VET Student Assessment Policy

The purpose of the VET Student Assessment Policy is to describe the process and requirements of assessment at Australian Pacific Travel & Tourism.

Standard of Work

Students will be provided with criteria for the completion of any assessment activity including assignments, projects, workplace activities, group activities and Online Portal assessments such as quizzes, interactive activities, written work, multiple-choice assessments, reading comprehension assessments.

Students should complete their assessment activity in line with the set criteria. This may include such features as word-processing standards, referencing, lay-out and presentation methods or styles if required by the performance criteria of the specific unit of competency.

Standards of work will be reflective of the content, performance criteria or elements required of a subject or a group of competencies and/or in line with relevant and current workplace practices.

Grading System

Distinction (D): 95% and above  
Credit (Cr): 85-94%  
Pass (P): 75-84%  
Not yet competent (NYC): <75%

NOTE: Students achieving a grade of Pass or higher will be deemed as being competent.

The exception to the above grading system is for Galileo and CrossCheck Travel Enterprise industry assessments where the pass mark is 80% in line with industry standards.

Assessment Dates

Students will be required to meet assessment date requirements such as:

- submission dates for assignments and projects,
- pre-determined assessment activities held within class times (i.e. presentations, group activities).

Assessment dates are provided on the timetable provided to students in class during week 1.

If students comply with the required assessment dates, but are initially assessed as not yet competent, they are entitled to a second attempt (re-submission) provided that they have made a genuine attempt in their initial submission. Re-assessment should take place within a reasonable time-frame.

Assignment Cover Sheet

All assignments should be submitted with a College assignment cover sheet. These are available from the trainer or the Student Administrator.

Determining competence

A student is deemed competent if the assessment criteria of the subject have been met. In order to be deemed competent in a subject a student must achieve a pass mark in each assessment task in the subject. Students who do not achieve a pass mark in an assessment can re-submit the assessment in accordance with the guidelines outlined below.
Re-assessment

Students are eligible for re-assessment at any time during their course of study provided they have made a genuine attempt at the assessment when initially submitted.

| During the term: | Partial assessments:\*: $0 (up to a maximum of 2 times) | Complete assessments:\*: 1\textsuperscript{st} reassessment: $0 if submitted before the end of study period 2\textsuperscript{nd} reassessment: $50 (exception being $100 for Galileo or CrossCheck Travel Enterprise) |

\*: A genuine attempt at an assessment must have been submitted to be eligible for reassessment.
\*: Re-assessment requests after the end of term must be submitted within 12 weeks of the completion of the subject.

Late Submissions

Late submissions will be reduced by 5% per day for maximum of 10 working days. After this the student will be deemed to have failed the subject. Students who have compelling reasons for late submission should apply for an extension in advance or as soon as practicable. Students who are unable to find their trainer should see the Student Administrator to have each page of their assessment stamped to avoid additional late penalties.

Extensions

Students who have compelling or compassionate grounds with valid evidence may apply for an extension but this must be done before the assignment is due or as soon as practicable and must be made with the appropriate forms. If the student is unable to come into the College to complete the appropriate forms then the college should be contacted on 02 9387 4230 or via email info@aptt.edu.au. If the student’s request for an extension is successful, there will be no marks penalty for the period of the extension. The student will not be able to apply for an extension after the due date unless exceptional circumstances apply.

Plagiarism (copying) and Cheating

In the event of a student being found to have plagiarised or cheated in some way in an assessment task, that student will be given a zero mark in that part of the assessment task. Similarly a student who fails to submit an assessment task will also receive a zero mark.

The College Manager will deal with any dishonest assessments.

Dishonest assessments include:

- deliberate copying or attempting to copy the work of other students with or without their consent
- deceitful conduct by submitting the work of another student (as their own)
- using or attempting to use information that the trainer, college or industry has prohibited from use in that sort of assessment or that is prohibited by law.
- plagiarism (i.e. taking and using as their own, the thoughts and writings of another with the intent to claim the work as their own)

Students involved in any of the above will be set a new assessment and will be counselled by the College Manager. Further academic misconduct will be recorded in the student’s file and further action such as suspension/ dismissal will be at the discretion of the College Manager and as per the College’s Conditions of Enrolment.
Mark Review Process

A mark review is a process in which marking of a marked assessment is checked by the College Manager. Students who are unhappy with their mark can request a mark review up to 12 weeks after the completion of the subject. A request for a mark review for assignments that were proven to be plagiarised will not be accepted. Mark review requests can be submitted through the Student Administrator. Mark reviews should be submitted to the Student Administrator after the results have been finalised. During the study period students should speak to their trainer directly.

Intervention (for international students)

Where a student has not passed 50% or more of their subjects in any given study period the College’s Intervention strategy will be implemented. The College will contact students that this applies to. Please refer to the college’s Course Progress Policy for more information about Intervention.

Assessments kept by APTT (Record Keeping)

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

- keeping scanned copies of all assessments submitted
- keeping photographic, video or audio evidence of projects, presentations, interviews or work placement activities.

Policy review

This policy will be reviewed as per the College’s three year review cycle or as required by legislative changes.