Assessment System Policy and Procedure

Contents

Wall Street College Pty Ltd
ABN No: 42 606 344 905
Melbourne: Level 4, 20 Queen St, Melbourne, VIC 3000
Phone: +61 3 9629 4770 **Email:** admissions@wallstreet.edu.au
Hobart: Level 2, 27 Elizabeth St, Hobart, TAS 7000
Phone: +61 3 8648 8556 **Email:** admissions@wallstreet.edu.au

Wall Street College Pty Ltd
ABN No: 42 606 344 905
Melbourne: Level 4, 20 Queen St, Melbourne, VIC 3000
Phone: +61 3 9629 4770 **Email:** admissions@wallstreet.edu.au
Hobart: Level 2, 27 Elizabeth St, Hobart, TAS 7000
Phone: +61 3 8648 8556 **Email:** admissions@wallstreet.edu.au

Assessment Policy

1.   Purpose

This document specifies Wall Street College's assessment policy and procedure. It sets out:
-    the controlled and ordered process designed to ensure that assessment decisions made in relation to many individuals, by many assessors, in many situations are consistent, fair, valid and reliable;
-    the principles staff are to apply when designing, implementing and reviewing assessment, and making decisions relating to student assessment, and;
-    mandatory procedures for assessing the work of student.

2.   Policy Statement

Wall Street College is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations 2015, which requires the college to implement an assessment system that ensures assessments (including recognition of prior learning) comply with the assessment requirements of national Training Packages and VET Accredited courses within it scope of registration.

Competency-based assessment is the process of collecting evidence and making judgements about whether a person has achieved competency. It is often described as a criterion-referenced process, because it involves people being assessed against fixed criteria or pre-determined benchmarks – such as those expressed in units of competency or accredited modules. (source: myskills.gov.au)

All students have access to Recognition of Prior Learning (RPL) upon enrolment. (See *RPL and Credit Transfer Policy and Procedure*)

3.   Scope

The policy applies to:
-    students, staff, and any contractors who are responsible for assessment-related activities
-    all assessment processes undertaken by Wall Street College staff and provides guidelines which qualified assessors will use in exercising their professional judgement in conducting assessment.

4.   Responsibility

Wall Street College Pty Ltd
ABN No: 42 606 344 905
Melbourne: Level 4, 20 Queen St, Melbourne, VIC 3000
Phone: +61 3 9629 4770 **Email:** admissions@wallstreet.edu.au
Hobart: Level 2, 27 Elizabeth St, Hobart, TAS 7000
Phone: +61 3 8648 8556 **Email:** admissions@wallstreet.edu.au

Trainers and Assessors are responsible for carrying out this policy and procedure, monitoring compliance and maintaining records.

5.   Regulatory Requirements

All assessments must be undertaken by suitable qualified Assessors who have both assessor competencies and vocational competencies at least to the level being assessed, and as prescribed in Standard 1 and Schedule 1 of the Standards for RTOs 2015.

Reasonable adjustments are to be made for students with a disability in accordance with the *Disability Standards for Education 2005.*

This policy reflects the requirements of Clause 1.8 of the *Standards for Registered Training Organisations (RTOs) 2015*.

Wall Street College must implement an assessment system that ensures assessments (including recognition of prior learning) comply with the assessment requirements of national Training Packages and VET Accredited courses within it scope of registration conducted in accordance with the Principles of Assessment and the Rules of Evidence, as set out below.

6.   Assessment System
6.1 Principles of Assessment

Ensure quality assessment outcomes are achieved through basing the development of assessment processes and instruments on the principles of assessment. Assessment activities should reflect all five principles equally:

- **Fairness** in assessment requires the assessment process to consider the individual needs and characteristics of students and not to disadvantage individuals. The process allows for any reasonable adjustment to be applied to enable the outcomes to be achieved through a range of training delivery strategies. It also allows for a student to challenge (appeal) the result of the assessment and be re-assessed, if necessary.

- **Flexibility** in assessment means ensuring the skills and knowledge can be demonstrated in a variety of ways suitable for a workplace no matter how, where or when those skills were acquired, drawing on a range of assessment methods

Wall Street College Pty Ltd
ABN No: 42 606 344 905
Melbourne: Level 4, 20 Queen St, Melbourne, VIC 3000
Phone: +61 3 9629 4770 **Email:** admissions@wallstreet.edu.au
Hobart: Level 2, 27 Elizabeth St, Hobart, TAS 7000
Phone: +61 3 8648 8556 **Email:** admissions@wallstreet.edu.au

appropriate to the context, component of study and the student.

