

## UTP36 – Assessment policy and procedure (extracted)

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Title: UTP36 - Assessment policy and procedure (extracted)

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### Contents

9. Conduct Assessment .....	2
Step 1: Prepare for assessment.....	2
Step 2: Prepare the Student .....	2
Step 3: Plans and prepares the evidence-gathering process.....	3
Step 4: Collect the evidence and make the assessment decision.....	3
Step 5: Provide feedback on the assessment .....	3
Step 6: Record, report and storage of the assessment result .....	4
Step 7: Review the assessment process .....	4
Step 8: Participate in the reassessment and appeals process.....	5
10. Re-assessment .....	5
11. Dealing with Cheating and Plagiarism.....	6
12. Verification of the authenticity of student work .....	7
13. Revision History.....	8

## 9. Conduct Assessment

The following procedure is applied for conducting assessments:

### Step 1: Prepare for assessment.

The assessor:

- Establishes the context and purpose of the evidence to be collected.
- Identifies and analyses the units of competency, Training Package and the UTAIT assessment strategy to identify the evidence requirements.
- Reviews the assessment tools and confirm their currency and adequacy in meeting the rules of evidence.
- Informs candidate(s) to apply for RPL, RCC or Direct Credit Transfer where relevant.

### Step 2: Prepare the Student

The assessor meets the Student and:

- Explains the context and purpose of the assessment and the assessment process.
- Explains the units of competency to be assessed, assessment tasks and the evidence to be collected.
- Outlines the assessment procedure and the preparation the student should undertake, and answer any questions.
- Assesses the needs of the student and, where applicable, negotiate reasonable adjustment for assessing students with special needs without compromising the competency outcomes.
- Seeks feedback regarding the student's understanding of the units of competency, evidence requirements and assessment process.
- Determines if the student is ready for assessment and, in consultation with the student, decide on the time and place of the assessment.

### Access and Equity Guarantees

In accordance with the Access and Equity Policy, UTAIT operates without bias, discrimination or harassment, and expect the same from all participants in our courses. More information can be found in the Student Handbook and UTP32 - Access and Equity Policy.

### Step 3: Plans and prepares the evidence-gathering process.

The assessor:

- Establishes a plan for gathering sufficient quality evidence about the learner's consistent performance in order to make the assessment decision.
- Ensures evidence collection methods meet qualification and UoC requirements.
- Sources or develops assessment materials to assist the evidence-gathering process (if required)
- Maps evidence collection methods to UoC and qualification requirements.
- Organises equipment or resources required to support the evidence-gathering process.
- Coordinates and brief other personnel involved in the evidence-gathering process.
- Ensures assessment is conducted within program timeframes.

### Step 4: Collect the evidence and make the assessment decision.

The assessor:

- Establishes and oversees the evidence-gathering process to ensure its validity, reliability, fairness and flexibility.
- Collects appropriate evidence and match compatibility to the requirements of the relevant units of competency.
- Evaluates evidence in terms of the four dimensions of competency - task skills, task management skills, contingency management skills and job/role environment skills.
- Incorporates allowable adjustments to the assessment procedure without compromising the integrity of the competencies.
- Evaluates the evidence in terms of validity, consistency, currency, authenticity and sufficiency.
- Consults and works with other staff, assessment panel members or technical experts involved in the assessment process.
- Records details of evidence collected; and makes a judgment about the Student's competence based on the evidence and the relevant unit(s) of competency.

### Step 5: Provide feedback on the assessment

The assessor provides advice to the learner about the outcomes of the assessment process. This includes providing the student with:

- Clear and constructive feedback on the assessment decision.
- Information on ways of overcoming any identified gaps in competency revealed by the assessment.
- The opportunity to discuss the assessment process and outcome.

- Information on reassessment and the appeals process if applicable.

## Step 6: Record, report and storage of the assessment result

UTAIT has responsibility for recording assessment outcomes and for maintaining and securing assessment records in a permanent and accessible system.

To record and report the result the assessor:

- Records the assessment outcome according to the policies and procedures of UTAIT .
- Maintains records of the assessment procedure, evidence collected and the outcome according to the policies and procedures of UTAIT .
- Maintains the confidentiality of the assessment outcome.
- Where a NYC result is recorded, offer students the opportunity to be reassessed. See Step 8.

Document management and results recording

- Assessors are to complete a assessment submission sheet that shows all students and records their results. Assessors are to ensure that all students signature, dates, relevant tick boxes are in place.
- This is to be submitted to administration within 2 working days of completion of assessments (for assessment conducted in campus) or within 5 working days (for assessment conducted outside of UTAIT's campus).
- Administration is to record this data in the Student Management System
- All hard copies of completed student assessment items for each student, as per the definition above, for a minimum period of six (6) months from the date on which the judgement of competence for the student was made. Hard copies are kept in student's file. Scanned copies of student assessment items are kept 5 years after the completion/withdrawal of the student's enrolment. (as per UTP24 - Record Retention Policy and Procedure).
- In addition the original version of the assessment and model answers shall be stored electronically so that the students work can be compared against the instructions and questions given at the time.

## Step 7: Review the assessment process

On completion of the assessment process, the assessor:

- Reviews the assessment process.

