

# LATROBE COLLEGE OF ART AND DESIGN

## ASSESSMENT, RE-ASSESSMENT & SUBMISSION PP

### Related policies:

**S29.1 ASSESSMENT PRINCIPLES PP**

**S29.2 ASSESSMENT & RE-ASSESSMENT PP**

**TS16.1 TEACHERS ASSESSMENT INFO**

**S29.5 ASSESSMENT Reasonable Adjustment PP**

### POLICY

Assessments take the form of artwork folio presentation, journal submission, questionnaires, written work, oral presentations and interviews. Each Unit of Study undertaken through training at LCAD or through RPL application incorporates Units of Competency from the Training Package Qualification in which they have enrolled. The LCAD Unit of Study is a designed study program incorporating single or clusters of Units of Competency. Assessment is a process that determines whether a student has met the competency requirements of the Units of Competency. Once completing, in full, a set of competencies which LCAD has grouped together under its **Learning & Assessment Strategies (LAS)** (and which follows the packaging rules of the qualification), they will then qualify for the particular Qualification in which they have been enrolled.

Students are briefed on the assessment requirements and due dates via the Project Assessment Tool/s – (PAT/s) or Knowledge Tool/s (KT/s). The **Unit of Study - Outline** which is received by students at the beginning of each trimester which includes all assessment details for the unit of study. The PAT/s and KT/s are separate assessment documents which guides and tools for assessment and are completed and signed by the student and assessor at the completion of assessment and retained by the college for two years from the time the student completes their studies with LCAD. The marks within the PAT/s and KT/s are added to the students records on the LCAD Database and retained for 30 years.

### INITIAL PROCEDURE (FOR ADMIN)

- **Get class numbers** - After trimester 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 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.  
  
**Print a Students Completion Record** - The PAT is the key assessment tool and lists all the required assessment for a particular unit of study. It details all the project work that the student is required to submit as part of 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 a **S19.2 TASK Completion RECORD** under c:/ College/ Policies & Procedures. This is a record of the students what the student has passed or failed. It is kept in the students' hard file and will record the ongoing completion of Units of Study and individual Assessment Tasks for ALL the study the student completes at LCAD. It is updated at the end of each trimester 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 Unit of Study running in the trimester and place the PATs and a separate folder for KT's into these drawers
- **Remind teachers to assess using these tools mid trimester and end of trimester** - At assessment due dates the teacher or assessor retrieves and completes their assessment sheets. It is the assessor/teachers responsibility to manage these forms. They must always return them to the drawers and never be taken home by students or staff.

### ASSESSMENT PROCEDURE

The college uses competency-based assessment as required by the Training Package Diploma qualifications or Statement of Attainments it delivers. The student receives a result of **Competent (C)** or **Not Competent (NC)** which completes their assessment for Units of Competency which make up qualifications. The college delivers Units of Study (subjects in the old language) which are made up of single or multiple Units of Competency from Qualifications under the Creative Arts Training Package .

LCAD also issues a **higher education mark**, which is **NOT** formally recognised within the Vocational Education Industry. It is a mark used to help teachers and students recognise over achievement or exceeding competency and helps students who might be aiming for university entry.

Students are to be given the **UNIT OF STUDY OUTLINE** at the beginning of their trimester class. This will outline assessment expectations. Students' assessment is marked on a **PAT (Project Assessment Tool)** and for some subjects a **Knowledge Tool** is also used. These forms are kept in class folder in the drawers in the admin office. Assessment may occur 1 or 2 times during trimester. It is the teacher's responsibility to advise their students and to complete assessment on the due date.

**DROPBOX** - It is a condition now that all students submitting practical assignments must include ALL their assessment items in their Dropbox account that has 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 unit of study.

### FOLIO WEEK

Assessments take the form of folio presentation, journal submission, questionnaires, written work, oral presentations and interviews. The student presents all of their studio based assessment work and evaluates and discusses their work with 1 or 2 of their assessors from their other units of study. The quality of feedback is strengthened as the assessors can see the students work in context of their other study areas thereby helping them to form clearer opinions of the students work consistency, research depth, commitment, skill and

knowledge development acquisition and more. The student is able discuss elements of their work with assessors or teachers who teach in unrelated areas to gain better and possibly more impartial feedback on their developing strengths and caution regarding weakness.

Teachers/ assessors participate in **FOLIO WEEK** feedback for ALL subjects.

FOLIO WEEK is class week 11 for all classes.