- **Validity** in assessment is ensuring evidence is collected in a variety of contexts and on a number of occasions and that the assessment assesses what it claims to assess:
  - o Assessment against the unit of competency covers a broad range of required skills and knowledge
  - o Assessment of knowledge must be integrated with practical application (where applicable)
  - o Judgement of competence must be based on sufficient evidence – using different assessment methods on a number of occasions and in a range of contexts

- **Reliability** refers to the consistency of interpreting evidence presented for assessment to provide consistent assessment outcomes. Assessors must develop assessment marking guides for each assessment item and moderate student assessment work to ensure consistent interpretation of assessment evidence is applied.

6.2 Rules of Evidence

Evidence may be derived from direct, indirect or supplementary sources and must be recorded according to policy.

- **Validity** refers to the soundness of assessment evidence and that the evidence
  - o Covers the broad range of skills and knowledge essential to competent performance identified in the unit of competency
  - o Evidence of knowledge and skills integrated with practical application (if applicable)
  - o Judgement of competence must be based on sufficient evidence – using different assessment methods on a number of occasions and in a range of contexts

- **Sufficiency** refers to the quantity and quality of assessment evidence provided and that the evidence is sufficient to make a judgement about the competency of an individual in relation to the unit of competency requirements.

- **Authenticity** refers to assessment evidence that the assessor is assured that the evidence is the student's own work. Students must acknowledge that assessment evidence they are providing is their own work when submitting assessments.

- **Currency** in assessment relates to the age of assessment evidence. Competency

Wall Street College Pty Ltd
ABN No: 42 606 344 905
Melbourne: Level 4, 20 Queen St, Melbourne, VIC 3000
Phone: +61 3 9629 4770 **Email:** admissions@wallstreet.edu.au
Hobart: Level 2, 27 Elizabeth St, Hobart, TAS 7000
Phone: +61 3 8648 8556 **Email:** admissions@wallstreet.edu.au

requires demonstration of current performance and assessment evidence must indicate that the student is currently competent as applied to current work situations.

6.3 Reasonable Adjustment

Where possible, Wall Street College makes reasonable adjustments to the learning and physical environment to enable a student to participate in learning and assessment experiences on the same basis as a student without a disability.

All students who indicate during the application process that they have a disability will be contacted by the Academic Manager or their delegate to discuss their specific needs and provide information about student support and possible adjustments to the assessment process.

Assessors must ensure that reasonable adjustment maintains the integrity of the competency outcomes in accordance with the training package requirements.

Assessors will need to adjust assessment to meet the needs of individual's when requested.

Such adjustments may include but are not limited to:
- The use of adaptive/assistive technology (equipment and software designed for use by people with a disability)
- Educational support
- Learning and assessment aids such as papers in large print or the use of scribes
- Extra time to complete a course or assessment
- Assessors must record any reasonable adjustments made for each student.

7. Assessment Methods
7.1 Assessment Types
There are two levels of assessment, as below:

- **Formative assessment** is used to provide students with ongoing feedback on their performance and may be used with student learning throughout the learning and assessment process.

- **Summative assessment** is the tool and process for gathering evidence to make a decision on whether a student is competent or not. It is used to measure different aspects of competency over several occasions or activities. It is not usually a single

Wall Street College Pty Ltd
ABN No: 42 606 344 905
Melbourne: Level 4, 20 Queen St, Melbourne, VIC 3000
Phone: +61 3 9629 4770 **Email:** admissions@wallstreet.edu.au
Hobart: Level 2, 27 Elizabeth St, Hobart, TAS 7000
Phone: +61 3 8648 8556 **Email:** admissions@wallstreet.edu.au

assessment event, typically a minimum of 2 but may be prescribed as more by a training package or by the College.

7.2 Assessment modes

Written Knowledge/Theory/Questioning Assessments
- The assessment volume, length and time available will be specified.
- Assessment volume must be sufficient to measure a person's ability to perform related tasks or roles consistently on a number of occasions to a level that meets industry standards and training package assessment requirements and where applicable licensing or regulatory requirements.

Practical/Observation Assessments
- Students must be observed demonstrating practical skills, with a maximum timeframe of 60 minutes for each practical assessment task (unless otherwise stated on the assessment tool).
- Students who are asked verbal questions whilst completing practical assessments, to integrate their knowledge with the practical application, will be provided with extra time per question to answer the question verbally (unless otherwise stated on the assessment tool).

