



## VET Student Assessment Policy and Procedure

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# VET Student Assessment Policy

## Purpose

This Policy sets out how Lyons College will deal with the submission and management of vocational education and training (VET) student assessments.

## Scope

This Policy applies to all VET students at Lyons College.

## Background

The Australian Qualifications Framework Second Edition January 2013 (AQF) defines “Assessment” in the following terms:

*Assessment is a process to determine a student’s achievement of expected learning outcomes and may include a range of written and oral methods and practice or demonstration.*

VET assessment is based on national benchmarks, called competency standards, for the occupation or industry in which an individual is training. A successful result in VET assessment is recorded as ‘Competent’ according to industry standards.

The emphasis in VET assessment is on the student’s ability to perform practical tasks and describe and /or explain how and why tasks are completed in particular ways. While the emphasis on academic writing in VET courses is different to Higher Education courses, students are expected to have a good standard of literacy for Diploma level qualifications and need to be able to express themselves clearly in written English.

For students to be awarded an AQF Qualification ranging from Certificate I to Advanced Diploma in the VET sector, they must meet all of the requirements set out in the relevant training package. Unless the student applies for and is granted Credit or Recognised Prior Learning in accordance with Lyons College’s Credit and Recognition of Prior Learning Policy and Procedure (VET), students must submit assessments which demonstrate that they meet the requirements.

In simple terms, VET assessment at Lyons College only has two outcomes:

1. Competent
2. Not Yet Competent

## Policy

### 1. Standard of Work

Students will be provided with criteria for the completion of any assessment activity by their trainer. Students should complete their assessment activity in line with the set criteria. This may include such features as word-processing standards, referencing, lay-out and presentation methods or styles if required by the performance criteria of the specific unit of competency.

Standards of work will be reflective of the content, performance criteria or elements required of a subject or a group of competencies and/or in line with relevant and current workplace practices.

### 2. Assessment Dates

Students will be required to meet assessment date requirements such as:

- submission dates for assignments and projects,
- pre-determined assessment activities held within class times (i.e. presentations, group activities).

If students comply with the required assessment dates, but are initially assessed as Not Yet Competent, they are entitled to a second attempt (re-submission) provided that they have made a genuine attempt in their initial submission. Re-assessment should take place within a reasonable time-frame, normally within two weeks after completion of the unit.

### **3. Assessment Cover Sheet**

Hard copies of assessments should be submitted with a Lyons College Assessment Cover Sheet. These are available from your trainer, at Reception or Student Administration. Digitally submitted assessments must include the Lyons College Assessment Cover Sheet.

### **4. Determining competence**

A student is deemed competent if the assessment criteria of the subject have been met. In order to be deemed competent in a subject a student must achieve a pass mark in each assessment task in the subject. Students who do not achieve a pass mark in an assessment can re-submit the assessment in accordance with the guidelines outlined below.

### **5. Late Submissions**

Marks for late submissions will be reduced by 5% per day for a maximum of 5 business days. Assessments will not be accepted 5 business days after the assessment is due. Failure to submit an assessment within 5 business days of the assessment due date will have that assessment marked as “not competent” which may mean that they fail that unit.

If a student fails a unit due to late or non-submission of an assessment, the student will have to repeat the unit at their own cost.

Students who have compelling reasons for late submission should apply for an extension with their trainer or Student Administration in advance or as soon as practicable.

### **6. Extensions**

Extensions of assessment due dates will only be granted where there are compelling or compassionate grounds. A student will have to apply for an extension and provide valid evidence prior to the assessment due date, or as soon as practicable. Applications for the extension of assessment due dates must be made in writing and students must provide reasons and valid evidence. There is no guarantee that an application for extension will be granted.

If a student's request for an extension is successful, there will be no marks penalty for the period of the extension. The student will not be able to apply for an extension after the due date unless exceptional circumstances apply.

### **7. Assessment Review Process**

An assessment review is a process in which outcome of an assessment is checked by the VET Manager. Students who are unhappy with their assessment outcome can request an assessment review up to 4 weeks after the completion of the unit. A request for an assessment review for assessments that were proven to be plagiarised will not be accepted. During the training period, you should speak to your trainer directly.

## **8. Re-assessment**

Students are eligible for re-assessment up to 10 business days after the completion of a unit, provided they have made a genuine attempt at the assessment when initially submitted. Re-assessments will only be conducted for assessments which have been marked as Not Yet Competent.

Students are only allowed one re-assessment for each unit. If the re-assessment is marked as Not Yet Competent, the student will fail the unit and may have to repeat it at their own cost.

## **9. Plagiarism (copying) and Cheating**

In the event of a student being found to have plagiarised or cheated in some way in an assessment task, that student will be given a zero mark in that part of the assessment task which was plagiarised.

Where a student has properly referenced quotes from other sources, this is not plagiarism. However, at least 75% of the assessment should be in the student's own words. This means that no more than 25% of the assessment can be quotes from the workbook and other sources. Only 10% of an assessment can be quotes from the subject workbook.

Please refer to the Academic Integrity Policy.

## **10. Dishonest Assessments**

Dishonest assessments includes:

- deliberate copying or attempting to copy the work of other students with or without their consent
- deceitful conduct by submitting the work of another student (as their own).
- using or attempting to use information that the trainer, college or industry has prohibited from use in that sort of assessment or that is prohibited by law.
- plagiarism (i.e. taking and using as their own, the thoughts and writings of another with the intent to claim the work as their own)
- submitting an assessment that has been purchased from an assessment-writing company.

Students involved in any of the above will be set a new assessment and will be counselled by the VET Manager. Further academic misconduct will be recorded in the student's file and further action such as suspension/dismissal will be at the discretion of the VET Manager or CEO.

## **11. Intervention and "At Risk" Students**

A student is deemed to be "At Risk" when they:

- fail 50% or more units within a teaching period; or
- fail the same unit twice; or
- fail to attend five (5) scheduled classes in a row without prior approval of their trainer

Students will be issued with a warning letter when identified as “At Risk”. At this time, the student will be offered support and assistance to help them get back on track. It ought to be noted that informal intervention will be provided along the way where unsatisfactory academic performance is evident (which in many instances will not until reaching this point).

Please refer to the Course Progression and At Risk Student Policy and Procedure VET.