Level 8, 277 William Street Melbourne 3000 VIC
Ph: **+61 3 9642 1667** I E: **info@danford.edu.au**
CRICOS Provider Code: **02996A** I RTO: **21979**
www.danford.edu.au

Danford
COLLEGE

Believe
Achieve
Grow

Policies and Procedures

POLICY:	ASSESSMENT
CRICOS Ref:	**Standard No: 8, 9 &11, 8.9 (8.9.1-8.9.5), 9.1,11.2(11.2.1-11.2.6)**
SRTO 2015 Ref:	**Standard 1, 2 Clause 1.1, 1.2(a-c) 1.3 (a-d), 1.4, 1.5, 1.7, 1.8 (a,b), 2.1, 2.2 (a,b), 2.4,**

Policy Statement	This policy outlines the procedures for planning, conducting and reviewing assessments to ensure that the integrity and academic standards of the College are maintained and safeguarded. The College will ensure that all assessents of competencies comply with the current and relevant training packages and are consistent with the SRTO2015 and VET Quality Framework and requirements of the ESOS legislation and the National Code 2018, which requires, in particular, the maintenance and reporting of course progress for international students.
Related Policies	Monitoring Course Progress Policy RPL/Credit Policy Complaints and Appeals Policy Monitoring Attendance Policy Student Support Services
Definitions	Assessment: The process of collecting evidence and formulating a judgment as to whether competency has been achieved at a satisfactory level. Graded Assessment: Refers to the awarding of marks that contribute to the final grade of the unit. Academic Misconduct: A breach of rules in relation to impeding the integrity of the assessment/examination and enabling unfair advantage or deceiving the assessor. Competent: A student is assessed as satisfactorily performing all the required assessment tasks to the specified standard. Not Yet Competent: A student who has not yet satisfactorily completed all prescribed tasks to the required standard. Moderation: The process of establishing comparability of standards of student performance in order to ensure that assessment is valid, fair and reliable. Plagiarism: Copying another's work without due care to appropriate referencing and acknowledgement of source.

Believe
Achieve
Grow

Level 8, 277 William Street Melbourne 3000 VIC
Ph: **+61 3 9642 1667** I E: **info@danford.edu.au**
CRICOS Provider Code: **02996A** I RTO: **21979**
www.danford.edu.au

Policy: **ASSESSMENT** (cont)

Definitions (cont)	<u>Validation</u>: The act of reviewing, comparing and evaluating the assessment processes, tools and evidence contributing to judgments made by a range of assessors against the same competency standards. <u>Intervention Strategies</u>: A range of specialised teaching and learning strategies to facilitate learning for those students considered at risk.
Reasonable Adjustment	Danford has policies that include reasonable adjustment and access and equity principles. Reasonable adjustment will be provided for participants with special learning needs (such as a disability or learning difficulty) according to the nature of the learning need. Evidence collection can be adjusted to suit individual student needs if required and will be endorsed by the Training Manager, and student. Reasonable adjustments are made to ensure that the participant is not presented with artificial barriers to demonstrating achievement in the program of study. Reasonable adjustments may include the use of adaptive technology, educational support, and alternative methods of assessment such as oral assessment. All students will be given review of current competencies including literacy and numeracy prior to commencement of the course. The learning need identified from this review will form the basis of any adjustment to the training program and assessment strategies will be agreed with the student. Any adjustments will be recorded in the student file and will not compromise the competency standard.
Changes to Assessment Requirements	Proposal to alter the assessment requirements of a course should be made to the prior to the next scheduled offering of the course. This is done by completing the course validation and moderation procedure using the course validation and moderation form. The Training Manager will determine whether the proposed revisions are consistent with the originally approved requirements in its relationship to learning outcomes and its overall demands on the students.
Advice to Students	All teachers are to provide students with an approved Sessional Plan and Course Guide that outlines the assessment requirements at the commencement of the course. The Course Guide contains a Sessional Plan which must state the criteria against which individual assessment items are judged. The Sessional Plan must also indicate the way in which the assessment of individual assessment items is combined to give an overall competency.
Responsibility to Advise	Where a student enrolls in a course after the commencement of teaching, or for whatever reason is not present when students are given information concerning the assessment

Assessment Policy and Procedures   NovaCore\SRTO 2015\Policy   Revision: 1.0   Revision Date: 24 Oct 2018
Next Review: 24 Oct 2019   Approved by: Vikas Wadhwa

Star Gazers Education Pty Ltd T/AS Danford College | ABN 80 125 139 433 | ACN 125 139 433 | RTO: 21979 | CRICOS Provider Code: 02996A

