding of the key concepts and work performances of one or more elements of the unit of competency.
<b>Competent (C)</b>	Work demonstrating achievement to the specified standard of all the elements of the unit of competency	Student displays and applies an understanding of the key concepts and work performances of all the elements of the unit of competency.
<b>Credit (CRC)</b>	Work demonstrating achievement to the specified standard of all the elements of the unit of competency as well as demonstrating a level of performance that meets the additional criteria for competency with Credit.	Student displays and applies a heightened understanding of the key concepts and work performances of all the elements of the unit of competency.
<b>Distinction (DC)</b>	Work demonstrating achievement to the specified standard of all the elements of the unit of competency as well as demonstrating a level of performance that meets the additional criteria for competency with Distinction.	Student displays and effectively applies an advanced understanding of the key concepts and work performances of all the elements of the unit of competency.
<b>High Distinction (HDC)</b>	Work demonstrating achievement to the specified standard of all the elements of the unit of competency as well as demonstrating a level of performance that meets the additional criteria for competency with High Distinction.	Student displays a highly developed understanding and expertly applies a highly developed understanding of the key concepts and work performances of all the elements of the unit of competency.

3.4. If the outcome is **Not Yet Competent (NYC)** for the unit of competency, the student will need to sit reassessment (refer to point 6.0) or repeat the unit of competency (refer to point 7.0). Repeat of unit of competency/stage will attract additional charges (please refer to SMP 3 Student Fees and Charges).

3.5. If the assessment is an exam/test and a student is late to class, they will only be given the remainder of the allocated time to complete the assessment task.

3.5.1. If the student fails to attend a scheduled exam or test, this will be considered one of the possible two in class attempts to demonstrate competency.

- 3.6. It is the student's responsibility to ensure that assignment work is presented on the due date at the correct time even in the event of illness or other incapacitation.
- 3.7. The policy regarding late assignments is as follows:
- 3.7.1. Assignments are to be submitted on the due date by the end of the class. The highest grade achievable for late assignments is **Competent (C)**.
- 3.7.2. Late assignments require a completed cover sheet.
- 3.7.3. Late assignments can be submitted to the following locations:
- Adelaide: Reception, 100 North Terrace, Adelaide
  - Brisbane: Student Services Reception, 252 St Pauls Terrace, Fortitude Valley
  - Melbourne: Vocational Reception, Level 6, 370 Docklands Drive, Docklands
  - Sydney: Reception, Level 4, 540 George Street
- 3.7.3.1. The assignment will be date and time stamped and forwarded to the relevant teacher.
- 3.7.4. Tests and assignments and any other assessable materials are the property of Carrick Institute of Education and will be retained for a period of three months only. All student requests for moderation of test results and other assessments will not be possible after 20 days from completion of the unit of competency.
- 3.7.5. All students at the institute must successfully demonstrate competency in all units of competency included in each individual stage of their qualification.

#### **4.0 Assessment Guidelines For Cheating And Plagiarism**

- 4.1. A student who is found guilty of cheating or plagiarism in any form of assessment for the first time will be issued a written warning and will have the opportunity to redo the assessment. A **Competent** grade is the highest grade that may be awarded in this situation.
- 4.2. A student who is found guilty of cheating or plagiarism in any form of assessment for the second time will be deemed **Not Yet Competent (NYC)** for the relevant unit of competency. The student will be issued with a written warning and will be required to repeat the unit of competency as per the scheduled delivery of the course. Repeat of unit of competency/stage will attract additional charges (Please refer to SMP 3 Student Fees and Charges).
- 4.3. A student who is found guilty of cheating or plagiarism in any form of assessment for the third time will be deemed **Not Yet Competent (NYC)** for the relevant unit

of competency. The student will be issued with a written warning and will be required to repeat the unit of competency as per the scheduled delivery of the course. Repeat of unit of competency/stage will attract additional charges (Please refer to SMP 3 Student Fees and Charges). Further to this, the student will be asked to enter into a behavioural contract with Carrick, which outlines the possible consequences should they be caught cheating or plagiarising in the future.

- 4.4. Continued behaviour of this kind may result in the student being permanently expelled from Carrick at the discretion of the Executive Director of Campus Operations

## 5.0 Guidelines for Reassessment or Re-submission of Assessment Tasks

- 5.1. Students will have up to two opportunities (in class) to demonstrate competency for each assessment task (excluding kitchen-based practical assessments)

5.1.1. The student will only be eligible for a second attempt if they have submitted or conducted their first attempt within the timelines established by their teacher.

5.1.2. If a student is not able to demonstrate competency in an assessment task on their second in-class attempt, they will be eligible to sit a reassessment outside of their normal class time. The student will incur a fee for this reassessment.

- 5.2. All reassessment times and dates are to be set by the Vocational Department.

5.2.1. If the assessment task is submitted in weeks 1-9 of a stage, the reassessment/resubmission process is managed by the class teacher. The teacher will allocate a reasonable due date for the reassessment..

5.2.2. If the assessment task is submitted in week 10 of a stage, the reassessment process is managed by a Vocational staff member

- 5.3. All kitchen-based practical reassessments are conducted outside class delivery times and will incur a fee.

- 5.4. Please refer to SMP 3 Student Fees and Charges for reassessment fee information.

## 6.0 Repeat of Unit of Competency

- 6.1. If a student is deemed **Not Yet Competent (NYC)** after two reassessments, the student is required to repeat the unit of competency as per the scheduled delivery of the course. Repeat of unit of competency/stage will attract additional charges.

