

STUDENT HANDBOOK

Section 5 – Assessment, Submission and Academic Integrity Guidelines

Assessment is an essential part of your course. When you enrol, and throughout your studies, you will be told how, when and where an assessment will be conducted.

For information on assessment, see the assessment overview section in the course overview and assessment guide for each unit of competency.

The assessment overview for the overall qualification provides

- an overview of the qualification outcomes
- requirements that you have to meet in order to receive the qualification
- an overview of assessment methods used to collect evidence
- tips on how to get credit for previous skills, knowledge, and experience

The course overview provides information on

- the unit/s of competency being assessed
- when assessments are scheduled
- how to submit your assessments
- what each assessment will require you to do
- how your assessment outcomes are awarded
- the number of assessment attempts and resubmissions you are allowed
- how feedback on your progress will be given to you
- how you can appeal if you think the assessment has been unfair

Students have 3 (three) attempts for assessments due prior to Week 10 and 2 (two) attempts for assessments due in Week 10 to successfully complete an assessment task of a subject/UoC, as follows:

Assessments	Attempt 1	Attempt 2	Attempt 3
Due Weeks 1-9	Original Submission	Resubmission/resit completed within 5 (five) calendar days of notification of 'NYS' outcome	Resubmission/resit completed within 2 (two) calendar days of notification of 'NYS' outcome
Due Week 10	Original Submission	Resubmission/resit completed within 5 (five) calendar days of notification of 'NYS' outcome	Not available

Please note, for any assessments due in week 10 of the term, only one resubmission attempt applies and must be completed by CoB Friday of week 11.

No submissions or resubmissions will be accepted after Friday of week 12.

ALG does not provide another opportunity to resit/resubmit for students who have chosen not to utilise a scheduled resit/resubmission opportunity.

It is your responsibility to read and understand the information contained in the assessment guides. Your trainer will explain the content of the guides and request confirmation that you have received them.

Please let your trainer know if you don't understand or are unsure about your assessment guides.

Photo ID required for Assessments

Students are required to bring photo ID to assessments requiring ID validation. These include but are not limited to:

- On-campus written exams
- On-campus practical exam or practical assessment sessions

Forms of photo ID that are acceptable are:

- Passport
- Driving license
- Official photo ID card
- Student card
- Travel concession card

If a student does not present their photo ID and an alternative means of ID authentication are not available at that time, a student may be declined the opportunity to take the assessment at that time and need to arrange a resit assessment.

Types of Assessments

ALG use a range of assessment techniques, including the following:

- Practical demonstrations – scheduled within the module timetable
- Written examinations – scheduled within the module timetable
- External assessment tasks (for classroom modules) – scheduled to be completed and handed in by a certain date
- Online Submissions - scheduled to be completed and electronically submitted by a certain date

Submission Guidelines

Assessment submission dates and times are communicated by your trainer/assessor, within your course materials, and Learning Management System (Canvas).

Keeping Copies

Students are responsible for keeping a copy of any submitted assessment tasks.

Classroom Submissions

Students provide some or all their assessment work directly to their trainer/assessor in class. Please ensure your name and contact details are clearly marked on all your work, and an assessment coversheet is attached. Otherwise, it cannot be accepted.

Assessment Dates

Assessment dates are published in the LMS. Assessments cannot be conducted prior to the completion of training, therefore will not be conducted prior to their scheduled day within a study period.

Assessment Outcome

Please note a student does not have the right to appeal an assessment result as per [ALG's complaints and appeals policy](#).

Assessment Resubmissions, Late Submissions or Resits

A student may need to resubmit, late submit or resit an assessment.

Assessment Resubmissions or Late Submissions Procedure

Assessment resubmissions or late submissions are not to be handed to the classroom trainer. Instead, the following process is to be followed:

OPTION 1 – in PERSON (only applicable for logbook)

1. Bring your resubmission to the Student Services Team
2. Receive confirmation of submission – you will receive acknowledgement of your resubmission.

OPTION 2 – via Learning Management System (Canvas)

All assessments can be submitted via the [Learning Management System](#) (Canvas) following the procedure below:

1. Before submitting any assessments, read the detailed information provided on specific files allowed, media files, compressing files and submission guidelines see the 'How to submit files on Canvas' support guide in the Introduction Module.
2. From your dashboard, click on your course.
3. Choose assessments from the left menu.
4. Choose the assessment you would like to submit.
5. Click the red 'Submit assessment' button on the top left of the screen.
6. In the files tab – upload the required files for the assessment.
7. Once all the necessary files are chosen (as per 3 and 4 above), click on '*submit assessment*'.