![Danford College logo]

Believe
Achieve
Grow

Level 8, 277 William Street Melbourne 3000 VIC
Ph: **+61 3 9642 1667** I E: **info@danford.edu.au**
CRICOS Provider Code: **02996A** I RTO: **21979**
www.danford.edu.au

Assessment Requirements	requirements of the course, then it is the Trainer/Assessor's responsibility to supply the information to the student.
Assessment Tasks (Written)	All assessment/s tasks (Written) or written exams has to be undertaken in class under supervision of the trainer/assessor delivering the unit. This provides the students to have an opportunity to reflect on and demonstrate their thinking. By trying to identify their sources of evidence, the trainer/assessor better understands where their difficulties arise and can alter their teaching accordingly and lead the students toward better understanding of the concept. Testing not only lets the trainer and their students know how much they have learned, it also provides a chance for more learning to take place, by reinforcing course material (through validation and moderation workshop) or by requiring students to use or think about what they have learned in a new way
Change of Assessment Requirements during a Semester	In exceptional circumstances, the Training Manager may approve a variation of detail in the assessment requirements of a course, providing any such variation maintain the relationship between the assessment methods and the learning outcomes expected for the course. Notification of change to the assessment requirements must be provided to students in written form. In giving approval for the change, the Training Manager must be satisfied that the change or the timing of the change does not disadvantage students.
Awarding Competency	Students will receive feedback in relation to their assessments with reference to the criteria against which performance has been assessed. Student results will be recorded using the following codes: *C = Competent* *NYC = Not Yet Competent*

Assessment Policy and Procedures   NovaCore\SRTO 2015\Policy   Revision: 1.0   Revision Date: 24 Oct 2018
Next Review: 24 Oct 2019   Approved by: Vikas Wadhwa

Star Gazers Education Pty Ltd T/AS Danford College | ABN 80 125 139 433 | ACN 125 139 433 | RTO: 21979 | CRICOS Provider Code: 02996A

Believe
Achieve
Grow

Policy: **ASSESSMENT** (cont)

Re-assessments	Re-assessments may be granted to any student not achieving competency on the first attempt. The purpose of re-assessment is to provide students with additional time for private study followed by the opportunity to demonstrate that the criteria for passing the course has been met.
	The re-assessment item should, as far as possible, take the same form and cover the same material as the original assessment item or examination.
	The College will allow students 3 attempts at assessment, ie the original assessment and 1 re-assessment, to provide sufficient evidence of competency for each unit (There is a fee $200 per unit for the 3rd attempt).
	Students will be offered the opportunity for re-assessment if they are *Not Yet Competent* at the first attempt, within a reasonable time negotiated with the teacher. This re-assessment can only be given if the student's attendance is 70% or above or student has any compelling circumstances for that term.
	If the student has not passed after the first attempt, the student will be given another opportunity within a reasonable time negotiated with the teacher. This re-assessment can only be given if the student's attendance is 70% or above or student has any compelling circumstances for that term.
	If the student has not passed after the second attempt, the student will be given another opportunity. However, there will be an associated cost of $200 for each unit of competency, irrespective of attendance. All fees must be paid in advance. It is the student's responsibility to learn the material for re-assessment or ask for additional help.
	Students may apply for a re-assessment by completing the **Request for Re-assessment Form** and all re submission must be completed and submitted within 10 working days. If this matter cannot be resolved, the student is advised of the procedures for an appeal
	If the student has not passed after the three attempts, the student will be required to re-enrol in the competency and pay the required fees

Assessment Policy and Procedures   NovaCore\SRTO 2015\Policy   Revision: 1.0   Revision Date: 24 Oct 2018
Next Review: 24 Oct 2019   Approved by: Vikas Wadhwa

Star Gazers Education Pty Ltd T/AS Danford College | ABN 80 125 139 433 | ACN 125 139 433 | RTO: 21979 | CRICOS Provider Code: 02996A

Level 8, 277 William Street Melbourne 3000 VIC
Ph: **+61 3 9642 1667** I E: **info@danford.edu.au**
CRICOS Provider Code: **02996A** I RTO: **21979**
www.danford.edu.au