8.   Academic authenticity and plagiarism

Assessors are to ensure authenticity of assessment work and must ensure that the work students submit for assessment is their own.

Work submitted by a student which is not the student's own work must be referenced. Where assessment work is presented that is in breach of copyright or is plagiarised the student will be deemed Not Satisfactory in that assessment, and may not get an opportunity for resubmission.

Online only:
WSC utilises plagiarism software which is used to review all student assessments submitted through the LMS- Moodle. Students are required to submit their assessment via Turnitin to ascertain a similarity report. Students have the ability to use Turnitin prior to formal submission to identify potential plagiarism and rectify the issue prior to submission.

9.   Other assessment requirements

Wall Street College Pty Ltd
ABN No: 42 606 344 905
Melbourne: Level 4, 20 Queen St, Melbourne, VIC 3000
Phone: +61 3 9629 4770 **Email:** admissions@wallstreet.edu.au
Hobart: Level 2, 27 Elizabeth St, Hobart, TAS 7000
Phone: +61 3 8648 8556 **Email:** admissions@wallstreet.edu.au

Assessors must ensure that:

- Each student's name and date is on all assessment instruments
- The unit of competency code and title are clear
- Each student is ready for assessment
- Each student has been informed about the assessment process and has been provided with clear instructions for completing the assessment tasks
- Each student is clear about the opportunity to provide feedback and that they are able to challenge the result of the assessment
- Each student is clear about the due dates for assessment submission and /or date submitted and/or re-submission
- The assessment process is conducted in accordance with the Principles of Assessment and the Rules of Evidence

9.1 Assessment Marking Criteria

Assessors are to mark assessment answers as either 'C'- Competent or 'CNA – Competency Not Achieved, or 'CR' – Credit Transfer.

9.2 Assessment Attempts/Resubmission

Students are entitled to two (2) assessment attempts for each unit of competency. If a student is unsuccessful after two (2) assessment attempts they will be required to repeat the unit of competency and the student will be required to pay a repeat unit fee.

Assessment resubmission is applied when the assessor has deemed the first or second assessment attempt by a student did not demonstrate that the assessment requirements were met and the assessor has marked the assessment attempt as 'Competency Not Achieved'. Students may submit assessments up to two (2) week post the end of a scheduled unit.

9.3 Feedback

Students must be provided specific and meaningful feedback by the assessor related to their performance (assessment evidence) against the requirements of each assessment instrument and unit of competency requirements.

Any student who is experiencing difficulties in meeting the course requirements will need to be identified by the trainer/assessor and provided with an opportunity to undertake a review of their progress by the trainer/assessor. They may require additional training/learning, prior to commencing their assessments.

Wall Street College Pty Ltd
ABN No: 42 606 344 905
Melbourne: Level 4, 20 Queen St, Melbourne, VIC 3000
Phone: +61 3 9629 4770 **Email:** admissions@wallstreet.edu.au
Hobart: Level 2, 27 Elizabeth St, Hobart, TAS 7000
Phone: +61 3 8648 8556 **Email:** admissions@wallstreet.edu.au

Students are provided with a mechanism to appeal decisions made by an assessor in regard to their competence. (Please refer to the *Complaints and Appeals Policy and Procedure*)

9.4 Results

- Student results of assessment and feedback must be recorded in a systematic, timely and accurate manner
- Students must be advised promptly of their assessment results
- Students who have been assessed as satisfying all the requirements for the unit of competency, as required in the training package, will be deemed *'Competent'*
- Students who have attempted all of the submission attempts for the assessment for a unit of competency and have not satisfactorily met all the requirements for the unit of competency will be deemed *'Competency Not Achieved'*
- Students who have been awarded a credit transfer for a unit of competency will be granted a *'Credit Transfer'* for that specific unit of competency

10. Records Management

All completed assessment items for all students will be kept by for a minimum of six (6) months.

All assessment outcomes will be recorded and kept for a period of 30 years.

