



Assessment Policy and Procedure

Purpose

The purpose of the Student Assessment Policy is to describe the process and requirements of assessment at Kingston Institute Melbourne.

By the Standards for Registered Training Organisations (RTOs) 2015 the institute has an assessment system that complies with the requirements of the training package or accredited course and is conducted by the principles of assessment and rules of evidence.

Scope

This policy applies to the current students who are enrolled at the Institute.

Responsibility

The Unit Coordinator/Course Coordinator/Administrative Officer is responsible for the implementation of this policy and to ensure all staff and students are aware of its policy and procedure.

Definitions

Institute: This means Kingston Institute Melbourne trading name of Thomas Institute Pty Ltd

SSP or IP: This means Special Support Program or Intervention Program.

Policy: This means Student Assessment Policy (VET)

Policy & Procedure

1. Standard of Work

Students will be provided with criteria for the completion of any assessment activity. Students should complete their assessment activity in line with each unit of competence performance criteria. This may include such features as word-processing standards, referencing, layout, and presentation methods or as stated *in the style guide* of the Institute and/or 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 and/or in line with relevant and current workplace practices.

2. Grading System

The Institute does not have university-style scale grades but rather based on the concept that you can either complete the task or not. The Institute uses grades like the below in students' certificates.



Assessment Policy and Procedure

| Grades | Description |
|--------|--------------------------|
| C | Competent (Pass) |
| NYC | Not Yet Competent (Fail) |

The Institute applies a grading system with Competent (C) and Not Yet Competent (NYC). Competency embodies the ability to transfer and apply skills and knowledge to new situations and environments. Therefore, a learner can either consistently apply the knowledge and skill to the standard of performance required in the workplace or they cannot – they are either 'competent' or 'not yet competent'.

PEO and/or Academic and Compliance Officer should issue certification only after rechecking the already graded assessments of each unit. In this case, Trainers Assessors' result to the student is not considered final unless it is released officially by the PEO or the responsible officer. PEO finally reserves all rights to amend results released by the Trainer and Assessor to ensure RTO standards.

3. 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) in a week. (See clause 6).

4. Assignment Cover Sheet

The student should submit a digital assessment in every unit with the provided cover page attached in each unit of competency. Hard copies of assignments are not allowed for submission unless it is required to meet the requirements of the unit of competency. A cover sheet must include the student's name, student number, and unit code and be saved with a file format of Name Student Number, unit code.

5. Determining competence

A student is deemed competent if the assessment criteria of the subject have been met. To be deemed competent in a subject, a student must achieve competence in each assessment task in the subject. Students who do not achieve competence in an assessment can re-submit the assessment by the guidelines outlined below (See clause 6).



Assessment Policy and Procedure

6. Submission of assessment (Reference: Resubmission of assessments Policy)

The due date for submission for assessments for every unit will be one week (7 days) after completion of the unit. This due date is viewed in each unit Moodle, and students can check the due date as soon as they are enrolled in any unit.

6.1 Submission of assessment by the due date:

6.1.1 The concerned trainers will complete checking the submitted assessments and give the first round of feedback to those students within 14 days after the due date.

6.1.2 Students can resubmit the assessments after addressing trainers' feedback within one week (7 days) after they receive feedback (i.e., first resubmission). There will be no penalty (or charges) for the first resubmission.

6.1.3 The trainers will complete checking the resubmitted assessments and give the second round of feedback to those students within 7 days of the first resubmission.

6.1.4 Students can resubmit the assessments within one week (7 days) after they receive the second round of feedback from their trainers (i.e., second resubmission). Students must pay \$50 as the penalty for the second resubmission.

6.2 Non-submission of assessment by the due date:

6.2.1 Those students who fail to submit their assessments by the due date must submit their assessments within 14 days after the due date. Students must pay \$100 as the penalty for late submission of assessments.

6.3 The trainers will check the assessments and give feedback within 7 days after the late submission of assessments.

6.4 Students can resubmit the assessments after addressing trainers' feedback within one week (7 days) after they receive feedback (i.e., first resubmission). There will be no penalty (or charges) for the first resubmission.

6.5 The trainers will complete checking the resubmitted assessments and give the second round of feedback to those students within 7 days of the first resubmission.

6.6 Students can resubmit the assessments within one week (7 days) after they receive the second round of feedback from their trainers (i.e., second resubmission). Students must pay \$50 as a penalty for the second resubmission.

6.7

| Submission of Assessment | Days | Total Days | Penalty Fees |
|--|----------|------------|--------------|
| First submission (within a week after the end of each unit) | 7 | 7 | Nil |
| Turnaround time for Feedback | 7 | 14 | - |
| Resubmission -1 | 7 | 21 | Nil |
| Turnaround time for feedback | 7 | 28 | - |
| Resubmission - 2 | 7 | 35 | \$50 |



Assessment Policy and Procedure

| | | | |
|---|-----------|-----------|--------------|
| Turnaround time for feedback | 7 | 42 | - |
| Not submitted a week after the end of each unit | | | |
| First submission | 14 | 14 | \$100 |
| Turnaround time for Feedback | 7 | 21 | - |
| Second submission | 7 | 28 | Nil |
| Turnaround time for feedback | 7 | 35 | - |
| Second submission | 7 | 42 | \$50 |

Note:

- If students do not submit the assessments at all or fail to become “Competent” even after the second resubmission according to the above steps and time frame, trainers will not accept any more assessments from such students. Such students will have to re-enrol in the concerned units later on and will have to be competent in those units at that time.
- Incomplete or blank assessments will not be accepted and will be considered “Not-submitted” assessments.