Believe
Achieve
Grow

Special Consideration	The Training Manager may extend special consideration to a student in any course and in respect of any assessment item. Students may apply for special consideration on grounds of: 1. Compassionate and compelling reasons 2. Serious disadvantage when the assessment item was attempted. Where the student has been unable to attempt the assessment item, the student may apply for an extension of time. Requests for special consideration must be made in writing and accompanied by appropriate documentary evidence. Requests must be lodged with the Training Manager no later than three (3) working days after the date of assessment. A request for special consideration in assessing an assignment must be lodged in writing with the submission of the assignment. A request for special consideration in respect of performance across all assessment items in a course must be lodged with the Training Manager no later than three (3) working days after the date of the final test or assessment items. Special consideration may take the following form: • No action. • Grant an extension of time to complete an assessment item. • Provide another assessment task. This may be an alternative assessment task or a replacement assessment task. An alternative assessment task provides an opportunity for the student to demonstrate learning outcomes similar to those related to the original assessment task; for example, an oral examination may take the place of a written examination. A replacement assessment task is one that resembles the original assessment item as closely as possible.
Submission of Assessment Items: Extensions and Penalties	Students are required to submit assessment items by the due date, as advised by the Trainer/Assessor. Assessment items submitted after the due date will be subject to a penalty unless an extension of time for submitting the item has been approved.

Assessment Policy and Procedures   NovaCore\SRTO 2015\Policy   Revision: 1.0   Revision Date: 24 Oct 2018
Next Review: 24 Oct 2019   Approved by: Vikas Wadhwa

Star Gazers Education Pty Ltd T/AS Danford College | ABN 80 125 139 433 | ACN 125 139 433 | RTO: 21979 | CRICOS Provider Code: 02996A

Level 8, 277 William Street Melbourne 3000 VIC
Ph: **+61 3 9642 1667** I E: **info@danford.edu.au**
CRICOS Provider Code: **02996A** I RTO: **21979**
www.danford.edu.au

Believe
Achieve
Grow

Policy: **ASSESSMENT** (cont)

Requests for Extension	Requests for an extension of time to submit an assessment item must be made in writing to the Trainer/Assessor. Where the request is made on medical grounds, a Medical Certificate is required. A request for extension should be lodged by the due date for the assessment item. A copy of the extension request should be attached to the assessment item when it is submitted.
Deferred Assessment	Students may request deferred assessment if they were prevented from performing an assessment item, such as an examination, test, presentation, or other assessment activity scheduled for a particular date, on the grounds of compassionate and compelling reasons Requests for deferred assessment must be made in writing and accompanied by appropriate documentary evidence. Requests for deferred assessment in respect of an examination must be lodged prior to the date pertinent to the assessment item.
Approval of Deferred Assessment	A request for deferred assessment will be considered by the Trainer/Assessor who approves or rejects the request. An application for a deferred exam/test may be rejected if the Trainer/Assessor has reason to believe the student is seeking to gain an unfair advantage through deferred assessment. This judgment may be based on the particular circumstances of the request, together with the student's academic record and history of deferred tests/exam requests. The Trainer/Assessor notifies the Training Manager of the outcome of the deferred assessment request.
Form of Deferred Assessment	Where a student is granted deferred assessment, this generally takes the form of a replacement assessment item or examination, in which case, the replacement assessment item should resemble, as closely as possible, the original assessment item or examination.
Documentation required to Support a Request for Special Consideration, Extension or Deferred Assessment	Students applying for a deferred assessment, extension or special consideration on medical grounds, must submit a medical certificate, completed by a registered medical practitioner. The medical certificate must state: 1. The date on which the medical practitioner examined the student. 2. The severity and duration of the complaint. 3. The practitioner's opinion of the effect of the complaint on the student's ability to undertake the assessment item. A statement that the student was "not fit for duty" or was suffering from "a medical condition" will not be accepted unless the information required in 1 and 2 and 3 above is included.

Assessment Policy and Procedures   NovaCore\SRTO 2015\Policy   Revision: 1.0   Revision Date: 24 Oct 2018
Next Review: 24 Oct 2019   Approved by: Vikas Wadhwa

Star Gazers Education Pty Ltd T/AS Danford College | ABN 80 125 139 433 | ACN 125 139 433 | RTO: 21979 | CRICOS Provider Code: 02996A

Believe
Achieve
Grow

Level 8, 277 William Street Melbourne 3000 VIC
Ph: **+61 3 9642 1667** I E: **info@danford.edu.au**
CRICOS Provider Code: **02996A** I RTO: **21979**
www.danford.edu.au

	Students applying for a deferred assessment, extension or special consideration on other grounds must submit suitable documentary evidence, such as a funeral notice.
	Students who feel their case has been wrongly assessed may appeal in writing against that decision, using the Complaints and Appeals process.

