ASSESSMENT, VALIDATION AND STUDENT PROGRESS PROCEDURE

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1.0 Purpose

This procedure outlines the steps taken as part of EIT's assessment of Vocational Education and Training (VET) courses, student progress and validation of each course. It gives guidance to the implementation, conduct and management of relevant processes and should be read together with the overarching policy.

2.0 Scope

This procedure applies to all students and staff undertaking training and assessment in EIT's VET courses. It is related to other policies and procedures associated with assessment of student progress at EIT.

Key activities pertaining to assessment, student progress and validation are:

- Assessment design;
- Consistency of assessment;
- Collection of data on student progress;
- Monitoring of that data, both individual student data and course data, and indicate emerging trends in student performance;
- Validation of assessment;
- Reporting;
- Student complaints.

3.0 Committee/Personnel

The Dean and/or VET College Manager will ensure that all Learning Support Officers (LSOs) and academic staff teaching and/or assessing VET courses are suitably qualified for teaching and assessment, including validation of assessment. The Dean and/or VET College Manager will also ensure that processes are in place to both assure the quality of the assessment process for units/modules and courses offered by EIT and support the continuous improvement of assessment.

3.1 Academic Committees

The Academic Board has overall responsibility for all aspects of student assessment, student progress and validation of student assessment. The Terms of Reference of the Academic Board outlines the responsibilities, activities and frequency of meetings.

Quality assurance is the responsibility of the Academic Board, and therefore it will consider the overall outcomes relating to student performance in all units/modules.

If there are concerns with any aspect of assessment, student progress or validation, an investigation and rectification of the issue must be made by the Dean and VET College Manager before finalising student results. The outcome of any such investigation should be reported to the Academic Board at the next scheduled meeting.

3.2 Academic & Administrative Staff

Academic staff are in constant contact with the Learning Support Officers to discuss teaching and assessment throughout the course. The Learning Support Officer will hold meetings with the relevant Assessor(s), VET College Manager and the Dean, as required, to discuss any inconsistencies in assessment that have been identified. The parameters and process for the validation process are detailed in section 4.3 of this Procedure.

4.0 Process

4.1 Assessment

Unit/Module Outlines and Assessment Guides

Unit/module outlines and assessment guides play a key role in the provision of quality teaching and learning. The unit/module outlines and assessment guides contain details of unit/module rationales, learning outcomes, content, delivery and assessment. Further details such as mapping to learning outcomes, weighting and assessment details are also provided.

All units/modules must have unit/module outlines and assessment guides, consistently formatted in accordance with EIT's templates.

At the commencement of each course intake all unit/module outlines are made available to students on Moodle.

Prior to publication of unit/module outlines and guides, the Learning Support Officer is responsible for ensuring that the assigned unit/module lecturer has checked and confirmed that assessment tasks are:

- clearly defined and fair, and that students are given reasonable opportunities to demonstrate what they have learned.
- aligned with the planned learning outcomes.

Units/modules are reviewed regularly by obtaining feedback from students and academic staff on a regular basis. This feedback is used to consider changes to unit/module outlines to affect continuous improvement.

Approval processes

Changes to units/modules during the course accreditation period must be referred to EIT's sister company, IDC Technologies, who are the course owners. Any changes to a course during the course accreditation period may require submission of an amendment application to the Training Accreditation Council Western Australia (TACWA) by IDC Technologies who then give permission to EIT to deliver the course.

A full review of units/modules and courses shall be conducted for the renewal of course accreditation submission to ASQA or TACWA by EIT's sister company, IDC Technologies.

Modified Assessment (where appropriate)

Modified assessment will be considered to provide equitable assessment practices for students with a disability or other circumstances. The adjustments made will depend on the individual circumstance of the student and the resources that are available at EIT

Students should request a modified assessment from the Learning Support Officer via email and the Learning Support Officer will provide the student with details of the modified assessment and a due date. The student will need to adhere to this due date in order to be assessed for the module/unit.