Admin / Course Coordinator **photographs and records the assessment between the student and their teachers** during this time and files them into the computer: General, Images, trimester/year, Assessment.

The student is **urged to record their assessment**. Written reports are not produced for students in subjects that are involved in FOLIO WEEK. Verbal feedback from a group of teachers is much more extensive than written feedback.

## ASSESSING

- The teacher/assessor **initials and dates next to each C or NC mark**. At any **mid trimester assessment** teachers can mark students with a C but are to hold back from giving an NC until the end of trimester. Teachers can leave it blank until the student gets the work done ( must keep notes) and but only up to the end of trimester.

Submission of any late assessment work the trimester can be arranged between the student and teacher/assessor.

- PATs must be initialled and dated next to the "C / NC" but must NOT be signed or dated at the top until the end of trimester as they involve continuous assessments throughout trimester .
- KT's (questionnaires etc) should be signed and dated immediately.
- Teachers to use their Class Roll to keep a note of students who are behind.
- The teacher will give the student until the **week before** FOLIO WEEK to get all assessments up on DROPBOX.
- Students must upload a copy of their assessment work onto **DROP BOX**. Students to use their phone camera to document their work to keep the files small. Screen shots rather than jpegs or pdfs of digital files are required.
- **Higher Ed Grade** - The student will also receive an informal **higher education grade** along with their competency mark. Teachers can mark this onto the PATs in FOLIO WEEK. The school will send out guides on this closer to the time.
- If the student hasn't passed or completed an assessment by FOLIO WEEK they **are be given an NC with comments on what is needed and when they need to do it by**. A **photocopy** of the assessment tool with these comments **must be given** to the student.
- Paper based assessment like essays and Knowledge Tools and Questionnaires should be attached to the PATs and not uploaded to DROPBOX.
- The aim is to get most assessments done, up on DROPBOX and signed off **the week before FOLIO WEEK** This allows the teachers to concentrate on just giving feedback and any last minute checkoffs in that last week.
- Teachers are to complete a Class Roll and advise admin if a student is away often or more than two times in a row. Teachers also need to remind students about the attendance (80%) requirement. Although a student cannot fail because of attendance. Let them know that if any problems arise in regards to attendance the student can make arrangements with the CC. The end of Mid Trimester is the time the school needs to advise the student in writing if there are any potential concerns. The CC must be informed.

## ASSESSMENT ABSENCE

- In the case of a student being **Absent** when their Assessment is due to be presented, they will be marked with an **NC**. An assessment cannot be suspended for any reason. Teachers / assessors are to advise the Course Coordinator unless prearrangements have been made. If the student is **Absent Without Explanation** admin will make contact with the student. Student will need to resubmit at the next assessment period within their unit or in the first week of return of the following trimester.
- If a student knows they will be absent for Assessment and it is an assessment that does not require them to be present they can make an arrangement with the Course Coordinator to leave their work to be viewed in their student DROPBOX account for it to be **Assessed in Absence**.
- **If they cannot attend Assessment** or FOLIO WEEK and the Assessment requires them to be present for the Evaluation elements they must make arrangements with the Course Coordinator who will arrange for the student to submit their completed assessment work by DROPBOX. The student will be given a copy of THEIR PAT or KT as guidance and they will also have to submit by post or email a written page for each Evaluation requirement they will not be able to complete verbally. This must be submitted by the first week back of the following trimester, and in the interim the student will have a 'NC' mark recorded. However if the student submits the written Evaluation requirements **before** Folio Week, then they will be marked at the same time as the other students.
- **Essay will replace FOLIO WEEK absence.**  
A student who misses FOLIO Week will miss the interview with assessor where they discuss solutions to problems, reason for creative decisions they have made, responses to advice during the process of making their work, etc.  
The student will need to submit a page statement outlining some of these aspects of their work.

## RE-ASSESSMENT SECOND SUBMISSION

- If the student fails to complete any assessments by the deadline of the second last week of trimester. The teacher will give the student a copy the assessment record with details of where assessment is incomplete.
- Students are able to make a **Re-Assessment SECOND Submission** before the first week back of the following trimester.
- Extensions to these times are not available (see details below for applying for Re-Assessment Third Submission).