Policy :	**ASSESSMENT** (cont)
Conduct of Students in Tests	Trainer/Assessor will have and may exercise all such powers as are reasonably necessary to ensure the proper and efficient conduct of the tests. If Trainer/Assessor detect student behaviour that could be construed as cheating or other misconduct they may ask the student concerned to move to another position or, in the event that the student is creating a disturbance, ask the student to desist. If the student fails to comply, the Trainer/Assessor may require the student to leave the examination room. Immediately following the conclusion of the examination, the Trainer/Assessor will make an incident report that includes evidence of alleged cheating or other misconduct to the Training Manager, who then takes action according to the Student Code of Conduct Policy and Procedures.
Resource Material in Tests	Students may, under certain conditions, be permitted to use resource materials during an examination, such as dictionaries, including English-foreign language dictionaries and electronic dictionaries, calculators, text books, reference books, student notes. The Trainer/Assessor is required to specify the resource materials that will be permitted in an examination. This information must be advised to students prior to the examination and must also be provided to students in the examination room. A discrepancy between the information on permissible resource materials that has been conveyed to students prior to the examination and in the examination is grounds for appeal by students. It is the responsibility of the Trainer/Assessor to ensure that the materials brought in to the examination room by students conform to the specifications of permissible resource materials. This may be done prior to the examination or during the examination. Notwithstanding the requirements of this section, special arrangements may be made for students with disabilities.
Notification of Results	Following approval and entering of results, students are notified of their results by a formal statement of attainment or Academic Transcript at the end of each qualification upon the confirmation from Finance Officer that all the accounts has been cleared.
Assessment Appeals	Students are encouraged to discuss with Trainer/Assessor their performance in assessment items during a course. Where a student believes that an error has been made or an injustice done in respect of the competency awarded, the student may request a review. This request must:

Assessment Policy and Procedures   NovaCore\SRTO 2015\Policy   Revision: 1.0   Revision Date: 24 Oct 2018
Next Review: 24 Oct 2019   Approved by: Vikas Wadhwa

Star Gazers Education Pty Ltd T/AS Danford College | ABN 80 125 139 433 | ACN 125 139 433 | RTO: 21979 | CRICOS Provider Code: 02996A

Believe
Achieve
Grow

Level 8, 277 William Street Melbourne 3000 VIC
Ph: **+61 3 9642 1667** I E: **info@danford.edu.au**
CRICOS Provider Code: **02996A** I RTO: **21979**
www.danford.edu.au

	1. Be made in writing 2. State the grounds for the review request 3. Be lodged within 14 working days of the date on which the Statement of Attainment was received by the student or the result was received. All requests will be dealt with by the Training Manager, who will seek the advice of the relevant Trainer/Assessor. Students will be notified in writing within seven (7) working days of the outcome of the requested review. A student who is dissatisfied with the outcome of the review may lodge a formal complaint through the Complaints and Appeals process.

Policy :   **ASSESSMENT** (cont)

Retention of Assessment Materials	The College retains all assignments, examination booklets and other assessment materials as per the regulatory requirements of the Department of Education, (DEEWR) and Australian Skills Quality Authority (ASQA) for SRTO2015.
Responsibilities of Trainer/Assessor	Trainer/Assessor are responsible for conveying to student's clear advice about the aims and objectives of the course, the assessment requirements, the relationship between the assessment methods and the expected learning outcomes, and the criteria against which individual assessment items are judged. Trainer/Assessor are required to provide feedback to students on their performance in assessment items conducted during the semester. Trainer/Assessor should give guidance to students and comment on work presented for assessment during the semester by written comments or other suitable means. Trainer/Assessor should be prepared to discuss with students their performance regarding an examination.
Rights of the Students in Relation to Assessment	Students have the right to: ● be informed of college assessment policies and procedures; ● be informed of the criteria and methods of assessment for subjects and units, specific attendance and performance requirements and the timetable for all assessment tasks; ● be informed of the relationship of assessments to the learning outcomes and required competencies of subjects or units; ● receive fair, helpful and timely feedback on their academic work, including evaluation of their performance and progress in subjects or units; ● have assessment tasks returned as soon as possible after completion with constructive feedback.
Responsibilities of Students	Students should: ● be aware of institutional assessment policy and procedures ● be aware of services and policies for seeking assistance and course advice in relation to extensions, absences or withdrawals from subjects, units or courses, and special circumstances due to illness or other misadventure

Assessment Policy and Procedures   NovaCore\SRTO 2015\Policy   Revision: 1.0   Revision Date: 24 Oct 2018
Next Review: 24 Oct 2019   Approved by: Vikas Wadhwa

Star Gazers Education Pty Ltd T/AS Danford College | ABN 80 125 139 433 | ACN 125 139 433 | RTO: 21979 | CRICOS Provider Code: 02996A

