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ACS
PROFESSIONAL
YEAR
PROVIDER

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Professional Year Program Procedure: 003 Assessment

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1. Purpose

This document outlines the procedures for planning, conducting and reviewing assessments for ICT Professional Year Program (PYP) Students to ensure that the academic integrity and are maintained and safeguarded. The College will ensure that all assessments comply with the current and are consistent with the Australian Computer Society (ACS) quality principle three.

Additionally, this policy ensures that the College meets the requirements under the Quality principle three, for conducting assessments and to ensure that the assessments are conducted with integrity and fairness, via the establishment of a system of preparing, marking and recording the assessments for professional year program students.

Assessment inevitably shapes the learning that occurs, what students learn and how they learn it to enhance their employability skills and knowledge in Australian market through Communication and Performance in the Australian Workplace (CPW) modules as well as Entry and Advancement in Australian Workplace (EAW) modules; this should closely reflect the purposes and aims of the Professional Year Program course of study as per ACS PY-program requirements. They are designed to ensure:

- ACS-Quality Principle 3 for assessments are protected;
- Students are treated equitably;
- Results are accurately documented within 7 days from submission due date;
- The quality of the courses and programs is continually improved;
- The effectiveness of the teaching process to facilitate continuous improvement;
- Trainer/Assessor are improving and promoting subsequent learning through feedback that is clear, informative, timely, relevant and constructive;

2. Scope

The scope of this document includes the following:

- Definitions
- Planning and conducting assessment
- Guiding Principles
- The responsibilities of students, trainers and assessors in the assessment process
- Assessment and re-assessment
- Moderation of assessments

3. Definitions

Academic Misconduct- Academic misconduct in Professional Year program relates to breaching the academic integrity of Danford college in relation to ACS Quality Principle 3 for assessments.

Assessor Requirements-All assessments are undertaken by suitable qualified Assessors who have
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both assessor competencies including industry experience, TAE40116 or higher level of competency and other relevant academic qualifications.

Assessment Result Outcomes

Outcome	Abbreviation	Description
Competent	C	Competent is awarded to a student who has achieved all of the learning outcomes specified for the subject to the required standard.
Not Yet Competent	NYC	Not Yet Competent is awarded to a student who has attempted all the assessment items but failed to achieve all of the learning outcomes specified for the subject to the required standard.

Assessment-The process of collecting evidence and formulating a judgment as to whether competency has been achieved at a satisfactory level.

Assessment Moderation: Assessments will be moderated as per principle of assessments 3 of quality principle in ensure of grades and marks were fairly provided for all students per module.

Changes to Assessment Requirements-Alterations to the assessment requirements of a course should be made prior to the next scheduled offering of the course. This is done by completing the course moderation procedure using the course moderation form. The PY 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.

Competent- A student is deemed Competent when they have satisfactorily met all the requirements of the Module.

Late submission of assessment tasks-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 any compassionate/compelling reasons, appropriate evidence is to be received by the Trainer/Assessor before the assignment can be accepted. Any other reasons will not be permitted, and students will be required to complete another assignment approved by Professional Year Program coordinator.

Moderation-The process of establishing comparability in graded assessment of student in order to ensure that assessment evidence collected is sufficient, valid, fair and reliable; also the assessment has been graded fairly as per assessor guide.

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 PY program at week 32; upon the confirmation from Finance Manager that all the accounts has been cleared. Once they started their internship phase, then the 10-12 weeks internship will be graded as C or NYC by Danford college waiting for ACS to inform the college regarding the CPD hours outcome to issue the PY program completion certificate.

Not Yet Competent- A student is deemed as Not yet Competent when they have not met all the requirements of the Assessment pack per Module.

Plagiarism, Cheating and Collusion in Assessment - Intellectual theft, either deliberate or unintentional, where a student uses or copies from another person's work or ideas, without due care to appropriately reference and acknowledge the original source. All cases of plagiarism, cheating and collusion are treated as a serious matter. Depending on severity and circumstances, penalties of plagiarism, cheating and collusion may include one or more of the following (i.e. sanctions may not be discrete):

Completion and resubmission of a new assessment task; and/or

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- All parties receiving a “Not Yet Satisfactory” result for the assessment task; and/or
- Verbal or written warning; and/or
- Suspension or expulsion from the course.
- Student records will be noted with all investigated and proven incidents.
- All incidents will be reviewed by the PY Manager

Requesting a review of the final assessment result-A student who considers that their final Module result is inappropriate or unfair may request a review of their final result. A review must be requested from the PY Manager (or delegate) in accordance with the provisions of the Student Complaints and Appeals Policy. The review may result in an adjustment of the student’s results, or no change to the original results. The student may choose to appeal the decision under the Complaints and Appeals Policy.

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.