Errors in Published Results

If it is found, after results have been provided to the student, that an error has been made in the publishing or recording of a result, the error will be immediately corrected by the Learning Support Officer and the student advised accordingly.

Student Notification

Students will be advised in the Assessment Guidelines of how all final results are to be determined in accordance with EIT's assessment policies and procedures.

Submission Requirements and Due Dates

For all VET units/modules students are given two (2) assessment submission attempts for each assessment task in the unit/module to achieve a 'competent' or 'satisfactory' result. If a student is deemed 'not yet competent' or 'not satisfactory' after 2 submission attempts in any of the assessment tasks in the unit/module they will be deemed 'not yet competent' for the unit/module and will be required to re-sit the unit/module in its entirety.

Students may apply to the Learning Support Officer to re-enrol in a unit/module where they have failed, and repeat the entire unit/module, for a maximum of three units/modules in a course before being considered for possible exclusion in accordance with EIT's *'Students at Risk Policy'* and *'Students at Risk Procedure'*.

All assessments must be submitted by the specified due date in the required format. All submitted documents should be clearly named to indicate their content, unit/module name and code, the number of the specific assessment activity and the student's own name, e.g. MEC1021_2_RobertGreen.doc.

Assessments shall be uploaded to Moodle by the students. It is important that EIT has a record that the students have submitted their own assessments, hence assessments will not be accepted by the Learning Support Officer via email, unless there are exceptional circumstances.

Assessment tasks must be provided at set times, or require submission of work before set dates and times. Students are required to participate at set times and submit the set assessment tasks on or before the set dates and times. The outline for each unit/module will indicate:

- The types of assessment for that unit/module;
- The requirements for submission of assessment tasks, including the format and modes of submission.

For units/modules that have an examination assessment component, students will be required to complete the participation and other assessment tasks as well as pass the set examination.

Extensions and Special Consideration

Applications for extensions, resubmissions, special consideration and supplementary assessments (refer to section 4.2) must be made via email to the relevant Learning Support Officer in advance of the assessment due date. Applications for extension will be reviewed by the Learning Support Officer and will be considered on a case by case basis. Special consideration may be granted by the Dean or VET College Manager, if the circumstances are considered to be outside of the control of the student.

Approval of applications for extension of assessment submission may be made by the Learning Support Officer; other approvals are to be made by the Dean or VET College Manager and will only be granted if the reasons are clearly outside the control of the student. Students will be notified promptly of the outcome of their application by email.

Penalties for Late Assessment Submission

If a student fails to submit an assessment task by the specified due date without an approved extension, or submits an assessment without all questions being attempted, it will result in the student forfeiting their first assessment attempt and being awarded with a 'not yet competent' or 'not satisfactory' result for their first assessment attempt. Students will be given a revised due date for the submission of their second assessment attempt. If a student fails to submit the assessment task by the revised second submission due date, or if a student achieves a 'not yet competent' or 'not satisfactory' result in the second assessment submission, this will result in the student being awarded with a 'not yet competent' result for the unit/module.

No extensions are available for second assessment submissions after a student has missed the first assessment submission due date without an approved extension, or submits an assessment without all questions being attempted with their first assessment submission.

For EIT VET courses which award marks or grades to students, the maximum mark and/or grade that can be achieved in a second assessment submission after a student has missed the first assessment submission without an approved extension, or submits an assessment without all questions being attempted with their first assessment submission, is a 60% mark and/or or 'competent' grade.

The above penalties only apply if a student has not applied for and had an extension approved by the Learning Support Officer prior to the specified assessment due date, or a student submits an assessment without all questions being attempted with their first assessment submission. Students may be granted extensions to assessments at the discretion of the Learning Support Officer. If an extension has been applied to an assessment, and the student fails to submit by the revised due date, the above penalties will apply.

Examinations

Where examinations are included in the assessment for a course, information will be provided to the students at least four weeks prior to the examination date.

Students will be required to sit proctored examinations conducted by EIT's internally developed IRIS proctoring software.