Level 8, 277 William Street Melbourne 3000 VIC
Ph: **+61 3 9642 1667** | E: **info@danford.edu.au**
CRICOS Provider Code: **02996A** | RTO: **21979**
www.danford.edu.au

Believe
Achieve
Grow

	• behave in a manner that does not result in academic disadvantage to any student or unfair advantage to one or more students; • be aware of the policy and procedures for appeals against academic decisions.
Attendance During an Examination	The Trainer/Assessor must be present 15 minutes prior to the commencement of the examination and for the duration of the examination. In a team teaching situation, where different Trainer/Assessor contribute to assessment in a course, the Training Manager is responsible for ensuring that appropriate moderation processes are in place. The Trainer/Assessor is responsible for ensuring that a final competency result is recorded for all students enrolled in the course.
Responsibilities of the Training Manager	The Training Manager is responsible for: • Scrutinising recommendations from Trainer/Assessor to ensure comparability of standards and consistency with policy • Consulting relevant Trainer/Assessor regarding any queries concerning their recommendations • Approving the awarding of competency for supplementary assessment • Determining the outcome of applications from students for special consideration and deferred assessment • Dealing with allegations of cheating and plagiarism • Determining the recipients of prizes and awards • Monitoring the outcome of assessment processes • Identifying courses in which the outcomes are unsatisfactory and providing advice to Trainer/Assessor on actions to improve assessment outcomes • Providing advice to Trainer/Assessor on the basis of assessment performance indicators about the need to review program structure • Appointing an alternative Trainer/Assessor from within the College to provide advice to the Training Manager regarding the assessment of a particular student or course • Determining appeals from students against decisions in response to applications for special consideration and deferred assessment. • Assessment Review, Validation and Moderation.

Policy: **ASSESSMENT** (cont)

Guidelines to Assist Staff in Designing Assessment Requirements	Assessment requirements may include tasks of the following types: assignments, portfolio of evidence, essays, student presentations, reviews, laboratory reports, written examinations, open book examinations, group assessment, peer assessment, self-assessment, computer based assessment, oral examinations, class quizzes, short answer examinations, experiential activities, simulations, clinical experiences, multiple choice examinations, practical exercises, presentations, and other assessment strategies.

Assessment Policy and Procedures   NovaCore\SRTO 2015\Policy   Revision: 1.0   Revision Date: 24 Oct 2018
Next Review: 24 Oct 2019   Approved by: Vikas Wadhwa

Star Gazers Education Pty Ltd T/AS Danford College | ABN 80 125 139 433 | ACN 125 139 433 | RTO: 21979 | CRICOS Provider Code: 02996A

Believe
Achieve
Grow

Level 8, 277 William Street Melbourne 3000 VIC
Ph: **+61 3 9642 1667** I E: **info@danford.edu.au**
CRICOS Provider Code: **02996A** I RTO: **21979**
www.danford.edu.au

	The assessment requirements for a course should be discussed and validated by all members of staff involved in teaching the course to ensure that there is a strong relationship between the teaching strategies, the learning outcomes expected, and the assessment requirements.
Guidelines for Dealing with Lost Assessment Items	All staff who, through their involvement in the assessment process, handle student assessment items, are required to exercise due diligence in handling these items to ensure that items are not lost or damaged. In spite of proper care being taken, nevertheless, there may be instances where a student's assessment item is unable to be located.
	Students are required to keep a copy of assignments, reports, etc before they lodge the item for assessment. Where assignments are lodged with the Trainer/Assessor, the assignment is stamped to indicate the date and time of receipt. A receipt may be provided to the student if the assignment is lodged during business hours or if a stamped addressed receipt is included with the assignment.
	Where there are reasonable grounds to believe that the assessment item was submitted correctly but the Trainer/Assessor is unable to locate the item and no copy is available, the Trainer/Assessor should take appropriate remedial action depending on the specific circumstances of the case.
	In all instances, the Trainer/Assessor is required to advise the Training Manager of the problem and the proposed remedial action.
	Where there are no reasonable grounds to believe that the assessment item was submitted correctly, the Trainer/Assessor may make representation to the Training Manager seeking approval for the student to be given an opportunity to re-submit the work.
	In each case, the Trainer/Assessor is required to inform the student of the problem and the remedial action that has been taken. The student may lodge an appeal against the particular action through the Complaints and Appeals process. A possible outcome of an appeal may be that the student is required to re-submit the assessment item or undertake another examination.

