

# Every Student's Guide to Assessment in TAFE NSW – 2015

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*Every Student's Guide to Assessment* provides information about assessment in the form of frequently asked questions and answers on the way students are assessed in TAFE NSW. Every student studying in TAFE NSW receives a copy of *Every Student's Guide to Assessment*.

You may like to keep a copy of your guide with other important documents relating to your qualification.

## **Will I receive any other documents telling me how I will be assessed?**

Yes. The most important documents are the Student Assessment Guides for the qualification and units of competency you are studying.

## **Student Assessment Guides**

Your college/campus will provide you with assessment information in the form of a Student Assessment Guide for your qualification and a Student Assessment Guide for units of competency you are studying. Guides are provided at the start of your study and provide assessment information for your qualification and for each unit of competency.

The Student Assessment Guide for the qualification will provide information on:

- course outcomes
- whether the course is graded or not graded
- course structure
- requirements to receive the qualification
- credit towards previous skills, knowledge and experience.

The Student Assessment Guide provided by your teacher for each unit of competency will provide information on:

- competence that is being assessed
- how you will be assessed
- when and where you will be assessed
- when major assessments will be scheduled
- how feedback on your progress will be provided
- how your results will be recorded
- how to look up your results on student e-services
- how you can appeal if you think the assessment has been unfair.

As a student it is your responsibility to read the information contained in the guides and to ensure that you understand the information in them. Your teacher will explain the content of the guides and ask for your signature to indicate that you have received the documents. If you don't understand or are unsure about what is required please ask your teacher.

**Remember:** Your teacher is your most important contact for information about assessment.

## **Frequently Asked Questions**

### **What kinds of assessment are there in TAFE NSW?**

TAFE NSW uses a range of appropriate assessment methods and tasks to evaluate your competence in a particular unit of competence/qualification. All assessments tasks are designed in accordance to the relevant training package specifications of a qualification/unit of competence and may include assignments, practical assessments, presentation, project work, oral/written tests or other methods deemed appropriate to assess your competence in carrying out tasks to a required standard. Refer to the Student Assessment Guide – Unit of competency for accurate information related to the applicable assessment activities.

There is also skills recognition which means that you will not have to repeat units you have already achieved through formal or informal learning. To have your skills recognised you need to get a formal assessment. You should discuss this with your teacher during your first class to find out what evidence you need to show in order to gain recognition.

### **Are there penalties if I cheat?**

Yes there are. Whatever the form of assessment, it is essential that the work you are assessed on is your own. All students should be aware that penalties will be imposed for students found to be cheating in an assessment. Cheating can take different forms. For example, it may be copying or using the work, writing, drawings or photographs created by other people and passing them off as your own. You must make it clear if you are quoting or using other people's work.

Of course, it is often helpful to discuss your work and ideas with other people. Where you are working in a team with other students on a joint assessment task, your teacher will explain how your own contribution will be assessed.

### **Will I be assessed in the workplace?**

In some qualifications and units of competency, you may be assessed in the workplace, or your workplace supervisor may be asked to provide a report on your workplace activities. Refer to the Student Assessment Guide – Units of competency for further details.

### **Will I be assessed on-line?**

If all or part of your qualification is provided on-line; all or part of your assessment may occur on-line. Refer to the Student Assessment Guide for further details related to your qualification/unit of competence.

### **What happens if I miss a formal assessment activity or an exam, or if I'm late with an assessment task?**

You should contact your teacher to discuss this as soon as possible, giving reasons for your lateness or absence.

Where possible, you should provide evidence to support your reason(s), for example a medical certificate. In some cases, your teacher may accept a late assignment or allow you to sit for a test at a later date.

### **How much notice will I receive about assessment tasks?**

There will be a range of assessment tasks that you will undertake during your study. All adequate assessment information will be provided to you in the 'Student Assessment Guide – Unit of competency' on commencement of each unit. Your teacher will give you adequate notice of the assessment event, depending on the duration of the unit. If you are unsure always ask your teacher.

