

# STUDENT HANDBOOK

## Part A – All Students

### Section 5 – Assessment and Submission Guidelines

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#### Assessment and Submission Guidelines - General

In general, Assessment and Submission Guidelines are provided in detail by the course module trainer at the start of term and within the course module training materials each student receives.

If you are uncertain at any time about Assessment and Submission Guidelines, please speak to a Student Advisor or your Trainer/Assessor.

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#### Photo ID required for Assessments

Students are required to bring photo ID to assessments requiring ID validation. These include but are not limited to:

- On campus written exams
- On campus practical exam or practical assessment sessions
- Work placement assessment tasks

Forms of photo ID are acceptable:

- Passport
- Driving license
- ISIC student card
- Travel concession card

If a student does not present their photo ID and an alternative means of ID authentication are not available at that time, a student may decline the opportunity to take the assessment at that time and need to arrange a resit assessment subject to any additional fees or penalties.

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#### Types of Assessments

ALG use a range of assessment techniques, including the following:

- Practical demonstrations –scheduled within the module timetable
- Written examinations –scheduled within the module timetable
- External assignment tasks (for classroom modules) –scheduled to be completed and handed to Trainer/Assessor by a certain date
- Distance education courses - scheduled to be completed and electronically submitted by a certain date

## Submission Guidelines

Assessment submission dates and times may be communicated by either your Trainer/Assessor, within your course materials or on published course information or timetables prior to enrolment.

### Keeping Copies

Students are responsible for keeping a copy of any assignment submitted.

### Classroom Submissions

Classroom students provide all their assessment work directly to their Trainer/Assessor. Please ensure your name and contact details are clearly marked on all your work and an assessment coversheet is attached. Otherwise it cannot be accepted.

### Distance Education Submissions

As a distance education student, once you have completed an assessment task please submit it electronically as per your guidelines in your Course Overview and Course Notes. This may be via email or via the Student Drop Box.

Please ensure your name and contact details are clearly marked on all your work.

### Resubmissions

Please note there is a different submission method for resubmissions. See section below.

### Assessment Dates

Assessments are set as per the Course Overview. Assessments cannot be conducted prior to the completion of training, therefore will not be conducted prior to their scheduled day within a study period.

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## Assessment Resubmissions, Late Submissions or Re-sits

A student may need to resubmit, late submit or re-sit an assessment.

Any resubmission, late submission or re-sit assessment has an extra fee payable for the additional marking and/or time required to undertake it.

### Extra Fees for Resubmissions, Late Submissions or Re-sits

The fees for resubmissions, late submissions or resits are located in pricelists or by request from Student Advisor.

Please note a student does have the right to appeal an assessment result as per ALG's grievance and complaints policy.

### Assignment Resubmissions or Late Submissions Procedure

Assignment resubmissions or late submissions are not to be handed to the classroom trainer. Instead the following process is to be followed:

#### **OPTION 1 – by EMAIL** (Only approved courses. See course notes outlines)

1. Once you have completed an assessment task please attach it to an email and send it to ALG for marking. See the following email addresses:

NSW School of Massage Students

*See course notes for email address*

Australian College of Sport & Fitness Students

*See course notes for email address*

2. The subject line of your email should indicate:

*Resubmission\_ASSIGNMENT/MODULE NAME\_YOUR NAME*

Example "Resubmission\_Anatomy Assignment\_John Brown"

3. Check your email for auto-confirmation that your submission was received. As emails can end up in spam filters or junk email folders, we send this auto response as your evidence it was received. If you do not receive this auto response please contact ALG immediately to arrange a way to submit your assessment.
4. Pay the resubmission fee – a Student Advisor will contact you for the resubmission fee, or this amount will be added to your student account to be paid before the completion of your course. Note this fee will be required prior to issuing any certificates or transcripts.

### **OPTION 2 – in PERSON**

1. Bring your resubmission to the Student Advisory Team
2. Pay the resubmission fee – this amount will be added to your student account to be paid before the completion of your course. Note this fee will be required prior to issuing any certificates or transcripts.
3. Receive confirmation of submission – you will receive a receipt that you have successfully lodged your resubmission. Any attempt to resubmit without this receipt will not be acknowledged.

### Resit of Practical Assessments Procedure

1. Contact the Student Advisory Team
2. Attend the scheduled resit day for this assessment task by booking in with Student Services and paying the required fee at the time of booking.
3. If not possible to attend the scheduled resit day, discuss if an alternative option is available with your Student Services team.
4. Fees will vary depending on resit options booked and provided at time of booking the resit.

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### **Repeating a Term**

If a student is required to repeat a term of study they will be required to repeat all assessments within that term, even if they already completed the assessment.

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### **Expected Response Times for Assignment Submissions**

Classroom students can expect response times to assessment tasks either during the same study period or within 4 weeks of completion of the study period where the assessment was collected at the end of the study period.

Distance education students can expect responses to assessment submissions within 7 to 10 working days.

If you have any problems or issues with your assigned Trainer or Tutor, including contacting them or getting feedback, please contact Student Advisors immediately.

It is the student's responsibility to contact ALG directly in these incidences so ALG are a) alerted to issue and b) are able to take immediate action to resolve the problem for the student, or when appropriate assign a new trainer or tutor to the student.

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## **Cheating and Plagiarism Policy**

ALG will not tolerate cheating or plagiarism.

As such, any student found guilty of either cheating or plagiarising will immediately fail that assessment and have the incident recorded on their student record and be issued with a "Breach to Student Code of Conduct Formal Warning".

The purpose of assessment is to assess an *individual's* ability to demonstrate competencies across various modules. Therefore only assessments that are completed in their entirety by an individual will be accepted.