Assessment Policy and Procedures   NovaCore\SRTO 2015\Policy   Revision: 1.0   Revision Date: 24 Oct 2018
Next Review: 24 Oct 2019   Approved by: Vikas Wadhwa

Star Gazers Education Pty Ltd T/AS Danford College | ABN 80 125 139 433 | ACN 125 139 433 | RTO: 21979 | CRICOS Provider Code: 02996A

Level 8, 277 William Street Melbourne 3000 VIC
Ph: **+61 3 9642 1667** I E: **info@danford.edu.au**
CRICOS Provider Code: **02996A** I RTO: **21979**
www.danford.edu.au

Believe
Achieve
Grow

PROCEDURE:	ASSESSMENT
CRICOS Ref:	**Standard No: 8, 9 &11, 8.9 (8.9.1-8.9.5), 9.1,11.2(11.2.1-11.2.6)**
SRTO 2015 Ref:	**Standard 1, 2 Clause 1.1, 1.2(a-c) 1.3 (a-d), 1.4, 1.5, 1.7, 1.8 (a,b), 2.1, 2.2 (a,b), 2.4,**

Purpose	The purpose of this procedure is to ensure that the College meets the requirements under the SRTO2015 for conducting assessments and to ensure that the assessment of competencies is conducted with integrity, honesty and fairness, via the establishment of a system of preparing, marking and recording the assessment of learning outcomes. As stated in the Assessment Policy, assessment is the process of forming a judgment on the quality and extent of student achievement or performance, and therefore by inference a judgment about the learning itself. Assessment inevitably shapes the learning that occurs, what students learn and how they learn it, and should closely reflect the purposes and aims of the course of study. They are designed to ensure: • Standards are protected • Students are treated equitably • Students have reasonable redress in cases where they feel that an injustice has occurred in relation to assessment • Results are promptly and accurately documented • The quality of the courses and programs is continually improved • The effectivenes of the teaching process to facilitate continuous improvement • Trainer/Assessor are improving and promoting subsequent learning through feedback that is clear, informative, timely and relevant • The formal certification of achievements for external audiences • Accountabilities to accrediting bodies, employers and the wider community.
Scope	This procedure addresses the College's preparation of assessments, administering and marking assessments, and reassessment opportunities. However, it does not include the issuing of results and/or certificates or storing results. Assessment is conducted using a range of instruments comprising formal tests, essays, projects, assignments, demonstration, role play, observation, oral and written examinations etc.
Planning for Assessment	Assessment will be planned and co-ordinated according to the **Assessment Checklist**, to ensure quality management and consistency with the relevant training packages and to satisfy the principles of assessment.

Assessment Policy and Procedures   NovaCore\SRTO 2015\Policy   Revision: 1.0   Revision Date: 24 Oct 2018
Next Review: 24 Oct 2019   Approved by: Vikas Wadhwa

Star Gazers Education Pty Ltd T/AS Danford College | ABN 80 125 139 433 | ACN 125 139 433 | RTO: 21979 | CRICOS Provider Code: 02996A

Level 8, 277 William Street Melbourne 3000 VIC
Ph: **+61 3 9642 1667** | E: **info@danford.edu.au**
CRICOS Provider Code: **02996A** | RTO: **21979**
www.danford.edu.au

Believe
Achieve
Grow

	Assessment tools will be developed and modified to ensure that they are based on strategies, context and target groups, as detailed in the **Course Delivery and Assessment Plan.** Relevant training staff will devise forms of assessment and validation to be used for each unit of competency prior to inducting students into the course. Factors to be taken into account include cultural sensitivities, special needs and flexible approaches to delivery and assessment.

Procedure: ASSESSMENT (cont)

Planning for Assessment (cont)	All proposed assessment will be consistent with the standards outlined in the relevant training package, will satisfy the principles of *validity, reliability, flexibility and fairness* and will incldue a marking guide. All moderation processes will be developed collaboratively with the teaching staff. All students will receive **Competency Outlines** consistent with the training package. The competency outline will address the following: ● Assessment task and its relevancy to elements fo competency ● Performance criteria against which students will be assessed ● An approved assessment schedule ● Advice on any special consideration ● Advice on the assessment appeals process All Trainer/Assessor must advise students of the following aspects of assessment prior to commencement of the unit of competency: ● Purpose and context of the assessment ● Method of assessment and evidence required of the relative weighting of assessment tasks ● Timelines for assessment, including dates by which the assessment is due ● Procedures for submitting assessments, such as completing and signing the assessment cover sheets ● Timelines for the return of assessments and feedback (tests, exams, portfolios, reports) ● Attendance requirements ● Penalties for work submitted after the due date ● Relevant information on submission of assignments, such as typed, format, evidence required, examples ● Details of resources, equipment and materials which can be accessed ● Alternative approaches to assessment where applicable ● Ensuring students are advised to retain a copy of submitted work ● Re-assessment processes ● Policy statements in relation to Plagiarism and Academic Misconduct.