For a unit/module that contains a formal examination assessment component, the course fee includes one attempt at the examination for each unit. Students requiring two or more attempts at the examination will be required to pay an additional examination fee for each attempt.

Restricted Open Book Examinations

Where an examination is classified as 'restricted open book' students will be permitted to take limited materials into an examination as specified by the Learning Support Officer.

Open Book Examinations

Where an examination is classified as 'open book' there will be no limitations on the written materials which are used in an examination.

Timeframes

Assessment procedures will allow students adequate time to complete each assessment activity, and be aligned to learning outcomes and scheduled activities of the unit/module. Each unit/module should include a sufficient amount of assessable activities in a range of formats administered over a period of time to enable lecturers and students to monitor learning progress.

Feedback to students

Feedback will be communicated in a number of ways including:

- Via Moodle, EIT's Learning Management System (LMS)
- Verbal comments from lecturers and/or assessors
- Written feedback from lecturers and/or assessors

The criteria and standards set for each assessment task prior to the task being undertaken should allow the student to clearly determine that assessments have been based on their performance against those criteria and standards, and provide an indication as to why they achieved a specific result and how they could have achieved a better result.

Feedback should be provided in a form that will allow students to review their learning progress and develop strategies for improving their learning outcomes. It shall be ensured that result allocation is

explained and understood in terms of the learning outcomes and the assessment criteria for the assessment task.

Student Appeals

Student appeals against individual assessment results should initially be submitted to the Learning Support Officer in writing. The members of staff involved will keep records of such discussions, including outcomes, for record keeping purposes.

If this does not resolve the issue, then the following formal processes should occur:

- The student should submit a formal request for reassessment to the Learning Support Officer. Another assessor will be requested to reassess the assessment and the new result will apply (even if it is less than the original mark).

- If this does not resolve the issue, then the student may continue to proceed in accordance with EIT's *'Students Complaints, Grievances and Appeals Policy'* and *'Students Complaints, Grievances and Appeals Procedure'*.

4.2 Supplementary Assessments

If a student does not pass an assessment after a second attempt then the student may choose to complete a supplementary assessment at their own expense. Should the student not pass the supplementary assessment, they will be required to repeat the entire unit/module by re-enrolling and undertaking the study again. The student may apply to the Learning Support Officer for a paid supplementary assessment for a maximum of three units/modules in a course and only one supplementary assessment attempt will be allowed for each unit/module.

Supplementary assessment may take the form of a special examination, an assignment, an oral examination or any other appropriate assessment instrument within the particular discipline, with the proviso that the supplementary assessment task/s must be equivalent, though not identical, to the initial assessment task/s.

Students will be formally advised as soon as is practicable that they have been offered supplementary assessment and the form of the supplementary assessment task/s. If the supplementary assessment is an examination, a minimum of 3 working days notice will be given regarding the time and place of the examination. Where the supplementary assessment takes another form, the Learning Support Officer will provide the assessment task information to the student including the required completion date as soon as possible.

The VET College Manager and/or Learning Support Officer will counsel the student immediately after the first supplementary assessment, which reflects a duty of care to find out why this has occurred.

4.3 Validation of Assessment

Validation is a review of assessment judgments made by EIT and its Assessors. Validation is generally conducted after assessment is complete so EIT can consider the validity of both assessment practices and judgments.

Validation is used to confirm that EIT's assessment system:

- produces valid assessment judgements;

- ensures graduates have the skills and knowledge required by industry, as expressed in the training package or accredited course.

Validation activities will occur periodically for all EIT VET courses in accordance with EIT's 5-year validation schedule and the *'EIT01.4 Conduct Effective Assessments Policy'*.

Validation is undertaken through a 'team' approach where, collectively, team members hold the required qualifications, skills and knowledge of the training package or accredited course being validated. Trainers and assessors can be involved in validation activities, as long as they were not directly involved in the particular instance of delivery and assessment of the course and/or unit or module being validated.

The validation process involves the validation team reviewing a statistically valid sample of the assessments from each course and/or unit or module and making recommendations for future improvements to the assessment tool, process and/or outcomes if applicable.