- Reports on the positive and negative features of the assessment to those responsible for the assessment procedures.
- If necessary, suggests to appropriate UTAIT personnel ways of improving the assessment procedures through raising a Continuous Improvement item in the register or by providing input to the next scheduled assessment validation.

### Step 8: Participate in the reassessment and appeals process

Despite the best efforts of UTAIT to provide quality services and outcomes to its students, a complaint may occasionally arise that require formal resolution. The UTP35 - *Complaints and Appeals Policy & Procedure* provides students the opportunity to formally appeal an assessment decision, with a process to ensure a fair and equitable appeal outcome.

The assessor:

- Provides feedback and counselling to the Student, if required, regarding the assessment outcome or process, including guidance on further options.
- Provides the Student with information on the reassessment and appeals process.
- Reports any assessment decision that is disputed by the Student to the Director - Training
- Participates in the reassessment or appeal according to the policies and procedures of UTAIT .

The Director - Training:

- Reviews the assessment decision
- Facilitate the moderation of the Students assessment
- Provides feedback to the student on the outcome of the assessment moderation

## 10. Re-assessment

It is inevitable that some students will not meet the requirements of the assessment evidence and will be judged as not-yet-competent. At UTAIT, our approach to these situations is to work with the student in order to address deficiencies and to build their skill and knowledge in preparation for additional assessment. This will be undertaken within the scheduled training plan or may be completed under alternative arrangements agreed between the student and the assessor.

In some rare circumstances, students may find it difficult to develop the necessary skills and knowledge within the constraints of the scheduled training plan. When this occurs, arrangements may be agreed to that allows the student to undertake additional learning in their

own time and return for additional assessment at a time suitable time for UTAIT. This may be during a period of reduced training activity or at a time when planned assessments are occurring and it is convenient to facilitate the additional assessment of the student.

All re-assessment must be undertaken within the duration of the proposed start and end dates as stipulated in the training plan. Re-assessment undertaken outside of the course duration in the training plan may involve extension of enrolment, which may incur additional fee.

As a general guide, assessors are to make alternative arrangements to provide opportunities for assessment within the constraints of available time and resources. In all circumstances, assessors are to allow a minimum of 1 day before the candidate undertakes re-assessment. This is to allow the candidate to review their skills and knowledge based on the feedback given by the assessor.

#### **Re-assessment procedure:**

Student must be assessed as 'Competent' -C in all units of competency in order to successfully complete the course in which they have enrolled in. If a student receives a Not Yet Competent - NYC in a specific unit, he/she will have to make arrangements to be re-assessed.

Reassessment is available only if the student has attempted assessment but fail to demonstrate competency. However, if student miss the particular assessment task, he/she may be allowed to re-sit for that particular assessment. This option is only available if the student has compelling ground for missing the assessment.

If the student who has been found to be involved in cheating or plagiarism, re-assessment fee is applied from the first re-attempt. (Refer to UTP39 - Cheating and Plagiarism Policy and Procedure).

Students are only required to re-assess the assessment task that he/she was deemed Not Satisfactory (NS). (E.g: written assessment task, verbal assessment task, practical assessment task etc..)

For each assessment task, students are allowed one (1) free re-assessment. The second re-assessment attempt for the same assessment task will incur a re-assessment fee of AUD200. Students do not achieve Satisfactory (S) level after two (2) reattempts will be deemed Not Yet Competent (NYC) for the relevant unit of competency and there is no re-assessment option after the two (2) re-attempts.

Reassessment must be applied in writing by the student within seven (7) calendar days after the result is made available to him/her. This means that the student is responsible to acknowledge that he/she has received results and has been deemed Not Satisfactory (NS) for a given assessment task or Not Yet Competent (NYC) for the units of competency previously undertaken.

## **11. Dealing with Cheating and Plagiarism**

It is UTAIT's policy to promote honesty and integrity of learning and assessment. It is expected that each UTAIT's student to accept her/his responsibility to maintain honesty and integrity in all endeavors inside and outside of UTAIT's classroom, workshop or garage.

Disciplinary actions will be taken by the Director of Training when a student is proven to be involved in cheating or plagiarism behavior during their enrolment with UTAIT. A student who has been proven to have involved in cheating and/or plagiarism behavior in an assessment task will be deemed Not Satisfactory (NS) for that assessment task. Students who are found cheating or guilty of plagiarism for a second time will need to re-enrol and repeat the entire Unit of Competence and pay applicable fees.

Refer to UTP39 - Plagiarism and Cheating Policy and Procedure for further information.

## **12. Verification of the authenticity of student work**

To ensure the authenticity of student work, assessment activities are conducted within UTAIT's premises under the supervision of UTAIT's trainer/assessor/staff.

Where it is impractical to supervise student's assessment (RPL evidence), the assessor must take all efforts to verify the authenticity of the evidence. Methods of verification may include but not limit to:

- Interview the candidate
- Verify the evidence with referees, RTOs or other sources.

In some cases when the assessor is in doubt about the authenticity of the work submitted by the student, the assessor may withhold his/her decision. In such circumstances, the onus is on the student to give evidence that the work submitted was completed without undue assistance.

In doubtful cases, where time is available, and at the discretion of the assessor, students may be permitted to complete an alternative and equivalent task under more closely supervised conditions, to substitute for the piece in question.

### 13. Revision History

Version	Continuous Improvement Reason	Continuous Improvement Change
1.0	Original document	
1.1	revised	