Assessment Policy and Procedures   NovaCore\SRTO 2015\Policy   Revision: 1.0   Revision Date: 24 Oct 2018
Next Review: 24 Oct 2019   Approved by: Vikas Wadhwa

Star Gazers Education Pty Ltd T/AS Danford College | ABN 80 125 139 433 | ACN 125 139 433 | RTO: 21979 | CRICOS Provider Code: 02996A

Believe
Achieve
Grow

Level 8, 277 William Street Melbourne 3000 VIC
Ph: **+61 3 9642 1667** I E: **info@danford.edu.au**
CRICOS Provider Code: **02996A** I RTO: **21979**
www.danford.edu.au

Conducting Assessments	All students are to be assessed using the approved assessment tools.
	A student must be competent in all elements and performance criteria to receive an overall assessment of Competent.
	All assessments must have a cover sheet on which the date of receipt is stamped and the student's signature is evident. Students are advised to retain a copy of their own assessment.

Procedure:	**ASSESSMENT** (cont)
Conducting Assessments (cont)	Should an assessment be lost by a teacher, an alternative arrangement will need to be made by the teacher such as re-assesment at no cost to student.
	The College will retain all tests, exams and assessment tasks.
	All written tasks has to be done face to face in front of the trainer/assessor.
	Students with an unsatisfactory grade will be advised on re-assessment options.
	Students may appeal the assessment outcome as per the College's Complaints and Appeals Policy.
	The Training Manager and the Compliance Officer must be alerted to any students at risk, identified through any section of assessment, in order to monitor in relation to appropriate intervention strategies.
	All results contributing to the overall competency assessment are to be recorded in the WiseNet. Where competencies are co-assessed or clustered, a result code must be recorded for each competency.
Validation and Moderation	The College will ensure that assessment strategies are validated by:
	• Reviewing, comparing and evaluating the assessment processes, tools and evidence contributing to judgments made by a range of assessors against the same competency. This will be done both internally and externally with a range of stakeholders. Refer to the Moderation and Validation Policy and Procedure.
	• Any action taken will be documented with reference to consistency and quality improvement.
Assessments & Re-assessments	The College will allow students 3 attempts at assessment, ie the original assessment and 1 re-assessment, to provide sufficient evidence of competency for each unit (There is a fee $200 per unit for the 3rd attempt)..
	Students will be offered the opportunity for re-assessment if they are *Not Yet Competent* at the first attempt, within a reasonable time negotiated with the teacher. This re-assessment can only be given if the student's attendance is 70% or above or student has any compelling circumstances for that term.

Assessment Policy and Procedures   NovaCore\SRTO 2015\Policy   Revision: 1.0   Revision Date: 24 Oct 2018
Next Review: 24 Oct 2019   Approved by: Vikas Wadhwa

Star Gazers Education Pty Ltd T/AS Danford College | ABN 80 125 139 433 | ACN 125 139 433 | RTO: 21979 | CRICOS Provider Code: 02996A

Danford
COLLEGE

Believe
Achieve
Grow

Level 8, 277 William Street Melbourne 3000 VIC
Ph: **+61 3 9642 1667** I E: **info@danford.edu.au**
CRICOS Provider Code: **02996A** I RTO: **21979**
www.danford.edu.au

	If the student has not passed after the first attempt, the student will be given another opportunity within a reasonable time negotiated with the teacher. This re-assessment can only be given if the student's attendance is 70% or above or student has any compelling circumstances for that term.
	If the student has not passed after the second attempt, the student will be given another opportunity. However, there will be an associated cost of $200 for each unit of competency, irrespective of attendance. All fees must be paid in advance. It is the student's responsibility to learn the material for re-assessment or ask for additional help
	If the student has not passed after the three attempts, the student will be required to re-enrol in the competency and pay the required fees.
	Students may apply for a re-assessment by completing the **Request for Re-assessment Form** and all re submission must be completed and submitted within 10 working days. If this matter cannot be resolved, the student is advised of the procedures for an appeal.
	If the re-assessment has been agreed to and completed, the teacher must advise the administration of recording these amended results within 3 working days of the re-assessment.

