Introduction

The following outlines TAFE Queensland Gold Coast’s Student Assessment Policy which is supplementary to the TAFE Queensland Student Rules (2011). It is a requirement of the Faculties Orientation that students become aware of this policy and sign the Student Induction Acknowledgement Form (FM-056), indicating that they understand their obligations and responsibilities with regard to assessment. Students can request a copy of the Assessment policy from the TAFE Queensland Gold Coast Library or access it at the TAFE Queensland Gold Coast Connect website either on campus or remotely via http://www.gcitconnect.edu.au

Standard of Work

- TAFE Queensland Gold Coast Study Guides detail all assessment requirements. All assessments, projects, vocational placement activities, examinations and group activities are assessed against the relevant criteria outlined in the unit guides
- Students with disabilities, or experiencing temporary incapacity, can negotiate alternative options for assessments/examinations in accordance with the principle of “reasonable adjustment”. Requests should be submitted directly to the assessor or via a Student Support Services advocate 14 calendar days in advance of the due date of the assessment

Assessments

Submission Dates

Students will be required to
- attend class on set assessment dates
- submit assessments and projects to meet due dates as outlined in the Student Study Guides
- participate in pre-determined assessment activities in classroom and workplace settings

Extensions

If a student is unable to meet a scheduled assessment date, the student must notify the teacher at least 48 hours prior to the due date to request an extension. All requests for extensions should be confirmed in writing on Request for Extension Form (FM-063).

Extensions are granted in exceptional circumstances only and must be supported by substantial evidence. An assessment item completed by the extension date has a resubmission option. Failure to submit, or participate in activities, by the due date, without prior approval, may be considered an unsuccessful first attempt. Late assessments will not have the option of a resubmission unless prior approval has been granted.

Processing of Assessments

- TAFE Queensland Gold Coast teachers will mark assessment items and provide feedback within 14 days of submission by the student.
- It is the student’s responsibility to access feedback from the classroom or online teacher
- If a re-submission is required, it is the student’s responsibility to obtain a marked assessment from the teacher and resubmit the assessment within the required timeframe
- Students are required to retain a copy of all assessment items for a minimum period of 14 days after receipt of result. If an appeal has been lodged assessment items should be retained until the appeal has been finalised

Re-submissions/Resits

If students comply with the required assessment dates, but are initially assessed as unsatisfactory, they are entitled to a second attempt (re-submission/resit), if the initial submission is considered to be a genuine attempt. Any assessment elements deemed as satisfactory can be carried forward and only those elements deemed as unsatisfactory need to be re-submitted. Only one resubmission attempt will be granted for each assessment item and the requirements will be negotiated with the teacher. In the interests of fairness and equity students may be provided with an alternate assessment task but the same elements of competency will be assessed.

Re-submissions/resits should take place within the student’s current enrolment period for the subject / module / competency. Re-submissions past that date are generally not accepted and the student will need to re-enrol and pay the prescribed fees.

If assessments are submitted after the close of study date or a late submission is deemed “unsatisfactory”, the unit will attract an “M” result – not yet competent. This is a final result and a student will then be required to re-enrol and pay the prescribed fees prior to submitting assessment items. Re-enrolment may not be able to occur until the next
semester period. Prior to re-enrolment all students must make an appointment with the relevant Educational Leader to discuss their academic progress. A further enrolment into the same unit will require a formal written application to the relevant Faculty Director.

**Re-Evaluation Process**
A student who is not satisfied with the result provided on an assessment activity has the right to approach the relevant teacher or assessor for a re-evaluation no later than 14 days after results have been notified to the student.

If a student is still dissatisfied with the result they should appeal in writing to the Executive Director of Studies (the delegated officer) who will refer the re-evaluation request to TAFE Queensland Gold Coast's Academic Appeals Committee.

**Assessment Cover Sheet**
All assessment activities must be submitted with a fully completed Student Assessment Cover Sheet and Feedback Form (FM-050) for classroom based students. Online students complete and submit the declaration page. A TAFE Queensland Gold Coast teacher/tutor, Educational Leader, Faculty administration staff member must sign the Assessment Cover Sheet on submission. Students must keep an electronic and/or hardcopy (paper-based) copy of any submitted work and the Assessment Cover Sheet receipt. In the unfortunate event of an assessment item going missing, the Assessment Cover Sheet receipt is proof of submission. In this case, the student will have an option to re-submit.

