

LATROBE COLLEGE OF ART AND DESIGN

ASSESSMENT PP

Related policies:

S25 ASSESSMENT PRINCIPLES PP

S25 RE-ASSESSMENT STUDENT INFO

TS1 TEACHERS HANDBOOK

S25 ASSESSMENT Reasonable Adjustment PP

ASSESSMENT

A student completes study at LCAD or has previous experience recognised through Recognised Prior Learning (RPL). They are assessed against the requirements of the Training Package qualification, that the college has been approved to offer, such as the Diploma of Graphic Design, or Advanced Diploma of Visual Arts. Units of Competency are the smallest component of a qualification that can be assessed against and recognised. The student completes a course at LCAD which is made up of study units when completed enables the student to be assessed against Units of Competency.

Each qualification has a set number of Units of Competency which must be completed to obtain the qualification. A student not completing a full qualification will have their skills recognised through a Statement of Attainment.

To achieve competency against a Unit of Competency a student must show evidence that they can demonstrate current, valid, sufficient, and authentic knowledge and performance ability against the conditions of the Unit of Competency.

In LCAD's training, the evidence or assessments required to determine competency take the form of artwork folio presentation, journal submission, questionnaires, written work, oral presentations, and interviews.

Evidence or assessment is essential to determining competency.

TAS - TRAINING & ASSESSMENT STRATEGIES

The TAS is LCAD's written plan for each qualification it offers, which demonstrates how it will follow the Training Package qualification rules for determining the evidence required for competency to be reached.

STUDY UNIT – OUTLINE

A Study Unit Outline is the evidence or assessment advice and guidance for students and teachers/assessors, who they receive at the beginning of a learning period for each study unit. It is the document that outlines the learning program and how it will address individual, or clusters of Units of Competency, assessment and evidence required.

ASSESSMENT TOOLS

During the learning program or term, a student will be assessed using PAT (Project Assessment Tool) or KT (Knowledge Tool) which are evidence tools or documents required for students and assessors to complete the assessment and must be signed and dated by both on completion. It is the teacher's responsibility to advise their students and to complete the assessment on the due date. The tools remain with admin during the term and are accessed by the assessor when required. On completion, admin updates the results to the student's ongoing records and files the tool/s which must be retained by the college for two years from the time the student completes their studies with LCAD. The student's assessment records must be retained by the college for 30 years.

COMPETENCY

The college uses competency-based assessment as required by the Training Package rules. The student receives a result of Competent (C) or Not Competent (NC) which completes their assessment for Units of Competency. The assessment criteria are based on a level of performance, deemed by industry or standard, as 'Competent (C)' or 'Not Competent (NC)'. If the student can meet, or perform, the documented criteria they are assessed as being competent. Being NC only means they have yet to reach competency. It does not mean they have failed.

INFORMAL MARK

LCAD also issues a higher education mark, which is not formally recognised within Vocational Education and Training. It is a mark used to help teachers and students recognise further achievement in their studies and helps students who might be aiming for higher study. Fundamentally a student often exceeds Competency, and the grade allows the college to indicate to the student how well they are doing. The grade also helps those students planning to continue onto university education. The rationale for a system of graded assessments includes:

- Motivating students to achieve high-performance levels
- Rewarding high-performance students for extra efforts
- Providing more detailed feedback to students on the standard of their work
- Providing additional information for employees on student's performance
- Providing additional information to the universities on an individual applying for university entry.

Performs and guides for applying grades are available from admin and are usually sent to assessors closer to the end of term.

DROPBOX - Students submitting practical assignments must include ALL their assessment items in their Dropbox account that have been shared with the college. The teachers/assessors must check their students have submitted all completed assessment task work before the student can pass their study unit.

FOLIO WEEK

Folio Week is normally the final class week of term. The student presents all their studio-based assessment work and evaluates and discusses this with their teacher/assessor. All assessments must be completed by this week. Any remaining assessment tools are completed this week. Students missing Folio Week are required to submit a written self-reflection.