Course Progress of Student and follow up- Student support officer follows the progress of student PY program per module. This means if students fail to submit an assessment or has submitted but the result marked as Not Yet Competent (NYC), then student support officer will send the student reminder for resubmission the assessment or a warning letters, if missed to submit the assessment.

Submission of Assessment Items: Extensions & Penalties-Students are required to submit assessment items by the due date, as advised by the Trainer/Assessor. The trainer/assessor will not accept assessment after the due date unless an extension of time for submitting the item has been approved.

4. Planning Assessment

This procedure addresses the College’s preparation of assessments, administering and marking assessments, and re-assessment 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, projects, Roleplay and presentation demonstration, observation, oral and written examinations etc.

All moderation processes will be developed collaboratively with the teaching staff.

All Trainer/Assessor must advise students of the following aspects of assessment prior to commencement of the Module.

- 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

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- 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

5. Conducting Assessment

- 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 with an unsatisfactory grade will be advised of the re-assessment options;
- Students may appeal the assessment outcome as per the College's Complaints & Appeals Policy;
- Policy statements in relation to Plagiarism and Academic Misconduct.

Supply of Assessment Information

At the commencement of each competency, the trainer and assessor will discuss with students the Module being studied and the assessments that will need to be completed to attain competency. Students will be notified in advance of each Module assessment.

6. Responsibilities

Rights and responsibilities of Students in Relation to Assessment

Students have the right to:

- be informed of the College assessment policies and procedures;
- be informed of the criteria and methods of assessment for Modules, specific attendance and performance; requirements and the timetable for all assessment tasks before the Module commences;
- be informed of the relationship of assessments to the learning outcomes and required competencies of Modules;
- receive fair, helpful and timely feedback on their academic work, including evaluation of their performance and progress in Modules;
- have assessment tasks returned as soon as possible after completion with constructive feedback;

Responsibilities of Students

- be aware of the College assessment policy and procedures;
- be aware of services and policies for seeking assistance and course advice in relation to extensions; absences or withdrawals from units or courses, and special circumstances due to illness or other misadventure;

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- behave in a manner that does not result in academic disadvantage to any student or unfair advantage to one or more student;
- be aware of the policy and procedures for appeals against academic decisions;
- be ultimately responsible for their own learning and academic progress.

Trainers Responsibilities

Trainer/Assessors 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 a knowledge test/assessment.

PY Manager Responsibilities

- Scrutinising recommendations from Trainer/Assessor to ensure comparability of standards and consistency with policy;
- Consulting relevant Trainer/Assessor regarding any queries concerning their recommendations;
- Dealing with allegations of cheating and plagiarism;
- 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

7. Assessment

A student must:

- be assessed against all of the tasks identified in the elements of the module.
- demonstrate they are capable of performing these tasks to an acceptable level.

Through the above process, the student must demonstrate they hold all of the required skills and knowledge specified in the module assessment requirements.

All knowledge assessment test or written exams has to be undertaken in front of a qualified trainer/assessor. This provides the students with an opportunity to reflect on and demonstrate their thinking and understanding.

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.

Students will receive feedback in relation to their assessments with reference to the criteria against which performance has been assessed. Constructive feedback is provided to the student within 10 working days of submission date so that they understand gaps in their learning and can improve their knowledge.

Assignment Deadline Dates

Danford College has strict deadline dates that must be adhered to. The assignment must be submitted on CANVAS On its due date to allow time for correction and marking within the PY Program delivery framework.

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Final student assessment results must be recorded in the student management system within 10 working days of the assessment submission.

Assessment Appeal

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:

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 or the assessment result was received by the student

All requests will be reviewed by the PY Manager, who will seek the advice of the relevant Trainer/Assessor. Students will be notified in writing within ten (10) 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.

8. Re-Assessment

Re-assessment

Re-assessments will be granted to any student not achieving competency result 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 Module has been achieved.

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, i.e. the original assessment and two (2) re-assessment opportunities, to provide sufficient evidence of competency for each module.

9. Moderation of Assessment

The process of establishing comparability in graded assessment of student in order to ensure that assessment evidence collected is sufficient, valid, fair and reliable;

Moderation process ensures the assessment has been graded fairly as per assessor guide.

PY Manager will randomly select samples from each module, which is a percentage of graded assessments from low, high and mid ranged graded assessments- this includes both competent and not yet competent' assessments- per assessor/per class; PY manager will assign the assessment to other qualified assessor(s) to grade the samples while checking the student answers against the marking guide requirements. If the moderation outcome indicate that current assessment has been graded unfairly -either higher than it should be or awarded lower mark- as per assessor guide as bench mark- then, the PY Manager will order to re-grade the assessments and update the mark accordingly.

10. Associated Documents

- Monitoring Course Progress Policy
- Complaints and Appeals Policy

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- Monitoring Attendance Policy
- Student Support Services Policy & Procedure