Student assessment policy

The purpose of the Student Assessment Policy is to describe the process and requirements of assessment at AFTA Travel & Tourism College NSW, including assessment design and student assessment requirements.

1. It is the responsibility of the College and academic staff to ensure the design of assessment:

1.1 Complies with nationally endorsed training packages.

1.2 Focuses on the application of knowledge and skills to the standard of performance required in the workplace.

1.3 Complies with the principles of competency-based assessment (i.e. valid, reliable, fair and flexible).

1.4 Complies with AQTF Standard 1 Element 1.5 Assessment, including Recognition of Prior Learning (RPL) and

   i. meets the requirements of the relevant Training Package or accredited course
   ii. is conducted in accordance with the principles of assessment and the rules of evidence
   iii. meets workplace and, where relevant, regulatory requirements.

2. Home Study

Students are expected to devote two to four hours of their time per day to study and not to rely solely on timetabled class times. The course is designed to be very student-centred with a large degree of flexibility. On many occasions, the supplementary print resources provided by the college will need to be studied outside class times.
3. Assessment - Standard of Work

Students will be provided with criteria for the completion of any assessment activity including assignments, project, workplace 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.

3.1 Assessment Dates

Students will be required to meet deadlines such as:

- Submission dates for assignments and projects
- Pre-determined assessment activities held within class times (ie presentations, group activities)
- Examination dates

If students complies with the required assessment dates, but are initially assessed as not yet competent, they are entitled to a second attempt (re-submission). Re-submission should take place within ten days of the student's current enrolment period for that particular module/competency.

3.2 Processing of Assessments

- The student must either complete the assessment within the time specified by the teacher or to make alternative arrangements.
- The student must retain and resubmit the assessment if a re-submission is required.

3.3 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 task, the student must notify the teacher prior to the assessment.
If a student submits or requests to undertake a task after the assessment date, but before the end of their current enrolment period for that module/competency, the task will be marked. There will be no re-submission option for late assessments unless they have been pre-approved.

3.4 Re-assessment 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 not yet competent. To ensure equity and fairness of assessment for all students, re-submission activities may vary from those originally set by the teacher/assessor.

3.5 Assessments kept by AFTA Travel and Tourism College NSW

In order to meet a range of (external) auditing requirements AFTA Travel and Tourism College NSW will retain evidence of students’ 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 work 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).

4. Examinations

Examinations are assessments based on the competencies required under the Tourism Training Package.

Once exams are marked, they are returned to the Academic Coordinator for checking/moderation and results are not final until such time the Academic Coordinator approves the results. This process may take up to four weeks, depending on exam workload.
Once the marking is finalised, and in the event of failure, students may peruse their exam paper in the presence of the lecturer or Academic Coordinator, before they undertake a resit exam. Exam papers and extract adjuncts must not leave the College as they remain the property of the College.

If students are unable to attend a set examination for a particular module, a verifiable, documented reason must be supplied. This is at the discretion of the Director of Studies (VET) but could include:

- A medical certificate signed by a qualified medical practitioner, in the case of personal illness
- Written statement from an officer of the law or other legally authorised person, in the case of a lawful reason
- Written statement signed by the student, in the case of a death in the family or other similarly serious compelling or compassionate matter.

If the Director of Studies (VET) accepts the reason for the non-attendance, another examination date will be arranged. If not, the student may FAIL that particular module.

In addition to the National Examinations, some Certificate III in Tourism (Retail Travel Sales) modules may also require an assessment that is conducted internally (within the college). In these cases, students will be graded as being either Competent or Not Yet Competent. Students must be deemed competent in all internal assessments as well as all external assessments (National Examinations), in order to graduate.

**National ATEP (Australian Travel Educations Program) Examinations**

As part of the Certificate III in Tourism (Retail Travel Sales) course, students sit the ATEP National Examinations. These assessments are based on the competencies required under the Tourism Training Package and covered in the ATEP modules.
4.1 Examination Results

Certificate III in Tourism (Retail Travel Sales)

<table>
<thead>
<tr>
<th>GRADE</th>
<th>PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distinction</td>
<td>95 - 100%</td>
</tr>
<tr>
<td>Credit</td>
<td>85 - 94%</td>
</tr>
<tr>
<td>Pass</td>
<td>75 - 84%</td>
</tr>
<tr>
<td>Fail</td>
<td>Less than 75%</td>
</tr>
</tbody>
</table>

4.2 Re-examination

In the event of a student failing an initial module examination, the college will allow two re-sits per module. These re-sits must be completed within six months of the finishing date of your course. Exceptional circumstances may be considered to grant an extension.

A non-refundable re-sit fee of $50.00 must be paid to the College at least two weeks prior to each scheduled re-sit date. The fee for Galileo CRS and/or CCT re-sit exam/s is $100.00 each. It is your responsibility to ensure this is paid on time, otherwise re-sit papers will not be prepared. In addition, it is the responsibility of the student to reconfirm the date, time and location of the re-sit exam with their lecturer in the week prior. The maximum grade attainable from a re-sit will be a PASS GRADE only.

If you do not pass a module with the allowed two examination assessments, a further re-sit will not be granted without further training. The amount of training required is dependent on the standard of results achieved and is at the discretion of the Director of Studies (VET) but it may often require the complete module to be redone and the required module fee paid. Please see administration for more information.
4.3 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.

4.4 Extension

Extension may be granted for exceptional circumstances. Depending on the mode of study, reasons for extension may vary from health, personal or work reasons, All requests for extensions should be:

- Negotiated with the teacher in writing in advance
- Confirmed in writing and signed by both the student and the 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 concerned via telephone, fax, letter or e-mail.
- Significant evidence needs to support a request for an extension after the due date (ie: doctor's certificate).
- The request must be in writing.

5. Plagiarism/Cheating

Definitions:

- Cheating: "obtaining an unfair advantage" or “a deliberately dishonest transaction to obtain gain”.
- Collusion: All parties who collude (get together) and copy an assessment item(s) for the purpose of deception will fail. A result of "not yet competent" will be issued. This failure will 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 person's work.

Cheating, collusion and plagiarism constitute major infringements of academic values. As such, any cheating, collusion or plagiarism will result in an automatic fail and may result in suspension from further classes. The student must provide a written application addressed to the Director of Studies showing due cause as to why the student should be allowed to return to study. The application will be reviewed by the Academic Coordinator who will decide on appropriate action.

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

The Academic Coordinator will deal with any dishonest assessments/examinations. Dishonest assessments/examinations 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 the trainer, college or industry has prohibited from use in that sort of assessment or 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 examination/assessment and will be counselled by the Academic Coordinator. A fee of up to $200 will be charged to the student and must be paid prior to the re-assessment. 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 Academic Coordinator.
6. Recording of Marks

All records of student marks will be maintained in an excel spreadsheet for the relevant module with a collation of each student’s results maintained in a central administration database. Marks will be recorded at the conclusion of each module. The data-bases will be secured in such a way as to ensure that, as far as possible, there is no possibility of tampering by unauthorised personnel.

Review

This policy will be reviewed as part of the college’s three year review cycle.