All documentation from Assessment processes are maintained in accordance with the *Documents and Records Policy and Procedure* (See *Documents and Records Policy and Procedure*)

Definitions

An assessment system	An assessment system is defined as a controlled and ordered process designed to ensure that assessment decisions made in relation to many individuals, by many assessors, in many situations are consistent, fair, valid and reliable, and may include: • grievances and appeals process, • validation systems and processes, • reporting/recording arrangements, • acquisition of physical and human resources, • administrative procedures, • roles and responsibilities,

Wall Street College Pty Ltd
ABN No: 42 606 344 905
Melbourne: Level 4, 20 Queen St, Melbourne, VIC 3000
Phone: +61 3 9629 4770 **Email:** admissions@wallstreet.edu.au
Hobart: Level 2, 27 Elizabeth St, Hobart, TAS 7000
Phone: +61 3 8648 8556 **Email:** admissions@wallstreet.edu.au

	- partnership arrangements, - quality assurance mechanisms, - risk management strategies and - documented assessment processes *TAE Training and Education Training Package - VET Glossary*

Assessment Procedure

The Training and Assessment Strategy (TAS) is the framework for the delivery and assessment process, it documents the amount of training and assessment required for the student to gain the competencies as specified in the relevant Training Package or VET accredited course. The training and assessment is designed to reflect the existing skills and knowledge of the student, the mode of delivery and include any work placement arrangements.

The TAS is developed for each student cohort, the assessment process and the assessment tool(s) to be employed. A new TAS is developed for any major variation in delivery.

1. Assessment Process

The following describes the process for conducting assessments against the units of competency identified:

1.1 Prepare for assessment
The trainer/assessor is to:
▪ establish the context and purpose of the evidence to be collected;
▪ identify and analyse the units of competency, training package and assessment strategy to identify the evidence requirements; and
▪ Review the assessment tools and confirm their currency and adequacy in meeting the rules of evidence

1.2 Prepare the student
The trainer/assessor meets with the students to:
▪ explain the context and purpose of the assessment and the assessment process;
▪ explain the units of competency to be assessed and the evidence to be collected;
▪ outline the assessment procedure and the preparation the student should undertake, and answer any questions;
▪ assess the needs of the student and, where applicable, negotiate reasonable adjustment for assessing individual needs;
▪ seek feedback regarding the student's understanding of the evidence requirements and assessment process; and

Wall Street College Pty Ltd
ABN No: 42 606 344 905
Melbourne: Level 4, 20 Queen St, Melbourne, VIC 3000
Phone: +61 3 9629 4770 **Email:** admissions@wallstreet.edu.au
Hobart: Level 2, 27 Elizabeth St, Hobart, TAS 7000
Phone: +61 3 8648 8556 **Email:** admissions@wallstreet.edu.au

▪ Determine if the student is ready for assessment

1.3 Plan and prepare the evidence-gathering process

The trainer/assessor must:

▪ establish a plan for gathering sufficient quality evidence about the student's consistent performance in order to make the assessment decision;

▪ organise equipment or resources required to support the evidence-gathering process; and

▪ Co-ordinate and brief others involved in the evidence-gathering process.

1.4 Collect the evidence and make the assessment decision

The trainer /assessor must:

▪ establish and oversee the assessment process to ensure its validity, reliability, fairness and flexibility;

▪ collect appropriate evidence and match compatibility to the unit of competency;

▪ incorporate allowable adjustments to the assessment procedure without compromising the integrity of the competencies;

▪ evaluate the evidence in terms of validity, consistency, currency, authenticity and sufficiency;

▪ consult and work with other staff, or technical experts involved in the assessment process;

▪ record details of evidence collected; and

▪ Make a judgement about the student's competence based on the evidence and the relevant unit(s) of competency

1.5 Provide feedback on the assessment

The trainer/assessor must provide advice to the student about the outcomes of the assessment process. This includes providing the student with:

▪ clear and constructive feedback on the assessment decision;

▪ information on ways of overcoming any identified gaps in competency revealed by the assessment;

▪ the opportunity to discuss the assessment process and outcome; and

▪ Information on reassessment and the appeals processes if applicable

1.6 Record and report the result

The trainer/assessor must:

▪ record the assessment outcome according to *Documents and Records Management Policy and Procedure;*

▪ maintain records of the assessment procedure, evidence collected and the outcome;

Wall Street College Pty Ltd
ABN No: 42 606 344 905
Melbourne: Level 4, 20 Queen St, Melbourne, VIC 3000
Phone: +61 3 9629 4770 **Email:** admissions@wallstreet.edu.au
Hobart: Level 2, 27 Elizabeth St, Hobart, TAS 7000
Phone: +61 3 8648 8556 **Email:** admissions@wallstreet.edu.au

- maintain the confidentiality of the assessment outcome; and
- report the assessment outcome/results to Wall Street College using the appropriate forms

1.7 Review the assessment process
On completion of the assessment process, the trainer/assessor must:

- review the assessment process;
- provide feedback on both positive and negative inclusions in the assessment for validation and review; and
- provide feedback on ways of improving the assessment procedures by providing input into the next scheduled trainer meeting or assessment validation meeting