The Cheating and Plagiarism Policy applies to all course assessments. The purpose of the policy is to manage cheating and plagiarism appropriately in order to protect ALG's reputation and academic standards for current and future students.

The policy provides guidance to all teaching staff to assist them in managing incidents of cheating and plagiarism in a consistent and equitable manner.

### Penalties

Plagiarism constitutes an academic offence for which you can be disciplined. Punishment may include a grade of zero for the assessment task, a grade of zero for the module as a whole, suspension or cancellation from your course. Any re-sit or resubmissions will also incur standard fees.

### How do I avoid plagiarising?

You avoid plagiarism by accurately and appropriately signalling in your writing when you are drawing on material developed by others including words, diagrams, images, research findings, analysis and ideas. You also need to provide your readers with information to enable them to locate the source material. You need to reference all ideas, information and material taken from others' work even when you have paraphrased or rewritten the original text in your own words. Phrases or passages of text quoted directly from another author's writing must be enclosed in 'quotation marks' or formatted as an indented paragraph.

You do not need to cite 'common knowledge' facts – that is, information that could be obtained from a number of standard reference works such as textbooks or encyclopaedia. Even if you didn't know the fact before, you don't need to provide a reference for facts in the public domain unless you quote directly from a particular text.

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## **Assessment tools at ALG**

The assessment tools used and the pass mark for each course will vary. The individual module course notes will provide details of the necessary requirements for passing that module. All assessments will be planned and conducted in a way that ensures that they comply with the following principles:

- authenticity (reflect the candidate's own work)
- validity (directly relate to the current version of the relevant endorsed units of competency)
- reliability (shows that the candidate consistently meets the unit(s) of competency)
- currency (reflects the candidate's current capacity to perform the aspect of the work covered by the units)

- sufficiency (covers the full range of criteria in the relevant units of competency)
- fairness (are not advantageous or disadvantageous to different individuals or groups and can be open to reasonable questioning)
- flexibility (a range of approaches can be used to allow for different delivery modes and student needs)

### Definition of Result Codes

ALG uses the following result codes to indicate a student's assessment status at the completion of an attempted assessment.

| - Code Name<br>- Abbreviation<br>- AVETMISS #       | Code Description and Reason for use  | ALG Use?                        |
|---|--|---------------------------------|
| Competent<br>(C - 20)                               | <ul style="list-style-type: none"> <li>• Deemed Competent based on ALG assessment criteria</li> </ul>  | Yes                             |
| Not Competent<br>(NC - 30)                          | <ul style="list-style-type: none"> <li>• Deemed Not Competent based on ALG assessment criteria.</li> <li>• NC would be used when students attempt a unit and fails it. It may be re-attempted before the course end date therefore changed to 'C' if applicable.</li> <li>• When the course end date has lapsed the result will only remain NC if the student fails the unit after all attempts are exhausted and the student</li> <li>• has withdrawn from the course.</li> </ul>   | Yes                             |
| Recognition of Prior Learning Granted<br>(RPL – 51) | <ul style="list-style-type: none"> <li>• Through an internal assessment process based on ALG assessment criteria, a student's prior unrecognised skills and learning has been assessed as equivalent and the result outcome is therefore RPL.</li> <li>• RPL applies for students who previously worked in the industry or have old recognised Competencies and undergoes an ALG assessment process to be deemed as having achieved the results of ALGs current course requirements</li> <li>• For national reporting, RPL and RCC do not include any additional training at the unit of competency or module level: they are assessment-only activities. If a unit of competency or module has any training activity associated with it, then '51 – Recognition of prior learning granted' or '52 – Recognition of prior learning not granted' must not be used.</li> </ul> | Yes                             |
| Credit Transfer<br>(CT – 60)                        | <ul style="list-style-type: none"> <li>• Also referred to as 'national recognition' and applies to students who have previously completed a unit of competency or module and applied for mutual recognition. It is not an enrolment per se, as CT does not involve training or assessment or any knowledge; it is simply an administrative process.</li> <li>• The purpose of recording CT on a student's file is to:               <ol style="list-style-type: none"> <li>a) exempt the student from the need to complete the unit</li> <li>b) for the purposes of provider and systems calculation of qualification eligibility</li> </ol> </li> </ul>   | Yes                             |
| Withdrawn<br>(WD – 40)                              | <ul style="list-style-type: none"> <li>• Indicates the student attempted the assessment but withdrew without achieving a 'competent' result.</li> <li>• WD results need an indication of how many hours were spent on that unit IF it is funded training.</li> <li>• Would be applicable to ALL who enrolled into a qualification then withdrew from the course after the scheduled start date</li> </ul>  | Yes                             |
| Not Yet Competent<br>(NYC)                          | <ul style="list-style-type: none"> <li>• Not a final outcome.</li> <li>• Indicates the student is currently undergoing re-assessment and is Not YET Competent but may become competent with re-assessment.</li> <li>• If the student successfully achieved assessment, it would become C, if not it would equate to NC.</li> </ul>   | Yes, but is not a final outcome |

## Request for Remarking of Assessments

Students wishing to have their assessments remarked by another trainer/assessor can do so for a remarking fee per assessment. This can only be requested within 20 days of the student receiving their results.

A request for re-assessment is considered an 'Internal Appeal'. For further information on a request for remarking, see section 'Complaints, Grievances and Appeals'.

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## Assessment Items Retention Policy

Assessment items, including course credit evidence, are not returned to students.

ALG must retain student assessment items as part of our RTO requirements.

ALG retains and archives all completed student assessment items, for each student, for a period of six months from the date on which the judgement of competence for the student was made in that assessment item. After this time they are destroyed.

Students will have the opportunity to view marked physical assessments within a 2 week period only from the date of the assessment being marked by an assessor prior to them being archived.