

Assessment Policy and Procedure

**Version 1.0
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1. Purpose

Assessment is a vital academic activity for students, shaping their learning experience significantly. Through assessments, students can showcase their skills and knowledge to fulfill the requirements of the training program as outlined in the relevant package. As such, the assessment policy and procedure are in place to offer essential guidance to both students and College staff, including trainers, assessors, administrative officers, and Faculty Managers.

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 not fulfilling such obligations. The fulfillment of the obligation will promote and uphold academic integrity.

4. Definitions

Term	Meaning
The College	Refers to National Polytechnic of Australia (NPA)
UoC	Refers to Unit of Competency
Faculty Manager	Refers to the 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 the 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.

Term	Meaning
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 during which a student is/has been affected by a medical condition affecting 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 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 evidence of students' achievement in meeting the training package requirements.
- 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 in line with what is required in the Academic Misconduct Policy.

6. Assessment Rules

a. Students' Assessment rules:

Students bear the obligation of upholding their academic advancement. Hence, it falls upon them to fulfill assessment obligations, adhering to stipulated requirements and timely submission. For further guidance, kindly consult the College Student Code of Conduct available on the institution's official website.

i. *International student*

Generally, an international student has two chances to submit an assessment, unless explicitly specified otherwise within the assessment instructions. For instance, a practical assessment task, such as activities conducted in kitchens or workshops, might allow for just a single opportunity. The regulations governing assessment submissions are outlined as follows:

a. Assessment submission (1st):

An international student must 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 the 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 the 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.
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.

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.

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 enroll in the UoC or resubmit the assessment². A re-enrolment or resubmission fee may be applied to a student who re-enrols or resubmits. The College reserves the right to request re-enrolment 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 deferment of Assessment

An international student can submit a special consideration form and supporting evidence for the extension or deferral of an assessment submission. An international student must provide the reasons why their compelling and compassionate circumstances prevent them from completing their assessments. A special consideration form must be submitted before or within five 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.

ii. Domestic student

A domestic student has opportunities for submitting assessments 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.

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).

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).

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.

b. Learning management system: Assessment Submission Procedure

6.2.1 Assessment submission rules

For each Unit of Competency students are enrolled in, relevant assessments must 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 the students' learning management system, students are expected to obtain the assessment submission date (Due date) for each assessment and to submit the assessment within the Due date.

The Due date will be announced by the trainer. Students can also check this information through the learning management system and go 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}.

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

In the case that the due date has passed, and you have not submitted the assessment, you can still submit for the 2nd attempt within 7 calendar days.

However, if you do not submit for both attempts, you will receive "Not Satisfactory" outcomes for the non-submitted assessment. This can lead to a "Not Competent" outcome for the unit of competency.

[Add submission](#)

Submission status

Attempt number	This is attempt 1.
Submission status	No submissions have been made yet
Grading status	Not graded
Time remaining	6 days 12 hours remaining
Last modified	-
Submission comments	► Comments (0)

Figure 1: A sample announcement and due date

⁶ Refer to Section 6.1.1 for more information.

⁷ 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).

7. Appeals process:

Students who wish to lodge a complaint about this policy and procedure must follow the Complaints and Appeals policy and procedure found on 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 Head of Quality Assurance Henna Sharma
Policy and Procedures is approved by	Chief Compliance Officer Dr. Chalermlok Dejsakultorn
Version	1.0
Date Approved	01/08/2023
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