Effective validation requires:

- That the objectives of the assessment component, and the criteria on which marks will be awarded, are explicit and well justified, and are well explained to both students and assessors

- That clear, well-understood marking guides are used

- That there is a mutually agreed and timely process of feedback to ensure that corrections to assessment strategies or levels of assessment (i.e. "soft" versus "hard" marking) can be appropriately applied.

Under these circumstances, it is possible to analyse how significant inconsistencies or deviations from a standard arise, and to correct errors before students are misled on their performance by inappropriate, inadequate or missing feedback.

4.4 Student Progress

Students are required to make satisfactory academic progress before continuing to the next level of the course. Students must achieve the minimum requirements that are set by EIT. EIT will monitor progression via collection and monitoring of the following data:

- Students have passed the number of units/modules specified by the EIT as the minimum for a defined period;

- Students have passed any compulsory or barrier units/modules, field or other professional experience as stipulated by EIT and approved by the Dean and/or Deputy Dean.

- Student attendance at compulsory teaching and assessment components of a unit/module;

- Failure of a student to pass a number of units/modules set as the required target for that award course;

- Over-enrolment in an attempt to catch up on failed units/modules of study;

- Significant negative variations in a student's academic performance;

- Other progress requirements specific to the Faculty.

The Dean, administration staff and academic staff shall have mechanisms in place to monitor and identify students who are not making satisfactory academic progress. Support and advice will be provided as

soon as possible to give students the opportunity of successfully completing the unit/module and the course.

The monitoring of a student's progress and identification of students at risk is further detailed in EIT's *'Students at Risk Policy'* and *'Students at Risk Procedure'*.

5.0 Definitions

Please refer to the EIT Glossary that can be found here for all definitions used in this document.

6.0 Related Documents:

The following policies and procedures are related to this procedure:

Delete rows that are not relevant documents (including this one, once complete):

- Assessment, Validation and Student Progress Policy.VET
- EIT01 Training and Assessment Policy
- EIT01.1 Quality Training and Assessment Strategies
- EIT01.3 Student Support Policy
- EIT06 Complaints and Appeals Policy
- Learning and Teaching Policy.VET
- Learning and Teaching Resources Policy .DS
- Recognition of Prior Learning Guidelines.VET
- Recognition of Prior Learning Policy.VET
- Records Management Policy.DS
- Rise of AI Tools in Education.DS
- Student Complaints, Grievances and Appeals Policy.VET
- Student Complaints, Grievances and Appeals Procedure.HE
- Student Complaints, Grievances and Appeals Procedure.VET
- Student Support Policy.DS
- Student Support Procedure.DS

7.0 Related Legislation

The following legislation is relevant to this policy, however not all are mandatory for education providers:

- *Copyright Act 1968 (Cwth.)*
- *Disability Discrimination Act 1992 (Cwth.)*
- *Disability Services Act 1986 (WA)*
- *Education Services for Overseas Students Act 2000 (Cwth.)*
- *Equal Opportunity Act 1984 (WA)*
- *Freedom of Information Act 1992 (WA)*
- *Privacy Act 1988 (Cwth.)*
- *Racial Discrimination Act 1975 (Cwth.)*
- *Sex Discrimination Act 1984 (Cwth.)*

- *[Standards for Registered Training Organisations (RTOs) 2015 (Cwth.)](#)*
- *[Work Health and Safety Act 2011](#)*
- *[Work Health and Safety Act 2020 (WA)](#)*

8.0 Accountabilities

The Dean and Academic Board are responsible for review and approval of this policy.

Implementation is to be carried out by all administrative and academic staff under the leadership of the VET College Manager and the relevant Learning Support Officers.

This policy is to be implemented via induction, regular staff meetings and training of staff and distribution to students and EIT's community via the website and other publications.

EIT will regularly seek feedback from students, staff and stakeholders on the effectiveness of this policy via evaluations of courses, teaching staff and other supports.