



Assessment Policy and Procedure

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1. Purpose

Assessment is one of major academic activities for students. It plays an important role in shaping student learning. Students can demonstrate their competency (i.e., knowledge and skills) via assessment to meet the requirements of a training product as specified in the relevant training package. As a result, the purpose of the assessment policy and procedure is to provide mandatory guidance on assessment to both students and the College’s staff (e.g., trainers and assessors, course coordinators, and HoS).

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 failing to fulfill such obligations. The fulfilment of obligation will promote and uphold the academic integrity.

4. Definitions

Term	Meaning
The College	Refers to Australia Institute of Business and Technology (AIBT), Australia Institute of Business & Technology – International (AIBTI), and any affiliated/associated educational institution.
UoC	Refers to Unit of Competency
Head of School (HoS)	Refer to Head of School, lead trainer, and school manager.
School compliance managers/officers	Refers to those who are appointed and assigned by Chief Compliance Officer.
Course Coordinator	Refers to Unit Coordinator, Course Coordinator, and any other personnel assigned by HoSs to work on students’ academic progress and student class attendance.
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.

Medical Certificate	A signed statement from a registered medical practitioner, health practitioner or approved health specialist certifying a period of time during which a student is/has been affected by a medical condition impacting on 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 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 be 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 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:

- must consist of tasks which are evidence of students' achievement in meeting the requirements of the training package.
- must be reasonably achievable by students.
- must be fair, flexible, valid and equitable for all students
- must have valid due dates (submission date and resubmission date).
- must be carried on with a transparent process to demonstrate academic honesty and integrity which are in line with what is required in the Academic misconduct Policy - <https://aibtglobal.edu.au/support/student-forms/academic-policies/>.

6. Assessment Rules

6.1 Students' Assessment rules:

It is the responsibility of students to maintain academic progress; therefore, students are responsible for completing assessment according to assessment requirements and submit assessments within required

timeframe. Please refer to AIBTGlobal Student Code of Conduct at <https://aibtglobal.edu.au/wp-content/uploads/2019/02/AIBT-Student-Conduct-Rules.pdf>

A student has two opportunities for submitting assessment.

6.1.1 Assessment submission (1st):

A student is required to submit their assessment before/on the due date.

1. If a student 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 the assessment.
2. If a student assessment submission (1st) is on time but a student fails to obtain satisfactory results, then they will receive “Not Satisfactory” for their assessment and they will be provided an opportunity to resubmit the assessment.
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 final chance.

6.1.2 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 a student fails in their second attempt or does not submit their assessment on time, they will receive “Not Satisfactory”.
2. If a student’s assessment resubmission (2nd) is submitted on time and is deemed as satisfactory, then the student will receive a “Satisfactory” result.
3. If a student’s assessment resubmission (2nd) is submitted on time and is deemed as unsatisfactory, then the student will receive “Not Satisfactory” result.
4. If a student’s assessment resubmission (2nd) is not submitted on time, then the student will receive “Not Satisfactory”.

A “Not Satisfactory” result of an assessment may lead to a “Not Competent” result in the UoC. The student will be required to reenrol in the UoC to be provided further training and/or reassessment. A reenrolment fee may be applied to a student who reenrols.

A “Not Competent” result can lead to unsatisfactory academic progress. See Monitoring Student Attendance and Academic Progress Policy and Procedure.

6.1.3 Extension or deferral of Assessment

A student can submit a special consideration form and their supporting evidence for the extension or deferral of an assessment submission. This form is required to be submitted before the due date or within three (3) working days after the due date. In the event that a student submits a special consideration form outside the required timeframe, the College will consider the student’s circumstance on a case by case basis.

Special consideration can only be granted due to compelling and compassionate reasons/circumstances (e.g., health issue with medical certificate, or accidents).

Supporting evidence should be collected as proof of the special consideration. (e.g., medical certificate, police report)

A student can obtain a special consideration form at <https://aibtglobal.edu.au/support/student-forms/>.

6.1.4 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: <https://aibtglobal.edu.au/support/complaint/>

6.2 Assessment Rules for College Staff:

6.2.1 Marking assessment and the submission of UoC results:

Trainers and assessors:

It is the responsibility of trainers and assessors to complete marking students' assessments. They are responsible for submitting students' UoC results within the required timeframe.