RE-ASSESSMENT

- If the student is unable to complete assessments or project work in their study unit by Folio Week (the last class week of the term) then the teacher will give the student a copy of their assessment with details of where it is not complete. The student will be given one week to submit their work – Re-Assessment Second Submission.

RE-ASSESSMENT SECOND SUBMISSION - the student has ONE week from Folio Week to re-submit their assessment.

- The students must upload their work to DROPBOX and email the details to the admin (not their teacher) at admin@lcad.edu.au. The work must be clearly identifiable against the assessment requirements. The uploads must not include large files. For videos, and large files a camera phone is to be used or a screenshot or grab from your computer.

The email should include:

- details of the unit
- teachers name
- what is being re-submitted.

- If the student receives an NC (Not Yet Competent), or they are unable to submit by the One-week deadline, they can apply for a **Re-Assessment THIRD Submission** (see details below).

FOLIO WEEK ABSENCE

- If a student is unable to attend any one of their classes during Folio Week, they will miss the discussion tutorial with their class and teacher. A component of Folio Week involves student reflection on their work over the term; discussion of how they might have solved or resolved problems in their artwork; reasons for creative decisions; responses that might have been made to advice from tutorials or discussions with others.
- The student instead submits a written reflection in place of the discussion. They will need to submit a one-page statement (300 words) reflecting on the above aspects of their work.
- The reflection must be emailed to admin@lcad.edu.au no later than the one week after Folio Week. If the student is unable to complete this by due time, they will have to apply to admin for a Re-Assessment Third Submission for which an application fee applies (see details below).
- They must also make sure they have uploaded all their required work for assessment onto Dropbox.

RE-ASSESSMENT THIRD SUBMISSION (fees apply)

- If the student feels they are still able to pass the unit, they can apply to admin for a **Re-Assessment THIRD Submission**. There is a charge of \$100 per study unit which is not covered by Vet Student Loans. This fee must be paid on the submission of the application form.
- The student completes an S29.2 Re-Assessment Tool THIRD Submission and submits it to admin. The student will be contacted with an assessment date which may require a face-to-face assessment (unless they are interstate or overseas) with an assessor.
- There is no higher education mark for a **Re-Assessment THIRD Submission**. It is a Pass or Not Yet Passed only.
- If the assessment is successful, the student's mark will be upgraded and issued to them at the next assessment period of the following term.
- If the student is waiting for the result of the Re-Assessment for graduation or they are leaving and need their Statement of Attainment, then their marks will be upgraded and issued to them within 1 month of their Re-Assessment.
- If the student is again deemed NC after the Third Submission, they will be advised to re-complete the study unit. If the student repeats the unit and again does not pass, they will be advised to do a different unit if it is available. Overseas visa students are not allowed to enrol in units that they have twice not passed.
- If the student believes that any of the results or processes have been unfair, they are invited to activate the college's complaints policy and procedures – **S27 Complaints Academic Grievance**. They need to write to the Course Coordinator with details of their complaint.
- The student will also be issued a Letter of Warning as per the S21.3 Monitoring COURSE Progress & intervention policies and procedures. Overseas visa students need to take care that they are not jeopardising their student visa in Australia. If they cannot complete their studies in the required timeframe it may lead to a breach of the student's visa conditions. The college must report the student to the **Department of Home Affairs** through PRISMS if they need longer than their visa allows to complete the course. The student must contact DHA straight away to have their visa adjusted.

STUDENTS CAN CONTINUE TO STUDY IF THEY HAVEN'T PASSED A STUDY UNIT

- If a student fails to reach Competency in a study unit, it does not preclude them from continuing onto the next study unit or continuing with their course.
- The student can still maintain their enrolment and continue to attend classes after activating the college's Complaints Policy and Procedures.
- Admin must update the students **S19.2 TASK Completion RECORD** kept in the student's hard file.
- Admin must correct the **NC List** kept in the NC List hard file of the filing cabinet.