Re-assessment Students are eligible for re-assessment at any time during the term provided they have made a genuine attempt at the assessment when initially submitted. Where a student has made a genuine attempt and has a class attendance of at least 80%, the resubmission can be only possible (see clause 6).

Students who have not yet competent even after the third submission will need to repeat the entire subject at their own cost.

7. Late Submissions

Students who do not submit within this time will be required to attend the Special Support Program or Intervention Program (that is allocated every Friday) in order to learn and submit their assessments. The student has to register their name at Student Support Office to confirm the date and room number for the session.

8. Extensions

Students who have compelling or compassionate grounds with valid evidence may apply for an extension but this must be done before the assignment is due or as soon as practicable and must be applied with the assessment extension form with supporting evidence. The extension will be allowed a maximum of up to 10 weeks. If the 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.

9. Result Review Process

A unit result review is a process in which the marking of a marked assessment is checked by the Unit Assessor and/or Program Coordinator. Students who are unhappy



Assessment Policy and Procedure

with their results can request to review the result up to 5 weeks after the completion of the subject. A request for a result review for assignments that were proven to be plagiarised will not be accepted. Result review requests can be submitted at the Reception or Student Support Services Office. Result reviews should be submitted to Student Services or Reception after the results have been finalised for the block. During the block, you should speak to your trainer directly.

10. Plagiarism (copying) and Cheating

Plagiarism is a form of cheating and is a serious academic offense. It arises where work submitted by a student is not their own and has been taken from another source. The original material is then hidden from the marker, either by not referencing it properly, paraphrasing it, or not mentioning it at all.

Plagiarism is a form of Academic Misconduct and is the use of another person's work without appropriate acknowledgment including:

- a. the use of close paraphrasing of ideas, concepts, words, data, or work of others without acknowledgment of sources;
- b. presenting extracts from sources without accurate and appropriate referencing;
- c. colluding with others to produce work that is presented misleadingly as the Student's work;
- d. presenting under the Student's name, work substantially written by someone else (e.g. using a ghost-writer, purchasing work from someone or an electronic site, or using work obtained freely from a person or an electronic site); and/or
- e. failing to acknowledge work primarily produced by a collaborator.

The most common forms of plagiarism are:

- a. cheating, acting dishonestly, or otherwise attempting to gain an unfair advantage in any assessment task or colluding with or assisting someone else to do so.
- b. reusing or recycling an assessment task, in whole or in part, previously produced by the Student and assessed in the same or another unit or course offered by the Institute, or any other institution, without appropriate acknowledgment and without prior permission of the current Unit Coordinator;
- c. undertaking an assessment task, or part thereof, for or on behalf of another student;
- d. fabricating, falsifying, or misusing documents;
- e. misrepresenting, fabricating, or falsifying information, authorship, or data;
- f. failing to comply with reasonable instructions from a supervisor; and/or
- g. failing to comply with the Institute rules, policies, or codes of ethics while completing assessment tasks and/or undertaking Work Integrated Learning activities.



Assessment Policy and Procedure

A student at the institute is expected to submit work that demonstrates compliance with two important prerequisites:

- a level of independent thought, grounded in the teaching received;
- the provision of clear referencing to all sources consulted, both within the main body of the work submitted and in any separate listing of sources.

It should be clear from a consideration of these two key requirements why plagiarism is unacceptable. By definition, a piece of work that has been plagiarised will never be able to meet either of the above criteria. Asking yourself before submission whether your work passes both tests is a useful method for determining whether there is likely to be a problem with plagiarism.

11. Procedure

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 quoted from the workbook and other sources. Only 10% of an assessment can be quoted from the subject workbook.

The PEO or Academic Manager or Compliance Manager or Student support Officer will deal with any dishonest assessments.

12. Dishonest assessments

These include:

- 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 PEO or the nominee. 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 PEO and as per the Confirmation of Enrolment (CoE).



Assessment Policy and Procedure

13. Intervention

Where a student has not satisfactorily completed 50% or more of their units in any term the Institute's Intervention strategy will be implemented. The College will contact students to whom this applies. *Please refer to the Institute's Course Progress Policy for more information about Intervention.*

14. Assessments kept by Kingston Institute Melbourne (Record Keeping):

To meet a range of internal and external auditing requirements, the Institute will be retaining evidence of students' work submitted for at least 10 years. This may be in the form of, but not exclusive to:

- keeping digital copies of all assessments submitted
- keeping photographic, video, or audio evidence of projects, presentations, interviews, or work placement activities.