

ASSESSMENT GUIDELINES FOR STUDENTS 2017

Competency-based learning focuses on teaching hands-on skills.

Competency-based assessment collects evidence and makes judgments on whether you have achieved competency in these skills to the standard expected in the workplace.

Assessment task requirements

Each subject has assessment tasks that students must complete in order to be deemed competent. Assessment tasks can be, for example, quizzes or examinations, reports, case studies or presentations.

The type and weighting of each assessment task for each subject are outlined in the Subject Outline which is distributed to the students in the first session of every subject.

The pass mark for every assessment task is 65%.

Student Instructions for each assessment task clearly outline the requirements in detail, including the submission date and time. This document is circulated to all students a minimum of ten (10) days prior to the assessment task submission date.

To be eligible to sit, or submit, an assessment task students must:

- attend a minimum of 80% of the classes for that particular subject
- complete and submit all in class and homework activities

Late submissions and penalties

Assessment tasks have deadlines called submission dates. When you receive your assessment task description (referred to as Student Instructions) it will outline the date and time that the assessment is due, and the method in which you need to submit your assessment.

Here's some useful advice:

- Read the assessment task description very carefully when you receive it and ask your lecturer for clarification if there is anything you do not understand. Don't leave your questions until the night before the assessment is due.
- You are required to advise your lecturer if you intend to submit an assessment task after the due date. Make an appointment, send an email or phone your lecturer at least 48 hours prior if you envisage that you will be submitting an assessment task late. Your lecturer will then be in touch to discuss further.
- The following penalties apply to late submissions without a verified explanation:

1 day late	5% of possible marks available for the assessment task will be deducted
2 days late	10% of possible marks available for the assessment task will be deducted
3 days late	The maximum you can receive for the assessment is 65%

Extensions on assessments

There may be circumstances in which you will need to request an extension. These may include:

- Illness/ medical condition
- Compassionate
- Religious observance

- Community service e.g. jury duty
- Employment obligations

To be eligible for an extension for any of these reasons you must submit a request in writing to your lecturer before the due date (a minimum of 48 hours before). Your lecturer will confirm in writing if an extension has been granted.

You will be required to provide documentation to support your application. For example, a medical certificate, jury duty request, letter from employer etc.

It's important to note that only one extension will be granted per assessment task.

Circumstances such as holiday arrangements (including overseas travel), poor time management, excessive workload, computer problems, or family and social commitments are NOT acceptable reasons for requesting an extension.

Failure to submit an assessment task

Students cannot be deemed competent in a subject if they have not submitted and passed all of the required assessment tasks.

Should a student fail to submit or complete an assessment task without notifying their subject lecturer or Course Coordinator prior to the due date, they will receive an **Unsatisfactory** result for that assessment.

If you fail a subject due to failure to submit an assessment task you will not be eligible to receive your Diploma qualification.

NOTE: Computer failure is not a valid reason for not submitting an assessment task.

Examinations

Examinations (written and verbal) are an important part of the assessment process.

Important rules you need to observe in the conduct of your exams:

- Arrive on time. You may be refused entry for late arrival and that could mean an **Unsatisfactory** mark
- Mobile phones are not permitted in the training room during exams
- Clear your desk of any papers and objects not provided as part of the exam
- Request permission to leave the room if you need to after the exam has started
- Raise your hand to get your lecturer/moderator's attention – do not yell across the room
- Do not speak to any other student during the exam
- Do not ask the lecturer/moderator questions about the content of the exam
- Evidence of cheating will result in expulsion from the exam
- Leave the room immediately and quietly on completion of the exam

Failure to comply with Examination protocols will have serious repercussions. Refer to the Examination Guidelines for more information.

Re-sitting an assessment examination

Students with valid, documented reasons, may be given the opportunity to re-sit exams on specified dates set and advised by the Course Coordinators. Approval for re-sitting exams is at the discretion of the Course Coordinator.

Resubmissions

Students have a right to one resubmission per assessment task.

The only grade available on a resubmission is a Pass (65%).

In all cases the due date for re-submission and remarking will be decided by the lecturer in negotiation with the student and will be based on reasonable time frames with due consideration for the workloads of all concerned.

It is the student's responsibility to approach their lecturer to schedule a re-submission due date.

If you fail an assessment task a second time, you will be required to meet with your Course Coordinator to discuss your assessment outcome. This is a serious issue. Failing an assessment task a second time may jeopardise your ability to receive your qualification.

Failing a subject

Students who achieve consecutive *Unsatisfactory* results in an assessment task (i.e. original attempt and re-submission) will not be deemed competent in the associated subject. This means you are not eligible to receive your qualification at the end of your course and will be awarded with a Statement of Attainment detailing the units in which you have achieved competency.

The College provides students with the option to repeat all or some of a failed subject at an additional fee at a time specified by the College. This provides the student with the opportunity to obtain the qualification, however it may mean the student will not graduate at the same time as their class.

To apply to repeat a failed subject you must email your Course Coordinator with your request and a response will be sent to you within three working days.

Assessment appeals and academic decisions

College of Event Management is committed to fair academic decision-making. The College will handle all student concerns and appeals regarding academic decisions in a fair and reasonable manner, having regard to the principles of confidentiality, absence of bias and freedom from victimisation.

A student who believes there are genuine grounds for contesting an academic decision may apply to have the decision reviewed. Students may appeal to have an assessment outcome reviewed by lodging an Assessment Appeal Form with the Course Manager within ten days of receiving the assessment result.

The final decision on all assessment appeals rests with the Course Manager.

The College will acknowledge receipt of an appeal in writing within three working days of receipt and the final outcome of the appeal will be advised in writing within ten working days.

For more information refer to the Assessment Appeal Policy and Assessment Appeals Form.

Grades

Each subject you study will have a number of assessment tasks to be completed to gain competency. Each assessment will be scored individually and the combined mark will be allocated to the subject. Assessment task descriptions will specify the marks to be allocated.

You will receive marks out of 100 for each assessment task and a composite mark of 100 for each subject. Students' individual marks for all assessment tasks are recorded in the Gradebook in Canvas.

The College has a grading scheme for all assessments:

- 64% and below Unsatisfactory
- 65-70% Pass
- 71-80% Credit
- 81-90% Distinction
- 91%-100% High Distinction

Plagiarism

Put simply, plagiarism means copying someone else's work. It could be another student or it could be a book, article, web site or some other resource. Plagiarism is a major academic No-No. If you are found to be guilty of plagiarism you will be issued with an automatic Unsatisfactory mark.

Fortunately, there are two simple, highly effective ways to avoid plagiarism:

- Don't copy other people's work
- Use a standard referencing system to acknowledge the sources of work you have used. The College prefers the Harvard reference system. Information on referencing is available on the College server and on Canvas. Or you can speak to one of lecturers about it.

If a student believes that his or her work has been plagiarised or copied, he/she must report the matter at once to the appropriate lecturer.

If you have any questions about any aspect of the assessment guidelines please see your lecturer or Course Coordinator.

Exclusion from a course

The College reserves the right to exclude a student from a course at any time. Consideration of the termination of a student's candidature due to breaches of the Code of Conduct and/or any of the College policies and procedures as stated in the Student Handbook, will be assessed by a panel consisting of the College Directors, the Course Manager and an independent mediator.

Note: The College reserves the right to update and amend policies and procedures at any time.