1.8 Participate in the reassessment and appeals process
The trainer /assessor must:

- provide feedback and counselling to the student, if required, regarding the assessment outcome or process, including guidance on further options;
- provide the student with information on the reassessment and appeals process;
- report any assessment decision that is disputed by the student to the Academic Manager;
- students are provided with additional training and learning support to target their specific gaps in knowledge and/or skills and prepare them for additional assessment
- participate in the reassessment or appeal according to related policies and procedures

1.9 Monitoring academic progress
- International students have their academic progress monitored
- Students at risk will have an Intervention Plan developed and implemented

2. Record Keeping

Wall Street College adheres to ASQA Retention Requirements for Assessments and it is mandatory that trainer/assessors record detailed evidence of the student's demonstrated knowledge and skills.

Completed assessment records are retained by Wall Street College in archive and may be accessed in the future as part of a review of the quality of evidence being gathered by the College relating to a particular unit of competency or as part of a general audit of the college's assessment strategy.

Learners are given an opportunity to comment on their performance prior to getting feedback from the assessor. Learners will receive a copy of all written comments and the evidence

Wall Street College Pty Ltd
ABN No: 42 606 344 905
Melbourne: Level 4, 20 Queen St, Melbourne, VIC 3000
Phone: +61 3 9629 4770 **Email:** admissions@wallstreet.edu.au
Hobart: Level 2, 27 Elizabeth St, Hobart, TAS 7000
Phone: +61 3 8648 8556 **Email:** admissions@wallstreet.edu.au

summary.

At the conclusion of the assessment, all assessment materials will be retained and filed within the student's academic record.

3. Recognition of Prior Learning

Wall Street College recognises the skills and knowledge that students may have gained through previous studies and workplace and life experiences. Learners may be entitled to gain recognition prior or after commencing the course that will exempt them from attending one or more units.

Learners who believe they already have the skills and knowledge required to demonstrate competency can request RPL and should refer to the *RPL and Credit Transfer Policy and Procedure*. All students are made aware of RPL during orientation and through Student Handbook on the college's website.

When requested, learners are provided with information about the evidence required for each qualification and must provide valid, sufficient, current and authentic evidence to demonstrate competency. The assessor may require the student to undergo a challenge test/s. The cost for RPL is to be borne by the student.

4. Course Credit

Relevant Australian Qualifications and Statements of Attainments that have been issued by any other Registered Training Organisation will be recognised by Wall Street College. To apply for Credit Transfer students must be able to present their original Qualification /Statement of Attainment or certified copies of the qualifications, with National codes and titles that match the current course in which the student is enrolled. Please refer to the *RPL and Credit Transfer Policy and Procedure* for further information*.*

5. Validation

The processes used to validate assessment for this qualification are as follows:
- The Academic Manager has the responsibility for developing, managing and monitoring strategies to ensure consistency in assessment.
- The Academic Manager invites relevant industry representatives to participate in validation of assessments, tools, processes and methods.

Wall Street College Pty Ltd
ABN No: 42 606 344 905
Melbourne: Level 4, 20 Queen St, Melbourne, VIC 3000
Phone: +61 3 9629 4770 **Email:** admissions@wallstreet.edu.au
Hobart: Level 2, 27 Elizabeth St, Hobart, TAS 7000
Phone: +61 3 8648 8556 **Email:** admissions@wallstreet.edu.au

- The use of standardised assessment tools - an assessment validation meeting will be held at the end of each term covering the assessment tasks and the assessment process, reporting and record keeping for all units delivered during that term. This will ensure systematic validation of assessments for the whole qualification within 5 years, with 50% of the qualification being validated within the first 3 of these 5 years.

- Sampling of assessments will be conducted in accordance with ASQA Validation Sample Size Calculator.

- Learner evaluation surveys are completed at the end of each course.

- Assessment processes, methods, materials, tools and decision-making are also revised in light of evaluation results.

Within the validation a process a sample of assessment judgements must be included. This means that completed students' assessments for the units selected for validation must be included as part of the review. To determine the sample size required for these assessments ASQA has provided a validation sample size calculator on their website. The calculation is based on the number of assessment judgements within a period of time, estimated error level and confidence level. ASQA have determined the estimated error level and confidence level at 15 per cent and 95 per cent respectively and have these as default values in the calculator.

Document Control

Policy Owner:	Wall Street College Pty Ltd
Endorsed By:	CEO
Person Responsible for Implementation:	Academic Manager
Endorsement Date:	January 2021
Version:	1.1