- Students must upload their work to DROPBOX in the week before trimester starts and email the details to [admin@latrobecollege.edu.au](mailto:admin@latrobecollege.edu.au). They must include:
  - details of the unit
  - teachers name
  - what is being re-submitted.
- The teacher will give the student a copy the assessment record with details of what is needed to complete the unit.
- They must not submit work to their teacher or contact their teacher that the work is done.
- There is no higher education mark for Re-Assessments. It is a Pass or Not Yet Passed only.
- If the Re-Assessment is marked Not Competent (NC) the assessor will add written comments outlining where assessment has been incomplete. The Coordinator will contact and discuss with the student whether they apply for Re-Assessment Third Submission or to undertake the unit a second time.
- If the assessment is successful the student's marks will be upgraded and issued to them at the next assessment period of the following trimester.
- If the student is waiting the result of the Re-Assessment to graduate in a course or they are leaving and need their Statement of Attainment then their marks will be upgraded and issued to them within 2 months of their Re-Assessment.

### RE-ASSESSMENT THIRD SUBMISSION

- If the student feels they are sufficiently able to pass the unit they can apply for **RE-ASSESSMENT THIRD SUBMISSION**. This must be done no more than 1 month after Re-Assessment SECOND Submission was due. There is a charge of \$100 per Unit of Study and is **not covered by VET STUDENT LOANS**. This fee must be paid on submission of the application form.
- The student must complete a **S29.2 Re-Submission Application Form** and submit it to admin. The student will be contacted within 1 month with an assessment date which require a face to face assessment (unless they are interstate or overseas) with an assessor.
- If the student is again deemed NC after the Third Submission they will be advised to re-complete the unit. If the student repeats the unit and again does not pass they will be advised to take another unit. Overseas students are not allowed to repeat a unit that they have twice not passed.
- If the student believes that any of the results or processes have been unfair they are invited activate the college's Complaints Policy and Procedures. 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 students need to take care that they are not jeopardising their student study visa in Australia with their warning letter. If they cannot complete their studies in the required time-frame it may lead to a breach of the student visa conditions. The college must report the overseas student to PRISMS if they need longer than their visa allows to complete the course. The student must contact Immigration straight away to have their visa adjusted.

### STUDENT CAN CONTINUE TO STUDY IF THEY HAVEN'T PASSED A UNIT OF STUDY

- If a student fails reach Competency in a unit of study it does not preclude them from continuing onto the next unit of study 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 students hard file.
- Admin must correct the **NC List** kept in the NC List hard file of the filing cabinet.
- Admin must update the students **Record 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 students Statement of Attainment /or Diploma qualification will then be will 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 trimester.

### ASSESSMENT PROCEDURE (FOR ADMIN)

- **Admin** takes, once all the trimester assessments have been completed, the completed and uncompleted assessment forms and attaches them together for each student.
- **Admin** adds the mark to their to the students **S19.2 TASK Completion RECORD** hard copy form in their hard file (for the appropriate Visual Art or Graphic Design Diploma)
- **Admin** then adds the results to the student Records in the LCAD Database (which can later issue student Reports).
- **Admin** then attaches the students PATS and KT together for that trimester and moves it to the **students hard file**, marked with, for example S1 13, to easily denote the students course stage in their file.
- **Admin** then adds the students NC marks to the **MCI 6 S20 NOT COMPETENT Students LIST** hard file - kept in the filing cabinet upstairs.

- Assessment hardcopy files are kept for **two years** after the student completes their studies with LCAD. Digital files are kept for **30 years**. College digital files are backed up with DROPBOX. The college database is copied and zipped and kept in general / Database in the computer.
- The students assessment evidence is monitored by their teachers and Competency is awarded only once the student has submitted all their work to DROPBOX account which is shared with admin.
- Approximately **1 month** after FOLIO WEEK admin will **generate student results** from the LCAD Database and either post or email them to the students.
- Students will be issued with a **Transcript of Results (TOR)** which shows the Units of Study and the related Units of Competency for the qualification in which they have enrolled in.
- Students **completing their qualification** will be issued with **TOR** above and advised that they have successfully completed their Diploma. The testamur will be issued to them at a special graduate event which may be the student exhibition if admin is able to create it in time. Graduation may occur up to 4 months from FOLIO WEEK.
- If the student is withdrawing or not continuing on with their studies they will be issued with a TOR and a **Statement of Attainment (SOR)**
- **Re-Assessment Second Submission** - After the first week back admin advises the teacher of re-submitted work and the teacher will check the work on DROPBOX and then, when next in the college, use the new S29.2 assessment slip to make an re-assessment. They will attach the slip to the original assessment sheet and return the file to admin and not back to the filing cabinet. If successful, and a C – Competent mark is given and be updated to the students records in the admin database and a new report issued to the student at the end of the next trimester, unless the student is finishing, in which case they will be issued an updated report immediately.