6.1.1. Please refer to SMP 3 Student Fees and Charges for details on fees for repeating a unit of competency/stage.

- 6.2. An Intervention Strategy will be implemented for students who have been identified being at risk of not meeting the course requirements.

- 6.3. Students who have been deemed **Not Yet Competent (NYC)** in **50% of their enrolled units** in two consecutive study periods will be reported via the online PRISMS system for *failing to meet course requirements* as part of their visa condition 8202.
- 6.4. Please refer to SMP 15 Vocational Course Progress Policy for further details.

## 7.0 Vocational Teacher Assessment Guidelines

- 7.1. Attending to the guidelines of the appropriate certification within a Vocational Teacher's qualification assessment selection, presentation and grading is at the teacher's own organisation.
  - 7.1.1. All units within a stage must be assessed and a result provided for each unit.
  - 7.1.2. Assessment content should cover the performance criteria and their competencies.
  - 7.1.3. Assessments should acknowledge and accommodate Carrick Institute of Education's client market and reflect strategy to appropriately address all diversity in learning within that client group.
  - 7.1.4. Students will have fair and reasonable advice of pending assessment and its coverage.
  - 7.1.5. Assessment may cover more than one unit in presentation but clear distinction is required of the units, and grades are to be individual to the applicable unit.
  - 7.1.6. Independent assessment validation is reviewed at the regular intervals.
  - 7.1.7. It is the student's responsibility to hold copies of all submitted material.
  - 7.1.8. Electronic dictionaries telephones and all other forms of electronic equipment are not permitted during the assessment task.
  - 7.1.9. Where a student has achieved competency in all assessment tasks (after reassessments have been completed where applicable), the student will be deemed **Competent (C)** for that unit.

## Competence and Graded Assessment

- 7.2. Carrick Institute of Education provides graded assessment to its students to assist in their future studies and career.
- 7.3. Teachers examine all assessments completed by each student and deem the student competent or not yet competent in each unit of competency.
- 7.4. When a student is deemed competent they are awarded a minimum grade of **Competent (C)**. To be awarded a higher mark the student needs to meet the requirements as specified in the grading system at point 3.3 above.

## 8.0 Assessment Material

- 8.1. All assessment material is the property of Carrick Institute of Education and will be kept for a period of three months or a term otherwise required by the state regulatory body.
- 8.2. After this period, the material will be destroyed and no inquiries will be possible.
- 8.3. In the event that the results of a subject are in question or appealed within this period, the assessable material will be kept until such time that the issue is resolved.

## 9.0 Reassessment on Appeal

The purpose of these guidelines is to set out the standards for formally resolving appeals against assessment by any student undertaking a qualification / program within Carrick Institute of Education. An appeal may be made through Student Services or with the nominated Coordinator monitoring the student's course progress.

### 9.1. Ongoing Assessment

A student may appeal against a result awarded for an assessment, in writing to the nominated Course Coordinator, no later than 20 days from completion of the unit of competency.

### 9.2. Grounds for Appeal

A student may appeal provided that they can clearly demonstrate one or more of the following;

- i. They completed all the essential requirements of the unit to the date of submission of the work under dispute,
- ii. That the work has not been assessed in a fair and equitable manner, and
- iii. That the work was carried out according to the unit outline and by the due date(s).

### 9.3. Formal Appeal Proceedings

9.3.1. An appeal shall be made in writing to the Course Coordinator, clearly stating the grounds for the appeal with any original documentation attached.

#### 9.3.2. ***On receipt of a formal appeal, the Course Coordinator shall:***

- i. Inform the teacher / assessor that an appeal has been lodged, and the grounds for the appeal;
- ii. Request the teacher / assessor to supply criteria used to assess the student's work;
- iii. Notify the student, in writing, of the outcome, within ten (10) working days of receipt of the appeal;

- 9.3.3. Any student aggrieved by the decision of the Course Coordinator because there are no reasonable grounds stated for the rejection, has the right to appeal to the (Associate) Head of VET.
- 9.3.4. ***The (Associate) Head of VET shall:***
- i. Supply, where necessary, the student with a list of staff members who are knowledgeable in the field and who have not been involved with the student's work during the progress of the unit, and assessor(s) will be chosen from this list;
  - ii. The teacher / assessor and the student each nominate a staff member to reassess the student's work;
  - iii. Where the assessment method of a unit is given a result as a grade;
    - a. request the two assessor(s) provide, within ten (10) working days, independent written statements giving an appropriate grade/mark and the reason(s) for awarding that grade/mark and
    - b. where two assessors have assessed the work, the average shall be used as the result.
  - iv. Notify the student and teacher / assessor, in writing, within five (5) working days of the decision and invite the student to discuss the decision if the student wishes to do so. The written report(s) of the assessor(s) will be made available to the student and teacher / assessor on request.
  - v. The decision of the (Associate) Head of VET will be final.

### **Related Policies**

SMP 3 Student Fees and Charges  
 SMP 15 Vocational Course Progress  
 SMP 9 Complaints & Appeals Procedure  
 SMP 20 Student Cheating Plagiarism  
 SMP 31 Compassionate & Compelling Circumstances  
 SMP 43 Cheating / Plagiarism Warning Notice Procedures

### **Related Forms**

SMF 10 Diary Note Form (Electronic)  
 SMF 15 Request Complaint Appeal Form (Electronic)  
 SMF 16 Intervention Record Vocational (Electronic)  
 SMF 25 Cheating / Plagiarism Warning Notice  
 TAF 11 Assessment Cover Sheet

### **Policy Locations**

P Drive  
 MyCarrick