Resit of Theory and Practical Assessments Procedure

1. Contact the Student Services Team
2. Attend the scheduled resit day for this assessment task by booking in with the Student Services Team and paying the required fee at the time of booking.
3. If not possible to attend the scheduled resit day, discuss if an alternative option is available with a member of the Student Services Team.
4. Fees will vary depending on resit options booked and provided at the time of booking the resit. For more details about additional fees, please click [here](#).

Repeating a Term

In case students are required to repeat a term of study, they may need to repeat all assessments within that term. This applies even if they already completed the assessment task.

Expected Response Times for Assessment Submissions

Students can expect response times to assessment tasks as follows:

- Attempt 1 - within 5 calendar days of submission of the assessment
- Attempt 2 - within 3 calendar days of submission of the assessment
- Attempt 3 - within 3 calendar days of submission of the assessment

If you have any problems or issues with your assigned trainer, including contacting them or getting feedback, please contact the Student Services Team immediately.

It is the student's responsibility to contact ALG directly in these incidences, so ALG are:

- alerted to the issue and;
- can take immediate action to resolve the problem for the student, or when appropriate, assign a new trainer to the student.

Definition of Result Codes

ALG uses the following result codes to indicate a student's assessment status at the completion of an attempted assessment.

Code Name/ Abbreviation	Code Description and Reason for use
Competent (C)	is awarded to a student who is deemed Competent based on ALG assessment criteria
Not Yet Competent (NYC)	is awarded to a student who is deemed Not Competent based on ALG assessment criteria.
Satisfactory	is awarded to a student who is deemed Satisfactory based on ALG assessment task level criteria
Not Yet Satisfactory	is awarded to a student who is deemed Not Yet Satisfactory based on ALG assessment task level criteria
Recognition of Prior Learning Granted (RPL)	the student has achieved all of the learning outcomes specified for that subject to the required standard through prior learning that includes informal and/or non-formal learning, and may also include formal learning.
Credit Transfer (CT)	The student has achieved all of the learning outcomes specified for the subject to the required standard through prior formal learning.
Withdrawn (WD)	The student has withdrawn before attempting all assessment items.

Request for Remarking of Assessments

Students that believe their assessment result is not correct can request to have the assessment remarked by another trainer/assessor. Such requests must be made within 20 days of receiving your assessment result. A request for re-assessment is considered an 'Internal Complaint'. For further information on an application for remarking, refer to '[Complaints and Appeals policy](#)' available on ALG's website.

ALG Academic integrity policy (Cheating and Plagiarism)

ALG is committed to excellence in providing VET education to its students. As part of this commitment, ALG expects its students and staff to embody principles of academic integrity at all times. Students should apply recognised academic conventions in completing their assessment, while teachers should educate their students on how to study with academic integrity. Any form of academic dishonesty detected will be treated seriously.

This policy applies to all students studying at ALG.

Principles

ALG academic integrity policy reflects the following principles:

- academic integrity in assessment practices is fundamental to the learning process.
- all students and staff have an obligation to respect the principles and practice of academic honesty and integrity.

- c. students will be provided with education and support in understanding and applying these requirements.
- d. Academic misconduct takes place when students act dishonestly in an assessment task or examination in order to gain an unfair advantage for themselves or other students.
- e. the procedures for addressing academic misconduct will be applied fairly and consistently in accordance with this policy.

Academic misconduct

Academic misconduct takes place when students act dishonestly in an assessment task or examination in order to gain an unfair advantage for themselves or other students.

For further details please refer to [A2 Student Code of Conduct and Privacy](#).

Plagiarism

Plagiarism occurs when a student submits work for assessment which includes the words or ideas of others without appropriate attribution or reference to the original author. Students must make themselves aware of acceptable referencing practices as plagiarism is considered a serious breach of academic integrity principles.

Some examples of plagiarism are:

- a. direct copying of sentences, paragraphs or other extracts from someone else's work without appropriate acknowledgement. Such work includes published or unpublished documents, designs, sounds, images, photographs and films, data and computer code
- b. paraphrasing someone else's work without acknowledgement by way of reference to the original work
- c. using facts, information and ideas directly derived from an identifiable source without acknowledging the source

Cheating in examinations

Cheating in an examination includes any action or attempted action designed to gain an unfair or dishonest academic advantage.

