Assessment Policy and Procedure

Policy Purpose
This policy intends to establish a framework for quality assurance in the management of assessment system, responsibilities and obligations for assessment, quality assurance, and procedures for effective practise of assessment processes at the institute.

Policy Scope
The scope of this policy includes assessment conducted in each of the Vocational Courses being offered at the institute.

This policy addresses the following areas:

1. Management of the Assessment System
2. Responsibilities and Obligations of Assessment
3. Quality Assurance in Assessment System: Adjustment, Moderation, and Validation
4. Procedures for implementation: Recording, Extensions, Overdue Assessments, Re-submissions or Re-assessments
5. Assessment Grading Criteria

Definitions
Refer to Glossary of Terms.

Policy Content
ANC develops and implements assessment strategies to facilitate student learning and to assess the achievement against the performance criteria outlined by each competency. Assessments are ongoing process of evidence collection which integrates knowledge and skills with their practical application over a period of time. Assessment practices include the provision of constructive and timely feedback to students about the outcomes of the assessment process and guidance in their preparation for future assessment. Each course at ANC endorses relevant and diverse form of assessment.
1. Management of the Assessment System

Assessments practices at ANC:
1.1 Comply with the assessment Guidelines included in the applicable nationally endorsed Training Packages.
1.2 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.
1.3 Comply with the principles of validity, reliability, fairness and flexibility.
1.4 Provide for the applicants to be informed of the context and purpose of the assessment and the assessment process.
1.5 Involve the evaluation of sufficient evidence to enable judgements to be made about whether competency has been attained.
1.6 Provide for feedback to the applicant about the outcomes of the assessment process and guidance on future options.
1.7 Provision for reassessment on appeal.
1.8 Assessment Evidence are collected and maintained in Student Academic Files and digitally in ANC Server.

2. Responsibilities and Obligations of Assessment

The Academic Committee of ANC is responsible for coordinating and monitoring the assessment practice to ensure that fair, effective and consistent and appropriate assessment practice are in place. The Academic Committee includes team of trainers/assessors and course coordinators will review the assessment tools to ensure assessments are fair, equitable and consistent with the specification outlined in accredited course from nationally endorsed Training Packages.

2.1 Responsibilities of Course Coordinators:
- Review and approve the Assessment Map/Unit Assessment Tools
- Conduct assessment validation and moderations
- Ensure the trainers/assessors and students are aware of assessment practices and their obligations during the defined study period
- Represent the college in Academic Committee
- Manage the curriculum and development of assessment tools to ensure students are informed about types of assessments, assessment descriptions, grading criteria and submission timeframes.
- Approve reasonable adjustment or alteration to the standard conditions or format of an assessment to ensure equitable access to assessment to all ANC students

2.2 Responsibilities of Trainers/Assessors:
- Contribute to development and implementation of training and assessment strategies with the course coordinator.
- Adhere to assessment strategies and their submission timeframes.
- Provide constructive and timely feedback on assessment submitted by students
2.3 Responsibilities of Students:

- Understand the requirement of competency in order to achieve satisfactory outcome or deemed competent in a unit of competency.
- Understand the operation mechanism within the College for seeking assistance and advice in relation to problems in meeting assessment timeframes, withdrawals, and any special considerations such as illness.
- Follow assessment requirements and submission guidelines
- Avoid plagiarism, cheating or collusion.
- Accept fair, helpful and timely feedback on assessments including evaluation of performance and progress in a unit of competency.
- Be aware of institute policy and procedures regarding attendance, formal appeals, satisfactory course progress and reassessments.

3. Quality Assurance in Assessment System: Adjustment, Moderation and Validation

The Academic Committee is responsible for regular review of assessment practices to ensure quality approach in assessment system. ANC collects and collates relevant data from trainers/assessors feedback, student unit evaluation forms, and staff surveys to be analysed and acted upon. Information received in relation to a course and/or unit of study is analysed and reported on each term for continual improvement of courses, delivery processes and assessment strategies.

- **Adjustment**: ANC considers reasonable adjustment or alteration to the standard conditions or format of an assessment to ensure equitable access to assessment to all students. The obligation on the college to implement any adjustments on assessment system is subjected to the student appeal and relevant advice on their individual requirements. In determining the reasonable adjustment or alteration, ANC ensures to consider the competency requirements so that assessment decisions are appropriate. Refer to ANC Access and Equity Policy.