Procedure:	ASSESSMENT (cont)
Late Submission of Assignments	If a student fails to meet the assessment timeline, the student will be asked to show cause as to why the assignment should be accepted. If the student has been ill, a letter from a medical practitioner is to be received by the teacher before the assignment can be accepted. Other reasons will not be permitted and students will be required to complete another assignment.
Students at Risk (Only International Students)	'At Risk' in this section applies to those students who either are not meeting the requirements of the course or for whom a staff member has deemed that the student is unlikely to meet the requirements of the course. Students considered 'at risk' would normally fall within one (or more) of the following sub-sections. Following such informal assessments of a student's performance in a course and the effectiveness of the various intervention measures pursued by the staff and the student, the academic progress of a student may be considered unsatisfactory, and therefore 'at risk' if: a) the student does not successfully complete or demonstrate competency in at least 50% or more of the units in any study period; b) the student fails a subject/module/competency and/or has been given a NYC assessment for the third time and is thereby deemed by the relevant staff member to be unlikely to progress through the remainder of the course at a satisfactory level of attainment. 'At risk' may also include the following:

Assessment Policy and Procedures   NovaCore\SRTO 2015\Policy   Revision: 1.0   Revision Date: 24 Oct 2018
Next Review: 24 Oct 2019   Approved by: Vikas Wadhwa

Star Gazers Education Pty Ltd T/AS Danford College | ABN 80 125 139 433 | ACN 125 139 433 | RTO: 21979 | CRICOS Provider Code: 02996A

Level 8, 277 William Street Melbourne 3000 VIC
Ph: **+61 3 9642 1667** | E: **info@danford.edu.au**
CRICOS Provider Code: **02996A** I RTO: **21979**
www.danford.edu.au

Believe
Achieve
Grow

	(c) In a situation where a student has withdrawn (or has been withdrawn) from the same competency on more than two occasions such circumstances may be deemed to indicate that the student is 'at risk of exclusion from their course'. Only in these cases and within 10 working days of the publication of results each study period, students in this category will be sent a letter, by hard copy and/or electronic mail from the Training Manager or nominee notifying them of their 'at risk' status and: a) explaining the consequences of failure to maintain a satisfactory academic standard b) nominating an adviser they should consult during the succeeding term about their course progress; c) where appropriate, referring them to specialist contacts within the sector, such as the Manager Student Support. d) advise international students that unsatisfactory course progress in two consecutive study periods could lead to the student being reported to the Department of Immigration and Border Protection (DIBP) and possible cancellation of their student visa. A copy of the "at risk" letter will be retained in student records.

Procedure: **ASSESSMENT** (cont)

Students at Risk (cont)	Where students, for whom this early intervention strategy has been implemented, contact their nominated adviser, the adviser should discuss with the student: 1. Where appropriate, the suitability of the program for the student; 2. Any opportunities for the student to be re-assessed for tasks in units in which the student has previously failed or not achieved competency; 3. Strategies to assist the student to achieve satisfactory progress; 4. Any other relevant matters.

Assessment Policy and Procedures   NovaCore\SRTO 2015\Policy   Revision: 1.0   Revision Date: 24 Oct 2018
Next Review: 24 Oct 2019   Approved by: Vikas Wadhwa

Star Gazers Education Pty Ltd T/AS Danford College | ABN 80 125 139 433 | ACN 125 139 433 | RTO: 21979 | CRICOS Provider Code: 02996A

Believe
Achieve
Grow

Level 8, 277 William Street Melbourne 3000 VIC
Ph: **+61 3 9642 1667** | E: **info@danford.edu.au**
CRICOS Provider Code: **02996A** | RTO: **21979**
www.danford.edu.au

Assessment Review, Validation and Moderation	Validations and moderations will be completed as stated in the scheduled plan, refer to Validation and Moderation Policy.
	A forum comprising the Training Manager, Trainers and an Industry representative (where appropriate) will meet to verify improvement actions as a result of:
	• The implementation of a new training package
	• Assessment change recommendations from staff and students
	• Outcomes from stakeholder surveys
	• Recommendations from staff meetings.
	The forum will meet and sign off all assessment change recommendations after considering:
	• Compliance with assessment guidelines in applicable Training Packages
	• Critical aspects of evidence provided
	• How the evidence for evaluating the assessment practice was collected (ie validation forms, minutes from staff meetings, etc)
	• Should the assessment change have an impact on clustered and/or prerequisite units
	• Any legal and ethical responsibilities impacting on stakeholders
	• Language and literacy requirements
	• Resources required as a result of any improvements
	• Impact on staff qualifications
	• Consistency of performance
	• Context of assessment (holistic assessment)
	All changes will be signed off using the Course Moderation, Validation and Review Form by the Training Manager and Head of Compliance and implemented before the next Assessment/Course Review, Validation and Moderation Meeting.