Conducting Assessment (VET) Procedure - Box Hill Institute and CAE

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When planning for an assessment the assessor must ensure that:

a) The assessment methods to be used are identical to those mentioned on the Training and Assessment Strategy (TAS).
b) Assessment tools are valid and meet the principles of assessment and rules of evidence.
c) All personnel, such as workplace supervisors, content experts, and assessors involved with the assessment are aware of their roles and responsibilities.
d) Required facilities, equipment and materials are readily available.
e) Any reasonable adjustment or specialist support that is needed is in place.
f) Candidates are assessed as being either "Competent" or "Not Yet Competent".
g) Where there is a requirement for a grade to be applied in relation to a competency based assessment (e.g. for pathway programs or for licensing), the accompanying grade set should be applied within the course to ensure consistency. If weighted assessments are used, weightings should apply at Unit of Competency level.

2. Informing students of assessment requirements

Assessors in the first week’s classes of each unit/module (or before training commences for flexible delivery):

a) explain to students the eligibility requirements for completing assessment, including sitting for external examinations (if applicable).
b) inform students of all methods, conditions and flexibility of assessment (including opportunities for Recognition of Prior Learning), dates of submitting assessment evidence, examination periods, weightings, and inform students of the
3. **Prior to the assessment**

   It is the assessor’s responsibility to:
   
a) Confirm that the candidate is prepared to undertake the assessment;

   b) Advise candidates of the time, place and requirements for the assessment;

   c) Ensure the candidate is fully aware of what they have to do, and

   d) Advise candidates of the procedures for re-assessment and appeals.

4. **Conducting the assessment**

   It is the assessor’s responsibility to:
   
a) Give any special instructions, if required, to the candidate;

   b) Conduct the assessment in a professional and objective manner, and

   c) Consult any marking guide, assessment criteria or exemplar/s that exists for the assessment.

5. **After assessment**

   It is the assessor’s responsibility to:
   
a) Give candidate documented feedback on their performance;

   b) Complete assessment documentation;

   c) Follow appeal procedures if candidate disagrees with result;

   d) Follow administrative requirements for recording and filing results;

   e) where an inbound international student fails an assessment and this is likely to impact on the student’s ability to complete the course within the expected duration, liaise with the Centre for International Student Services, refer to the Monitoring of Course Progression Policy and Procedure and ensure that an appropriate intervention strategy is implemented.

6. **Reasonable adjustment**

   Students who have a disability and believe they are eligible for alternative or adjusted assessment procedures should discuss with their teacher and if needed, contact the Institute’s Disability Liaison Service/CAE’s Student Support Services to gain assistance regarding alternative or adjusted assessment procedures.
### 7. Special consideration

a) Where a student anticipates that a result will be impacted by special circumstances (e.g. ill health, bereavement etc.) they can apply for Special Consideration using the application form available from the Student Administration Office.

b) Students may also contact Student Support Services for assistance with their application.

c) The form and supporting evidence should be submitted to the Manager of the Teaching Centre in which the student is studying no less than ten (10) working days prior to the assessment, or in unforeseen circumstances, (i.e. in the case of accidents or illness) within two (2) working days after the date of the assessment.

d) The Teaching Centre Manager will determine if the application should be supported, and will forward the outcome to the Registrar.

e) The Registrar will advise the student of the outcome of the Special Consideration application, within five (5) working days of receipt of the application.

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**Associated Files**

1. Conduct of Examinations Policy – BHI and CAE
2. Plagiarism, Collusion and Cheating Policy – BHI and CAE
3. Conducting Assessment (VET) Policy – BHI and CAE
4. Conduct of Examinations Procedure – BHI and CAE
5. Plagiarism, Collusion and Cheating Procedure – BHI and CAE
6. Student Retest and Appeal Procedure - BHIS
7. Assessment cover sheet (Version 1.2012) [208 KB]
8. Grade Set Codes (Version 1.2009) [29 KB]
9. Graded Assessment grade set template (Version 2.2009) [198 KB]
11. Overview of Assessment (Version 1.2009) [21 KB]
13. Overview of Training development, delivery, assessment and improvement flowchart (Version 2.2012) [258 KB]
14. Training Delivery Assessment Checklist (Version 2.2009) [52 KB]
15. Uploading assessment results onto skillsconnect Procedure - BHIS
16. Special Consideration Application
17. Application for Formal Review of Assessment