

Student Assessment Submission Policy

Contents

Assessment Attempts.....	1
Assessment Due Dates	1
Practical Assessment Tasks.....	2
Assessment Submission.....	2
Assessment Feedback.....	2
Document Control	2

Assessment Attempts

1. Students are entitled to a maximum of three assessment attempts for each unit. \$250.00 fee applies to the third attempt.
2. If after three assessment attempts student's competence is "not yet competent", they will be required to repeat the unit and pay any fees associated with repeating the unit.
3. Not attending for an assessment will be counted as one assessment attempt for each occurrence unless:
 - the student can provide a certificate from a registered medical practitioner indicating that the student was medically unable to attend the assessment; or
 - the student can provide independent evidence of exceptional compassionate circumstances beyond the student's control, such as serious illness or death of a close family member to explain the non- participation at the assessment
 - **Note:** Evidence must be provided as soon as practical after the incident happens in person to student support officer or through email to sso@acfe.edu.au. Evidence will not be considered if provided after 14 days of the last scheduled face-to-face training date of the unit. (special consideration will be given to situations where evidence takes time to obtain)

Assessment Due Dates

1. First assessment attempt due date is **14 days** after the last scheduled face-to-face training date, unless the formal announcement to students through Moodle is made that the due date is changed. Not submitting assessment by the due date will be marked as "Not Yet Competent" for the first attempt on Moodle.
2. Second attempt due date is **14 days** after feedback was given by the assessor that the first attempt result is "Not Yet Competent". Not submitting assessment by the due date will be marked as "Not Yet Competent" for the second attempt on Moodle.
3. Students who have made no assessment attempt **within 28 days** after the last scheduled face-to-face training date will be marked "Not Yet Competent" for the second attempt on Moodle.
4. Third attempt due date is **14 days** after ACFE's receipt of a fees of \$250.00. Students who miss the third attempt due date will be marked "Not Yet Competent" for the third attempt on Moodle. \$250.00 must be paid **within 14 days** after feedback was given by the assessment that the second attempt result is "Not Yet Competent" (\$250 must be paid **within 35 days** after the last scheduled face-to-face training date if no assessment attempt has been made at all). Otherwise, student is considered to choose to give up the third attempt and will be marked "Not Yet Competent" for the third attempt.
5. Students who have made no assessment attempt **within 42 days** after the last scheduled face-to-face will be marked "Not Yet Competent" for the third attempt on Moodle.
4. Students whose assessment is marked "Not Yet Competent" for the third attempt on Moodle are required to repeat the unit and pay any fees associated with repeating the unit.

Practical Assessment Tasks

1. Almost all units of competency delivered at Australian Centre of Further Education contain practical assessment task (generally task 3). The practical assessment tasks are generally conducted in a simulated environment at ACFE campus (unless specified for placement). Students are required to attend the scheduled practical assessment.
2. Practical assessment will be conducted during the scheduled face-to-face training, generally being conducted in the last week of the scheduled face-to-face training of the unit of competency. Trainers must notify students through Moodle announcement the date and time of the practical assessment.
3. Students not attending scheduled practical assessment task will be deemed “Not Yet Satisfactory” for the practical task for the first attempt, which will result in “Not Yet Competent” for the assessment for the unit of competency for the first attempt.
4. Students, who have missed the scheduled practical assessment or are deemed “Not Yet Competent”, will be given another attempt free of charge. Student must contact trainer/assessor to arrange the practical assessment within 14 days after the last scheduled face-to-face training for the unit. Students who have not done this within the timeframe will be marked “Not Yet Satisfactory” for the practical assessment task for the second attempt.
5. \$250.00 applies for the third attempt of the practical assessment task

Assessment Submission

1. The completed student assessment tool must be submitted to Moodle (<http://lms.acfe.edu.au/>). Training videos of how to submit assessment can be accessed on Moodle. Face-to-Face training of how to use Moodle will be conducted during the first week of each term. Additional support is given by Australian Centre of Further Education’s Compliance Manager and IT Support.
2. Students are required to follow the submission requirements specified on Moodle as well as each assessment task instruction.
3. Hard copy assessment submission to assessor/trainer is only allowed when approved by the assessor/trainer in certain circumstances with a signed Assessment Submission Cover Sheet. Student must keep an additional copy of the assessment to themselves, and in return, Assessor/Trainer must give a signed receipt to the student. Student must keep the receipt in case they have to approve that they have made the submission of assessment within due date. However, the receipt of submission cannot approve the assessment submitted is deemed competent (or satisfactory). Student must keep the extra copy of their assessment until the unit is deemed Competent. (**Note:** There is a possibility that the hard copy assessment submitted to trainer/assessor is lost before being marked due to human error. Therefore, it is mandatory for student to keep an additional copy of their assessment. Otherwise, student will be required to re-do the assessment.)

Assessment Feedback

1. Assessment feedback is given by assessor on Moodle. Students have to go through the feedback provided on Moodle and download the marked assessment tool for detailed feedback on their work.
2. For each unit of competency there will be a minimum of three assessment tasks dependent on the qualification being undertaken. Students will receive one of the following results for the unit of competency on Moodle:
 - Competent - C
 - Not Yet Competent – NYC
 For each assessment task within a unit of competency, students will receive one of the following results:
 - Satisfactory - S
 - Not Yet Satisfactory – NYS
 In order to achieve a result of Competent (C) for a unit of competency, the student has to receive Satisfactory (S) result for all the assessment tasks included in this unit of competency.
3. ACFE aims to provide feedback within 2 weeks of time. However, exceptions may happen due to the workload and availability of assessors.

Document Control

Version	Approval Date	Description of Modification
Version 1	14/01/2019	Initial Policy

Version 1: 14/01/2019

Document owner: VET Academic Manager

Authorised by: CEO

This document is uncontrolled when printed. The current version of this document is kept on the ACFE QMS.