## **About Assessment**

### **Will my results be reviewed before I receive them?**

Yes. Your results will be checked before you receive your Transcript of Academic Record.

## **Can I appeal my results?**

Yes, in the following cases:

- to request a review of a result
- to request special consideration
- to lodge a formal complaint regarding some aspect of the assessment process.

You will have three weeks from the date you receive your results in which to make an appeal and request a review.

You will receive a response within ten working days after receipt of the request.

If you would like to request a review of your results or if you have any concerns about your results, contact your teacher or head teacher. If they are unavailable, contact the Campus administration, within three weeks of receiving your results.

Contact your head teacher for the assessment appeals procedure at your college/campus.

## **How will my results be reported?**

Your Transcript of Academic Record lists all of your results in your study to date. On your Transcript of Academic Record both units of competency and modules are referred to as 'Units'.

Most units of competency are ungraded and are reported as 'Competent' or 'Not Yet Competent'. On successfully completing these you will receive a result of 'Competent'. Some units of competency are graded. When you have successfully finished these you will receive a result of 'Competent', 'Competent with credit', or 'Competent with distinction'.

TAFE NSW mainly delivers Training Package qualifications. These Training Packages are developed by industry and state the skills and knowledge the industry expects. These skills and knowledge are set out in the form of units of competency.

If you enrolled in a qualification and have achieved one or more units of competency from that qualification but are unable to finish the qualification, you will receive a Transcript of Academic Record showing the units you have completed. You will also receive a Statement of Attainment for those units you have successfully completed.

## **What happens if I want to repeat a unit of competency?**

If you want to repeat a unit of competency you should discuss this with your head teacher as soon as possible.

Your enrolment fee only covers the first attempt on the unit of competency. A separate fee will be charged for any additional attempt to achieve the unit of competency.

## **I am from a non-English speaking background. Can I use a bilingual dictionary in assessment tasks?**

In most units of competency you will be able to. But your dictionary must not contain any notes or additional information.

There will be some examinations where bilingual dictionaries will not be permitted under any circumstances. Learners will be informed through the relevant Student Assessment Guides if they will not be permitted to take a dictionary into the examination. In case of any difficulty please see your teacher for details.

## **What do I do if I have a disability?**

If you are a student with a disability it is important for you to indicate this when you enrol and make contact with the Teacher/Consultant for Students with Disabilities in your Institute for further information. If possible, this should happen before you complete your enrolment. They will provide you with appropriate information about the range of units available.

Teachers and teacher consultants will arrange for students with a disability to be given reasonable adjustment in assessment on an individual needs basis.

### **What do I do if I have a concern and want to make a complaint?**

If you have a concern or wish to make a complaint, speak to your teacher or head teacher, or contact the Institute Consumer Protection Officer.

If your concerns cannot be resolved at the Institute, you can also contact the Smart & Skilled Customer Support Centre for assistance, advice, or to lodge a complaint or provide feedback. You can contact them on 13 28 11 or go in person to a State Training Services Centre.

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### **Checklist**

*Your teacher can help with any of the following checklist items.*

- If I have a disability and I have not spoken to the Teacher/Consultant for Students with Disabilities, I will see the Teacher/Consultant for Students with Disabilities
- I have a copy of my Student Assessment Guide – Qualification.
- I have a copy of my Student Assessment Guide – Units of Competency.
- I have read my course and unit assessment guides and I understand what I need to do to complete my study.
- I have signed to confirm I have a copy of the course and unit student assessment guides.
- I understand how my results will be reported.
- I know when and how I will be assessed.
- I know that I can access my results on the Learner portal.
- I know what to do, if because of illness or other reasons, I have been unable to attend an assessment event.
- I know what to do if I have a concern about the assessment process or my result.
- I know what to do if skills and knowledge I already have may count towards completing my course.
- I know what to do if I have a concern and wish to make a complaint

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*Every Student's Guide to Assessment* in TAFE NSW is reviewed annually by the Quality Services Unit, in consultation with Institutes and Student Administration.