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| Authorised by        | General Manager Quality and Compliance                                                        |
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## Policy: Student Assessment Submission

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### Overview

This Policy outlines the requirements for students enrolled with City-Wide Building and Training Services (CWBS) in relation to the submission of assessments.

Student assessment is a vital part of the learning process. Assessment is the process whereby student learning outcomes are determined, feedback is given to the student on their progress and final result grades are awarded.

### Definition of Assessment

For the purposes of this document, 'assessment' includes all formal assessment tasks, *including theory and practical assessment undertaken on the job or in a classroom setting*".

This includes evidence collected for Recognition of Prior Learning (RPL).

Assessment:

- forms evidence of the student's participation in training and assessment,
- is recorded on the SMS by CWBS staff in a timely manner and within set time frames for funding to be secured, and
- original copies of assessment tasks are kept in the student file or on the LMS and presented as evidence at time of audit.

### Responsibility of Students

It is the responsibility of students to:

1. Engage actively in the learning process and participate according to unit and assessment requirements;
2. Complete assessment tasks diligently and honestly to provide evidence of learning achievements in a unit;
3. Meet assessment requirements as specified in the unit outline, including submission of work by the due date; and

4. Discuss any concerns they have regarding their progress in coursework and assessment as early as possible with relevant Trainers and / or a Training Manager. If you are experiencing a welfare issue, you may be referred to the Individual Learning Needs and Student Welfare Coordinator.

Please note that if your course is partially or fully subsidised by state, territory or federal funding, that you are obliged to undertake assessments as part your eligibility to receive this funding.

## Assessment Submission

Before an assessment commences, your Assessor will:

- Make sure that you are aware of the due date of the assessment
- Inform students of *the context for each assessment task* (i.e., how and where it will be conducted), as well as the expected outcomes of the assessment.
- Explain the assessment task fully
- Make provision for any special support you may need
- Organise and arrange all required resources

## Assessment Feedback

On completion of the assessment your Assessor will communicate the outcomes of assessment to you and provide feedback for future performance.

### Assessments Submitted Via LMS

If you submit your assessment online via the Learner Management System, you will receive an automated email to let you know that your assessment has been marked.

You can then view the assessment feedback by logging into the Learner Management System.

### Practical Assessments

If you undertake practical assessments which involves the Trainer observing you performing a task, you will typically be provided with feedback upon completion of the assessment.

### Hard Copy Assessments

If you submit your assessments via hard copy, you may be given the feedback in a number of ways:

- Verbally (face-to-face or over the phone)
- At your next training session
- Via email

It is your responsibility to ensure you take a copy of all hard copy assessments prior to submission.

## Applying for an Extension

CWBTS recognises that students may need to an extension to complete assessment tasks from time to time.

Examples of circumstances which may constitute grounds for an extension may include:

- You have been ill or were caring for a family member who was ill and were not able to complete the assessment.
- You need assistance in relation to understanding and completing the assessment. You must discuss this with your Trainer as soon as possible so that appropriate arrangements can be organised such as extra tutorials during class, or a scheduled one on one session.
- You have been unable to complete an assessment due to personal reasons.
- You have lost records because of computer or software malfunction, due to a computer virus, stolen laptop/computer, or corrupted USB.

Requests for extension must be made in writing to the Trainer at least five days prior to the assessment due date.

Once you make a request, your Trainer will contact you either in writing or by phone to discuss a suitable extension date and any support that you may need to complete the assessment.

Your Trainer will confirm the extension date to you in writing.

## If You Do not Submit Your Assessments by the Due Date

Your Trainer will contact you to let you know that your assessments are overdue, and you will be required to nominate a new submission date. This also applies if you have applied for an extension, and you have not submitted by your extended due date.

### **Classroom Based Students**

In some cases, you may be asked to complete your assessments before returning to your classes. It is important to understand that, in most courses, your knowledge and skills build as you progress through the course. Some assessments will build on skills previously developed in earlier topics or units. The purpose of this is to keep your learning on track.

Where this is the case, either a Training Manager or the Individual Learning Needs and Student Welfare Coordinator will work with you to arrange a recommencement date. Depending on the amount of time and the number of outstanding assessments, you will either:

1. Recommence later with your current group and make up missed classes at a late date, or
2. Join another group at the same point that so that you do not need to make up missed classes.

The relevant staff member will discuss which option best suits you.

### **Workplace Based Students**

If your training is workplace based and you are falling behind on your assessment submissions, your Trainer will organise a meeting with you and your Employer / Supervisor to work on setting new assessment submission dates. These dates will be reflected in an updated training plan.

It is important to understand that, in most courses, your knowledge and skills build as you progress through the course. Some assessments will build on skills previously developed in earlier topics or units. The purpose of this is to keep your learning on track.

## Completion of Your Qualification

Once you have attended your final class or you have had your final Trainer workplace visit you will be required to have your final assessment submitted no later than 4 weeks from the date of the final class or workplace visit.

## Frequently Asked Questions

### **My family are expecting a baby and I will need parental leave from class**

Just let us know when you expect to need the time off and how long, we will then work with you to organise a return to class date.

### **I need a holiday**

Let us know and we will work with you. If you are planning an extended holiday, please let us know as early as possible. We will then work with you as to how you can continue in your course. This may be joining another group upon your return.

### **I have a medical condition / I have to have an operation**

Let us know and we will work with you. If you expect that you will be absent for an extended time, please let us know as early as possible. We will then work with you as to how you can continue in your course. If you are a class-based Student, this may be joining another group upon your return.

If your course is available in a 'Live Lecture' mode, this may suit your physical needs better while you are recovering.

### **I need help! I am struggling with my assessments**

Speak to your trainer to see if you can organise one-on-one time or to attend an assessment support session either face to face or via virtual classroom, speak to a Student Support Officer for more information or to book into a support session.

### **I am working long hours at the moment and cannot find the time to complete my assessments**

Speak to your Trainer and discuss this with them as they will be able to assist you. They may offer you extended assessment due dates until your work becomes a little less hectic.

### **I have not studied for a while, and I think I need help in developing a study plan**

Many students who have not studied for a while feel this way. Speak to your Trainer and discuss this with them as they will be able to assist you. They can help you develop a study schedule to get your assessments in on time.

### **Do I have to complete the assessments? I just want to do the learning**

Yes, if:

1. You wish to obtain the qualification, *and / or*
2. Your course is partially or fully subsidised by state, territory or federal funding, that you are obliged to undertake assessments as part your eligibility to receive this funding.

No, if:

1. You do not wish to obtain the qualification, *and*
2. You are a full fee-paying Student.