



Assessment Policy and Procedure

Release 1.0
2021

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1. Purpose

Assessment is one of major academic activities for students. It plays an important role in shaping student learning. Students can demonstrate their competency (i.e., knowledge and skills) via assessment to meet the requirements of a training product as specified in the relevant training package. As a result, the purpose of the assessment policy and procedure is to provide mandatory guidance on assessment to both students and the College's staff (e.g., trainers and assessors, administrative officers, and Faculty Manager).

2. Scope

This policy relates to all College students and staff, especially those who are involved with students' assessment.

3. Policy statement

The College aims to implement an assessment system to ensure that students and staff understand their obligations for assessment and the implications of failing to fulfill such obligations. The fulfilment of the obligation will promote and uphold academic integrity.

4. Definitions

Term	Meaning
The College	Refers to Reach Community College
UoC	Refers to Unit of Competency
Faculty Manager	Refer to , both faculty manager, assistant faculty manager, school manager and lead trainer.
Student	Refer to both international and domestic students.
International student	Refer to students who are subject to student visa and study with the College at one of their Australian Campuses.
Domestic student	Refer to students who are Australian citizens or hold any other visa apart from student visa (e.g., work holiday visa, permanent resident visa, etc).
Faculty compliance managers/officers	Refers to those who are appointed and assigned by Chief Compliance Officer.

Administrative officer	Refers to Unit Coordinator, Course Coordinator, Administrative officer and any other personnel assigned by Chief Compliance Officer to work on students' academic progress and student class attendance.
Marking assessment / Assessment marking	Means that trainers and/or assessors provide results (i.e., satisfactory and not satisfactory) of students' assessment, and feedback about students' academic achievement on their assessment.
Resubmit assessment / Assessment resubmission	Refer to the resubmission of theoretical and/or practical assessment activities.
Medical Certificate	A signed statement from a registered medical practitioner, health practitioner or approved health specialist certifying a period of time during which a student is/has been affected by a medical condition impacting on their participation and/or attendance. A medical certificate may be issued by the following medical and health practitioners registered under the Health Practitioner Regulation National Law, including but not limited to a general medical practitioner, psychologist, chiropractor, dentist, optometrist, osteopath, physiotherapist, podiatrist and approved other health specialists.
Complaints and Appeals Policy and procedure	This is the College complaints and appeals procedure that students are required to follow when making complaints, and appealing decisions of the College either internally or externally.
Compliant and Appeal	A formal request in writing by a student to have their results of assessment be reviewed or reconsidered.
Compassionate and compelling circumstances	Serious illness or injury, where a medical certificate states that the student was unable to attend classes, bereavement of a close family member such as parent or grandparent, 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 such as involvement in or witnessing a serious accident; witnessing or being the victim of a serious crime. (should be supported by police or psychologist report), or where the College is unable to offer the student a prerequisite unit, or where the student has failed a prerequisite unit and faces a shortage of relevant units for which they are eligible to enrol.

5. Assessment Principles

Assessment:

- a. must consist of tasks that are evidence of students' achievement in meeting the requirements of the training package.
- b. must be reasonably achievable by students.
- c. must be fair, flexible, valid and equitable for all students
- d. must have valid due dates (submission date and resubmission date).
- e. must be carried on with a transparent process to demonstrate academic honesty and integrity which are in line with what is required in the Academic Misconduct Policy.

6. Assessment Rules

6.1 Students' Assessment rules:

It is the responsibility of students to maintain academic progress; therefore, students are responsible for completing assessments according to assessment requirements and submit assessments within the required timeframe. Please refer to College Student Code of Conduct on the College website.

6.1.1. International student

Generally, an international student has two opportunities for submitting an assessment unless stated otherwise in the assessment instruction. For example, a student may have only one (1) opportunity to work on a practical assessment activity (e.g., activities in kitchens or workshops). The assessment rules regarding the assessment submission are described below:

a. Assessment submission (1st):

An international student is required to submit their assessment before/on the due date.

1. If an international student's assessment submission (1st) is on time and the student obtains a satisfactory result, then the result is recorded, and the student is not required to resubmit any assessment.
2. If an international student's assessment submission (1st) is on time but the student fails to obtain satisfactory results, then they will receive "Not Satisfactory" for their assessment and they will be provided with an opportunity to resubmit the assessment¹. Please refer to Assessment resubmission (2nd) below.
3. If a student fails to submit their assessment on the due date, they will receive "Not Satisfactory" for their assessment. They may submit their assessment on the resubmission date as their second attempt. Please refer to Assessment resubmission (2nd) below.

b. Assessment resubmission (2nd):

A student will have 7 calendar days for their assessment resubmission (2nd). Assessment for resubmission may be the original assessment, part of the original assessment or a different assessment.

1. If an international student fails in their second attempt or does not submit their assessment on time, they will receive "Not Satisfactory".
2. If an international student's assessment resubmission (2nd) is submitted on time and is deemed as satisfactory, then the student will receive a "Satisfactory" result.

¹ Please be aware that some assessment activities do not have assessment resubmission conditions (e.g., only one (1) submission or practical observation) for students. Therefore, if they fail to obtain a satisfactory result, a student may be requested to be reenrolled into an entire or part of UoC or resubmit the assessment. A reenrolment fee may be applied to a student who reenrols. Furthermore, please note that the availability of reenrolment is subject to the availability of the College's staff. Therefore, the College reserves the right to provide reenrolment to students.