1. Trainers and assessors are required to mark all assessments within 30 calendar days from the last day a UoC is delivered.
2. After the completion of assessment marking, trainers and assessors must submit students' UoC results to a designated course coordinator of their school within 30 calendar days from the last day a UoC is delivered.

Examples:

Example 1: A training period of a Business UoC is from 1 April to 30 April. A trainer and/or assessor completes all assessment marking and submits students' UoC results by 30 May (30 calendar days after 30 April). Students' UoC outcomes are submitted to a business-school course coordinator designated by HoS on 30 May.

3. In the event that trainers and/or assessors are unable to mark all assessments and submit the results of students' UoC within 30 calendar days from the last day a UoC is delivered, they must notify a designated course coordinator, HoS and school compliance officer/manager the reasons for the delay and provide a new estimated timeframe of assessment-marking completion. The notification must be provided as soon as trainers and/or assessors are aware of the delay of the assessment marking process.

Examples:

*Example 2: A training period of a Business UoC is from 1 April to 30 April. Unfortunately, a trainer and/or assessor is in a compelling and compassionate circumstance where he or she is **unable** to complete all assessment marking and submits the outcomes of all students' assessment by 30 May (30 calendar days after 30 April).*

A trainer and/or assessor must immediately notify a designated course coordinator, HoS and school compliance officer/manager why they are unable to mark student assessment within required timeframe and provide a new estimated timeframe of assessment-marking completion.

4. Without providing the notification to a designated course coordinator, HoS and school compliance officer/manager, trainers and/or assessors are liable for the actions of the negligent to fulfill Brighton Pacific – Code of Conduct: 16. Diligence, care and attention, and 17. Acting professionally.

Please refer to Brighton Pacific -Code of Conduct at <https://my.aibt.global/wp-content/uploads/2019/01/Brighton-Pacific-Code-of-Conduct-.pdf>

6.2.2 Keep records of school information and the update of students' UoC results in student management system:

Course Coordinator:

It is the responsibility of a course coordinator to update students' UoC results on the student management system within the required timeframe.

1. A course coordinator must systematically keep at least 6-month records of
 - Class timetables,
 - Student details (student ID & Name) of who enrolled in classes according to class timetables and,
 - Student academic progress of those enrolled in classes according to class timetables.
 - Trainers' and assessors' submission date of students' UoC results.
2. When trainers and/or assessors submit students' UoC results, a course coordinator must update students' UoC results in the College's student management system within five (5) working days.
3. If trainers and assessors notify a course coordinator for the delay of student assessment marking and students' UoC results and new estimated date of assessment-marking completion, a course coordinator must follow up students' UoC results on the new estimated date.
4. If trainers and assessors do not submit the outcomes of UoCs within 30 calendar days from the last day a UoC is delivered, a course coordinator must immediately provide a notification of not receiving students' UoC result to:
 - Trainers/assessors,
 - Head of School and,
 - School Compliance Manager/officer.

5. If a course coordinator is unable to update students' UoC results in the College's student management system within five (5) working days, a course coordinator must immediately notify the Head of School and school compliance manager of when they can update students' UoC results in the College's student management system within five (5) working days. The justification must be provided as to why they cannot update students' UoC results in the College's student management system within five (5) working days.
6. Without providing the notification of being able to update students' UoC results to HoS and school compliance officer/manager, a course coordinator is liable for the actions of negligence to fulfill Brighton Pacific – Code of Conduct: 16. Diligence, care and attention, and 17. Acting professionally.

Please refer to Brighton Pacific -Code of Conduct at <https://my.aibt.global/wp-content/uploads/2019/01/Brighton-Pacific-Code-of-Conduct-.pdf>

6.2.3 Management of School

Head of School:

It is the responsibility of a HoS to ensure that staff in their school performs their work to the best of their ability according to all relevant policies and procedures.

It is the responsibility of a HoS to ensure that trainers and assessors mark assessments and course coordinators update students' UoC results in student management system within the required timeframe.