For example, cheating occurs when students:

- a. have access to unauthorised material during the examination
- b. sit an examination on behalf of another student or permit another student to sit an examination on their behalf
- c. read, copy from or otherwise use another student's work, or knowingly allow another student to read, copy or otherwise use their work in an examination
- d. assist any other student in completing their examination, either directly or indirectly
- e. accept assistance from any person during an examination other than authorised staff
- f. inappropriately obtain prior knowledge of an exam's contents and/or expected answers.

Collusion

Collusion occurs when there is unauthorised collaboration in the preparation and production of work for assessment which is presented as a student's own individual effort.

Collusion includes:

- a. inappropriately assisting other students in the production of an assessment task
- b. accepting inappropriate assistance in the production of an assessment task
- c. submitting work, which is the same, or substantially the same, as another student's piece of work for the same assessment task
- d. submitting files to assessment sharing websites
- e. assisting another student to plagiarise material or cheat in an examination.

Ghost-writing

Ghost-writing occurs where a person other than the student has authored, either wholly or in part, a piece of assessment and the student presents the assessment piece as if they themselves have wholly authored the assessment. The student does not have to have remunerated the third-party for ghost-writing to have occurred.

Other forms of academic misconduct¹

There are many ways in which a student might attempt to deliberately gain an unfair advantage by dishonest means.

Some examples are:

- a. submitting fabricated or falsified data as if they were genuine
- b. inventing references, quotes or sources
- c. submitting the same, or substantially the same piece of work for assessment in one or more different subjects
- d. falsely indicating attendance at an activity when attendance is an assessment requirement

Procedure

Any student found guilty of either cheating or plagiarising will immediately fail that assessment and have the incident recorded on their student record and be issued with a "Breach to Student Code of Conduct Formal Warning". The following steps will be observed

1. The trainer will investigate the plagiarism and will inform the respective Head Trainer.
2. If the Head Trainer concurs that it was a case of cheating or plagiarism, the student will receive a formal notification of the occurrence and a meeting with the Head Trainer and/or a Student Advisor will be organised.
3. The student will have the chance to explain their position.
4. If determined that the student was cheating or plagiarism has been confirmed, the student will be issued with a "Breach to Student Code of Conduct Formal Warning" and a penalty to the student will apply.

Penalties

Plagiarism constitutes an academic offence for which you can be disciplined, and the following penalties can be applied:

- a) In a FIRST incurrance Record on the student file of a "Breach to Student Code of Conduct - Formal Warning" and mark student as "Not yet Competent" with the opportunity of resubmission and reassessment – fees may apply
- b) In a SECOND incurrance of cheating or plagiarism, the student will receive the second "Breach to Student Code of Conduct - Formal Warning" record and will also automatically fail the unit.
- c) In a THIRD incurrance, the Student's enrolment will be cancelled or suspended.

In all stages, the student will be informed of their right to appeal following [ALG Complaints and Appeals Policy](#).

Responsibilities of ALG staff

Staff who assess students' work have a responsibility to educate students in appropriate referencing techniques and clearly explain what constitutes plagiarism, collusion and other forms of cheating.

Assessment tools at ALG

The assessment tools used for each course will vary. All assessments will be planned and conducted in a way that ensures that they comply with the following principles:

- authenticity (reflect the candidate's own work)
- validity (directly relate to the current version of the relevant endorsed units of competency)
- reliability (shows that the candidate consistently meets the unit(s) of competency)
- currency (reflects the candidate's current capacity to perform the aspect of the work covered by the units)
- sufficiency (covers the full range of criteria in the relevant units of competency)
- fairness (are not advantageous or disadvantageous to different individuals or groups and can be open to reasonable questioning)
- flexibility (a range of approaches can be used to allow for different delivery modes and student needs)

Assessment Items Retention Policy

Assessment items, including course credit evidence, are not returned to students.

ALG retains and archives all completed student assessment items, for each student, for a period of six months from the date on which the judgement of competence for the student was made in that assessment item. After this time, they are destroyed.

Students can request to view marked assessments prior to them being destroyed.

ⁱ Adapted from: Think Education. (2020). Academic Integrity Policy. <http://www.think.edu.au/studying-at-think/policies-and-procedures>