3. If an international student's assessment resubmission (2nd) is submitted on time and is deemed as unsatisfactory, then the student will receive a "Not Satisfactory" result.
4. If an international student's assessment resubmission (2nd) is not submitted on time, then the student will receive "Not Satisfactory".

When an international student obtains a "Not Satisfactory" result of an assessment from assessment resubmission (2nd), The student may be requested to either reenrol in the UoC or resubmit the assessment². A reenrolment or resubmission fee may be applied to a student who reenrols or resubmits. The College reserves the right to request for reenrolment or resubmission³.

A "Not Satisfactory" result of an assessment may lead to a "Not Competent" result in the UoC. Furthermore, a "Not Competent" result can cause unsatisfactory academic progress. See Monitoring Student Attendance and Academic Progress Policy and Procedure.

c. Extension or deferral of Assessment

An international student can submit a special consideration form and their supporting evidence for the extension or deferral of an assessment submission. An international student is required to provide the reasons why their compelling and compassionate circumstances prevent them from completing their assessments. A special consideration form is required to be submitted before the due date or within five (5) working days after the due date. In the event that a student submits a special consideration form outside the required timeframe, the College reserves the right to reject a student's request. Nevertheless, the College will consider the student's circumstances.

Special consideration can only be granted due to compelling and compassionate reasons/circumstances (e.g., a health issue with a medical certificate, or accidents)⁴. Supporting evidence should be collected as proof of the special consideration. (e.g., medical certificate, police report)⁵. Supporting evidence will be verified by the College staff.

A student can obtain a special consideration form at the College website.

6.1.2. Domestic student

A domestic student has opportunities for submitting assessment until the end of the enrolment period unless stated otherwise in the assessment instruction. It is the responsibility of students to maintain academic progress; therefore, students are responsible for completing and submitting assessments prior to the end of the enrolment period.

In the event that a domestic student is unable to complete all assessment activities from all UoCs prior to the end of the enrolment period, they will be requested to extend their enrolment. The enrolment extension will provide students with additional time to complete all assessment activities. However, the enrolment extension fee may be applied.

² Furthermore, please note that the availability of reenrolment is subject to the availability of the College's staff. Therefore, the College reserves the right to provide reenrolment to students.

³ The College is not obligated to provide students with reenrolment and/or resubmission services

⁴ Refer to definition of Medical Certificate and compelling and compassionate circumstances in Section 4.

⁵ If a student provides fraudulent documents (e.g., ingenuine doctor certificate), it will result in both academic and non-academic misconduct (Refer to Academic Misconduct policy and Student Code of Conduct).

In the case that assessment instruction requires students to submit an assessment within 2 attempts, Section 6.1.1a to 6.1.1c. will be applied to domestic students. Domestic and international students have the same opportunities to work on a practical assessment activity (e.g., activities in kitchens or workshops).

6.1.3 Complaint and Appeal:

Students who wish to lodge a complaint or an appeal form regarding assessment results are to follow the Complaints and Appeals Policy and procedure which can be found at the College website.

6.2 Learning management system: Assessment Submission Procedure

6.2.1 Assessment submission rules

For each Unit of Competency that students are enrolled in, relevant assessments are required to be completed and submitted for marking. Most assessments will be expected for submission through the learning management system used by the College.

Before each submission, students will be automatically asked to acknowledge the authenticity declaration of their work by ticking the confirmation box on the learning management system.

the next section will explain how submission attempts will be counted for students in the learning management system.

a Assessment submission attempts

In students' learning management system, students are expected to obtain the assessment submission date (Due date) for each assessment and to submit the assessment within Due date.

The Due date will be announced by the trainer. Students can also check this information through the learning management system and going into UoCs to see the submission status screen. Furthermore, an announcement regarding assessment submission attempts is expected to be included in the submission status screen. Refer to Figure 1 for a sample announcement and due date^{6, 7}.

⁶ Refer back to Section 6.1.1 for more information.

⁷ The table 1 is a guideline for an international student. For a domestic student, they have opportunities for submitting assessments until the end of the enrolment period unless stated otherwise the assessment instruction (e.g., only one (1) or two (2) attempts).

Final Assessment

Dear Students,

You are required to submit your assessment before/on the due date as can be seen here. If you submit on time and obtain a satisfactory result, you are not required to resubmit the assessment.

In the case that the due date has passed and you have not submitted the assessment, you can still submit for a 2nd attempt within 7 calendar days. However, this will be your final chance to submit the assessment and your submission will be marked as "Late". No other attempts will be allowed after this cut-off date.

Students who submit on time for their 1st attempt (before/on the due date) but receive "Not Satisfactory" result can be provided an opportunity to resubmit the assessment as a 2nd attempt.

Thank you.

Grading summary

Hidden from students	No
Participants	2
Drafts	0
Submitted	0
Needs grading	0
Due date	Tuesday, 1 June 2021, 12:00 AM
Time remaining	12 hours 12 mins

[View all submissions](#)

[Grade](#)

Figure 1: A sample announcement and due date

7. Appeals process:

Students who wish to lodge a complaint regarding this policy and procedure are to follow the Complaints and Appeals policy and procedure which can be found at the College website.

8. Approval and Review Details

Figure 11. Assessment submission information – the learning management system

Approval and Review	Details
Policy and procedures reviewed by	Chief Compliance Officer Dr. Chalermlok Dejsakultorn Learning Support Manager Mr. Navdeep Verma Compliance Officer Ms. Jianing Xu
Policy and Procedures is approved by	Chief Compliance Officer Dr. Chalermlok Dejsakultorn
Version	1.0
Date approved	30/08/2021
Date effective from	30/08/2021
Date of next review	30/08/2022