1. A Head of School must ensure that the school has and implements a system to keep at least 6-month records of:
 - a. Class timetables,
 - b. Student details (student ID & Name) of who enrolled in classes according to class timetables and,
 - c. Student academic progress of those enrolled in classes according to class timetables.
 - d. Trainers' and assessors' submission date of students' UoC results.
2. A Head of School must ensure that trainers and assessors mark assessments within the required timeframe.
3. A Head of School must ensure that trainers and assessors submit students' UoC results within the required timeframe.
4. If trainers and assessors provide new estimated dates for assessment marking and submission of students' UoC results, a Head of School must ensure the estimated dates are reasonable and within acceptable timeframes.
5. A Head of School must ensure that course coordinators update students' UoC results in the student management system within the required timeframes.

6. If course coordinators provide new estimated dates for updating students' UoC results in the student management system, a Head of School must ensure the estimated dates are reasonable and within acceptable timeframes.
7. If a Head of School is unable to manage trainers and assessors, and course coordinators to perform their work according to required timeframes, they must immediately notify compliance managers/officers and HR department of any obstructions and issues. They must work together with compliance managers/officers and HR department toward the solutions of the issues.
8. Without providing the notification of the issues regarding students' assessment and UoC results to compliance managers/officers and HR department, HoS are liable for the actions of negligence to fulfill Brighton Pacific – Code of Conduct:
 - a. 6. Manager/Supervisor behavior
 - b. 14. Knowing the policies/legislation that applies to your work,
 - c. 15. Lawful and unlawful official instructions/decisions,
 - d. 16. Diligence, care and attention and,
 - e. 17. Acting professionally.

Compliance Managers/Officers

It is the responsibility of compliance managers/officers to ensure that trainers/assessors, course coordinators, and HoSs are compliant with the requirements stated in this policy and procedures.

1. Compliance managers/officers must monthly check whether students' assessments are marked within required timeframe.
 - 1.1 When compliance managers/officers perform the check, they must keep the record of
 - Investigation date
 - School
 - Units of competency
 - Student assessment
 - Trainers who mark assessment.
 - Outcomes/results of investigation.
 2. Compliance managers/officers must investigate and ensure that schools implement a recording system and keep the records of the information below.
 - Class timetables,
 - Student details (student ID & Name) of who enrolled in classes according to class timetables and,
 - Student academic progress of those enrolled in classes according to class timetables.
 - Trainers' and assessors' submission date of students' UoC results
- 2.1 If compliance managers/officers find that schools have no records of required information mentioned in 2., they must immediately inform Chief Compliance Officer, Head of Strategy and HR department, and for the rectification.

- 2.2 If compliance managers/officers find that schools do not provide access to records of required information mentioned in 2., they must immediately inform Chief Compliance Officer for the rectification.
- 2.3 If compliance managers/officers find that schools do not keep quality records of required information mentioned in 2., they must immediately provide assistance/guidance to schools. If the issue continues, they must immediately inform Chief Compliance Officer for the rectification.
- 3. Compliance managers/officers must monthly investigate and ensure that course coordinators update students' UoC results in student management system.
 - 3.1 If compliance managers/officers find that course coordinators perform their duties stated in this policy and procedures, they must immediately inform course coordinators to solve the issue. If the issue continues, they must immediately inform HoS, and Chief Compliance Officer for the rectification.
 - 3.2 If compliance managers/officers find that without reasonable reasons and any special circumstance, course coordinators do not cooperate, and/or delay the process of the investigation, they must immediately contact HoSs to solve the issue. Within 48 hours, if the issue continues, they must immediately inform Chief Compliance Officer for the rectification.

7. Appeals process:

Students who wish to lodge a complaint regarding this policy and procedure are to follow the Complaints and Appeals policy and procedure which can be found at: <https://aibtglobal.edu.au/support/complaint/>

8. Approval and Review Details

Approval and Review	Details
Policy and procedures created by	Chief Compliance Officer Dr. Chalermlok Dejsakultorn Group Marketing Officer Ms. Josie Casella Project Management Officer Ms. Hongru Chen
Policy and Procedures is approved by	Chief Compliance Officer Dr. Chalermlok Dejsakultorn
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