- Admin must update the student's **records in the college database**.
- Admin must make **HEPCAT** adjustments **only if the student has Re-Submitted after the FEB or AUG** deadline (the college reports all **Completions in April** of each year).
- The student's Statement of Attainment /or Diploma qualification will then be re-issued if the student has completed their study with LCAD or it will be updated in the next issue of assessment results 4 weeks after the end of the following term.

MARKING & REPORTS

- Teachers are required to submit student reports to admin no later than one week after their last class. All assessment results must be finalised at Folio Week. They must not wait for resubmissions from their students.
- Reports include a two to three-sentence feedback and their student's graded assessment mark. Guides for this are sent to teachers just before FOLIO WEEK.
- Competency marks of C or NC have already been listed on the PATS/KTS which the admin picks up.
- Students should receive their results from the college 4 weeks from FOLIO WEEK.
- If the student is Re-Submitting, they are not issued a comment (unless the teacher chooses otherwise) and may only receive a PX (pass mark only) for their grade.
- If the student is leaving the course before graduating, then they will also receive a STATEMENT OF ATTAINMENT.

All graduates, regardless of which term in which they graduate, are invited to attend their graduation ceremony at the End of Year Show and Graduation at LCAD in early December each year.

INITIAL PROCEDURE (FOR ADMIN)

- **Get class numbers** - After term starts and when classes are settled admin generates a report from the LCAD Database / front page / Reports / **Class List Summary** to access class numbers and names.
- **Print units of study outlines** – for each student and teacher for all classes running.
- **Print Assessment Tools** - Admin prints a **Project Assessment Tool - PAT** and/or **Knowledge Tool - KT** under c:/ College/ Qualifications, Projects & Outlines for each student and write in student's and teacher's name. The PAT is the key assessment tool and lists all the required assessments for a particular study unit. It details all the project work that the student is required to submit as part of the evidence. The KT is normally a questionnaire completed by students during the class in some of their units.
- **Make a student hard file** - admin prints an **S19 TASK Completion RECORD**. This is a record of what the student has passed or failed. It is kept in the students' hard file and will record the ongoing completion of study units for ALL the studies the student completes at LCAD. Separate ones are made for each qualification the student undertakes. It is updated at the end of each term and at Re Submission.
- **Make a hard file for class PATs & KTs** - admin creates an assessment hard folder in the admin file cabinet for each study unit running in the term and places the PATs and a separate folder for KTs into these drawers
- **Remind teachers to assess using these tools** - At assessment due dates the teacher or assessor retrieves and completes their assessment tools. It is the assessor/teacher's responsibility to manage these forms. They must always return them to the admin file cabinet and never be taken home by students or staff.

ASSESSMENT PROCEDURE (FOR ADMIN)

- **Admin** takes, once all the term assessments have been completed, the completed and uncompleted assessment forms and attaches them together for each student.
- **Admin** adds the mark them to the student's **S19 TASK Completion RECORD** hard copy form in their hard file.
- **Admin** then adds the results to the student Records in the LCAD Database (which can later issue student Reports).
- **Admin** then attaches the student's PATS and KT together for that term and moves it to the **student's hard file**, marked with, for example, T1,21 to easily denote the student's course stage in their file.
- **Admin** then adds the student's NC marks to the **S21 NOT COMPETENT Students LIST** digital file.
- Assessment hardcopy and digital files are kept for **two years** after the student completes their studies with LCAD. The students' records are kept for **30 years**. College digital files are backed up with DROPBOX.
- The student's assessment evidence is monitored by their teachers and Competency is awarded only once the student has submitted all their work to the DROPBOX account which is shared with the admin.
- Approximately **1 month** after FOLIO WEEK admin will **generate student results** from the LCAD Database and emails them to the students.
- Students will be issued with a **Transcript of Results** which shows the study units and the related Units of Competency for the qualification in which they have enrolled in.

- Students **completing their qualification** will be issued with a **Transcript of Results** above and advised that they have successfully completed their Diploma. The testamur will be issued to them at a special graduate event normally at the end of each year, along with the student exhibition.
- If the student is withdrawing or not continuing with their studies, they will be issued with a **Statement of Attainment (SOA)**