**Assessments Retained by TAFE Queensland Gold Coast**
In order to meet a range of external auditing requirements TAFE Queensland Gold Coast retains evidence of students' work. This may include:

- original examination papers
- assessment items
- photographic, video or audio evidence of projects, presentations, interviews or vocational placement activities.

In each case, students will be provided with a criteria response sheet or other appropriate feedback documentation.

**Academic Misconduct** *(TAFE Queensland Student Rules Section 17.1)*
Academic Misconduct includes but is not limited to cheating, collusion and plagiarism.

*Cheating* is defined as “any fraudulent response whatsoever by students to any item of assessment including any actions which may otherwise defeat the purposes of assessment”

*Collusion*: All parties who collude (get together) and copy an assessment item(s) for the purpose of deception will be deemed ‘unsatisfactory’. This may extend to the author of the original assessment item(s).

*Plagiarism*: is “the act of taking and using another person’s work as one’s own”. Any of the following acts constitutes plagiarism unless the work is appropriately acknowledged

- Copying the work of another student
- Directly copying any part of another’s work.
- Summarising the work of another
- Using an idea derived from another person’s work.

Cheating, Collusion and Plagiarism constitute major infringements of TAFE Queensland Gold Coast’s academic values and as such will result in an automatic 'unsatisfactory' result and suspension from further classes. The student must apply in writing to the relevant Director of Faculty showing why they should be allowed to return to study. The application will be processed in accordance with the Student Misconduct Policy.

There is a strong correlation between student attendance, participation in teaching and learning and successful completion of assessments and qualifications. Therefore TAFE Queensland Gold Coast would like to remind students of their commitment with regard to attendance and academic progression.

**Student Attendance** *(TAFE Queensland Student Rules Section 13)*
Classroom based students should attend classes, vocational placement and any other study related activity as required and on time

- Attendance is monitored and reported
- Attendance at Vocational Placement must be signed off by the employer and the associated documentation must be returned to TAFE Queensland Gold Coast by the student
- If students are absent a medical certificate may be required
- Apprentices, trainees and school students are required to contact the institute, if unable to attend. TAFE Queensland Gold Coast is required to notify the employer or school of any absences
- For international students attendance must be monitored and unsatisfactory attendance must be reported to the Department of Immigration and Citizenship/DIAC
Note: For attendance at Vocational Placement and/or Work Experience the following may be required

- Immunisation and Health Screening
- Blue Card for Child-Related Employment
- Police and Criminal History Checks

TAFE Queensland Gold Coast Faculties monitor student attendance and have a range of intervention strategies in place to address absences and to support students.

For international students attendance is critical to compliance with the ESOS Act 2000 and the National Code of Practice 2007. TAFE Queensland Gold Coast monitors the attendance of international students and notifies, and supports students, when attendance drops below 90% and 85% for a study period. If attendance drops below 80%, international students are referred to TAFE Queensland Gold Coast's Student Appeal Committee to show cause why their enrolment should not be cancelled and DIAC notified.

Course Progress (TAFE Queensland Student Rules Section 14)
Students are expected to take all possible steps to make satisfactory progress. These steps could include:

- working with the teacher and/or Learning Support teacher or Student Support
- negotiating a reduced study load or alternate delivery mode where appropriate

TAFE Queensland Gold Coast Faculties monitor Student Academic Progression and have a range of strategies in place to support students to achieve successful outcomes. The Academic Progression of International students is monitored closely and a range of intervention strategies are in place in accordance with the ESOS Act 2000 and the National Code 2007.

Result Codes
The following result codes are used for assessment purposes at TAFE Queensland Gold Coast. If you fail to attempt any assessment items you will be withdrawn from the competency (with or without participation depending on your attendance/participation) and will need to re-enrol in the competency and pay the prescribed fee.

Assessment Item Result Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

Unit Result Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>J</td>
<td>Competent (student has attempted all assessments and received satisfactory results for all)</td>
</tr>
<tr>
<td>M</td>
<td>Not Yet Competent (student has attempted all assessments and received at least one unsatisfactory result)</td>
</tr>
<tr>
<td>AW</td>
<td>Withdrawn with Participation</td>
</tr>
<tr>
<td>Drop</td>
<td>Withdrawn without Participation</td>
</tr>
<tr>
<td>B</td>
<td>Satisfactory Attendance</td>
</tr>
<tr>
<td>E</td>
<td>Unsatisfactory Attendance</td>
</tr>
</tbody>
</table>