

Introduction

The following outlines the GCIT Student Assessment Policy which is supplementary to the *TAFE Queensland Student Rules (2007)*. It is a requirement of your Faculty Orientation that you read this policy and sign the Student Induction Acknowledgement Form (FM-056), provided to you at Orientation, indicating that you understand your obligations and responsibilities with regard to completing your assessments.

Standard of Work

- ❖ Students will be provided with criteria for the completion of any assessment activity including assignments, project, vocational placement activity, examinations or group activities.
- ❖ Students should complete their assessment activity in-line with the set criteria. This may include such activities as word processing standards, referencing, lay-out and presentation methods or styles.
- ❖ Standards of work will be reflective of the content, performance criteria or elements required of a (or group of) module/s or competency/ies and/or in-line with relevant and current workplace practices.

Assessment Dates

Student will be required to meet dates in a range of ways such as:

- ❖ Submission dates for assignments and projects.
- ❖ Pre-determined assessment activities held within class times (ie: debates, presentations, group activities)
- ❖ Examination dates.
- ❖ Workplace visits by GCIT assessors.

If students comply with the required assessment dates, but are initially assessed as *unsatisfactory*, **they are entitled to a second attempt (re-submission)**. Re-submission should take place within the student's current enrolment period for their subject/module/competency (For example, a unit runs for 12 weeks. Unless otherwise negotiated with a teacher, re-submissions will occur within this 12 week period. Where vocational placement is an integral part of the assessment activities, the submission and re-submission dates will usually reflect an end of course dates).

Processing of Assignments

- ❖ The onus will be on the student to either collect the assignment within the time specified by the teacher or to make alternative arrangements.
- ❖ Each page of the assignment will be initialled by the assessor to verify re-submission of original work should an appeal arise.
- ❖ The onus will be on the student to retain and resubmit the assignment if a re-submission is required.

Re-submission Activities

If students are requested to re-submit or re-do assessment activities they will only be re-assessed on the components initially determined as *unsatisfactory*. To ensure equity and fairness of assessment for all students, re-submission activities may vary from those originally set by the teacher/assessor.

Late submissions

It is the student's responsibility to attend and participate in scheduled assessments. If the student is unable to attend a scheduled assessment item, the student must notify the teacher prior to the assessment.

If a student submits or requests to undertake an activity after the assessment date, but before the end of their current enrolment period for that module/competency, the activity will be assessed. **There will be no re-submission option for late assessments** unless they have been pre-approved (see Extensions).

If a student submits assessment activities after the enrolment period for module/competency, or receives *unsatisfactory* for a late submission, they will be resulted with an 'M' for the module/competency. They will be required to re-enrol into the required module/competency before the assessment can be marked. NB: Re-enrolment may not be able to occur until the next semester period, however, any assessment activities marked as *satisfactory* can be carried forward and only those elements deemed *unsatisfactory* need to be re-submitted or re-done.

Extensions

Extension may be granted for exceptional circumstances. Depending on your mode of study, reasons for extension may vary from health, personal or work reasons (i.e.: work situations carry greater implications for part-time students working full-time and full-time students working part-time, than full-time students not working).

All requests for extensions should be:

- ❖ Negotiated in advance with your teacher.
- ❖ Confirmed in writing and signed by yourself and your teacher.

An assessment activity completed by the extended date still has a re-submission option.

If the extension cannot be arranged before the due date:

- ❖ Students should make a reasonable attempt to give notification to the teacher or Faculty staff concerned via telephone, fax, letter or e-mail.
- ❖ Significant evidence needs to support a request for an extension after the due date (i.e.: doctors certificate)
- ❖ The request must be in writing.

Cheating

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 persons work.

Both plagiarism and cheating constitute major infringements of the GCIT academic values. As such, any plagiarism or cheating will result in an automatic ‘*unsatisfactory*’ and suspension from further classes. The student must provide a written application addressed to the Director of Faculty showing due cause as to why the student should be allowed to return to study. The application will be processed as part of a student review process and the Director of Faculty will decide on appropriate action.

Re-Evaluation Process

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

If a student still has concerns with their result they should refer to the **TAFE Queensland Student Rules 2007** Copies are available from the Library, Counsellors, Educational Managers and Faculty Administration Staff and are available on-line at www.goldcoast.tafe.qld.gov.au

Assignment Cover Sheet

All assessment activities submitted must have a completed and attached **Student Assignment Cover Sheet and Feedback Form (FM-050)**.

- ❖ An appropriate teacher or Faculty administration staff member must sign the Assignment Cover Sheet.
- ❖ Students must keep an electronic and/or hardcopy (paper-based) copy of any submitted work. In the unfortunate event of an assessment item going missing, the Assignment Cover Sheet is proof of submission and re-submitted work. In this case, the student will have a re-submit option.

Assessments Retained by GCIT

In order to meet a range of (external) auditing requirements GCIT will be retaining evidence of student's work submitted. This may be in the form of, but not exclusive to:

- ❖ Keeping the originals of any examination papers.
- ❖ Keeping the samples of assignments submitted.
- ❖ Keeping 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 attached to the assessment items submitted (particularly relevant for written assignments)

Student Instructions

The student is to sign a **Student Induction Acknowledgement Form (FM-056)**.