- **Moderation and Validation**: ANC ensures that assessment practices and provided outcome are valid and reliable. Therefore, the validation and moderation process is conducted annually and improvement actions are recorded. Validating and moderating the relevance and consistency of assessments and assessment judgements is critical in ensuring the assessments meet the course accredited course and training package requirements. Refer to ANC Validation and Moderation Policy.
4. Procedures for implementation: Recording, Extensions, Overdue Assessments, Re-submissions, Appeal on Assessment Results

4.1 Recording: Assessors are required to make assessment decisions and formally record outcomes of the assessments in each assessor's marking guide in provided unit assessment tools for each unit of competency. Grade books are maintained and submitted to the course coordinator at the conclusion of each study period. Once the assessments are marked, outcomes are recorded in the grade books and returned to the student within 14 days. Refer to the Record Management Policy and Procedure.

4.1 Extensions: Students who require extension of time to complete an assessment must seek approval from the trainer/assessor and course coordinator. The extension can only be granted compassionate and compelling circumstances that are generally those beyond the control of student and which have an impact on student progress or wellbeing. These circumstances could include, but are not limited to:
- serious illness or injury (where a medical certificate states that the student was unable to attend classes);
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
- a traumatic experience which could include: involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime (these traumatic experience cases should be supported by police or psychologists’ reports).

4.2 Overdue Assessments: An assessment is ‘overdue’ when it is not submitted by the prescribed due date or by the agreed extended date. An overdue assessment submitted beyond agreed extension period automatically receives a grading outcome on Not Satisfactory or Not Yet Competent.

4.3 Re-submissions or Re-assessment: Student may only be allowed to resubmit or reassessed in the circumstances approved by the Course coordinator. Student needs appeal for reassessment or resubmission using ‘Formal Academic Appeal Form’ stating the grievances.

4.4 Procedure for Resubmission or Re-assessment
a) Student fills ‘Formal Academic Appeal Form’ and submits it to the Course Coordinator. The process commences within 10 working days of lodgement of appeal
b) The Course Coordinator schedules a meeting with the student
c) On meeting with the student the Course Coordinator negotiates a reasonable time frame for resubmission or reassessment
d) This time frame is then recorded on the Assessment cover sheet

e) If the student cannot submit by set timeline, he must seek extension from the Course Coordinator

f) Student is then sent a resolution letter by the Course Coordinator / nominated trainer.

g) The details of the appeal are recorded on the appeals register by the Course Coordinator / nominated trainer.

4.5 Appealing an Assessment Result:

If a student is dissatisfied with the assessment outcome, the student may appeal in writing using ‘Formal Academic Appeal Form’ requesting a review of that assessment. The request must be made within 20 working days of the release of academic result. Refer to the Student Complaints & Appeals Policy and Procedures.

5. Assessment Grading Criteria

Assessments for the vocational programs offered at ANC are assessed according to the rules outlined in each of the Training Packages and accredited course requirements. The assessor marking guide in Unit Assessment Tool defines a student’s outcome being:

- **Competent [C]**
  
  Competent is awarded if a trainee has satisfactorily demonstrated achievement and competence in all the outcomes for the unit of competency.

- **Not Competent [NC] or Not Yet Competent NYC**
  
  Not Yet Competent is awarded if a trainee has not satisfactorily demonstrated achievement in all of the outcomes for the unit of competency and may be required to re-submit and re-do tasks and assessments. Not Competent is given if a trainee has not satisfactorily demonstrated achievement in all of the outcomes for the unit of competency.

Record keeping and confidentiality:

Records of assessment results are stored electronically in ANC Server and physical evidence is archived for a period specified as in State or Territory Registering Body requirement.
| Responsibility       | 1. Course Coordinator  
|                     | 2. Campus Officer  
| Record Management    | 1. Unit Assessment Tool  
|                     | 2. Grade book  
|                     | 3. Academic Result Database  
|                     | 4. ANC Server  
|                     | 3. Student Training and Assessment Plan  
| References           | 1. ANC Course Progress Monitoring Procedures  
|                     | 2. ANC Appeal Policy and Procedures  
|                     | 3. ANC Record Management Policy and Procedure  
|                     | 4. ANC Access and Equity Procedures  
| Policy Developed by  | Course Coordinator  
| Policy implement by  | Academic Committee  
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