

Assessment Policy and Procedures

Policy

Swinburne Open Education (RTO 3059) assessment policy and practices are designed to ensure that graduates are appropriately skilled and only students who successfully achieve assessment benchmarks are granted competency outcomes.

The Swinburne Open Education Assessment System compliance with the requirements of the *Australian Qualifications Framework (AQF)* and the *Standards for Registered Training Organisations (RTOs) 2015*.

Purpose

The purpose of this policy is to ensure that Swinburne Open Education implement an assessment system which complies with the requirements of Standard 1 of the *Standards for Registered Training Organisations (RTOs) 2015, Principles of Assessment and Rules of Evidence*.

Scope

This policy applies exclusively to assessment activities undertaken by Up Education Online on behalf of Swinburne Open Education (RTO 3059) in accordance with the established partnership agreement.

Responsible Officer(s)

The Program Manager is responsible for ensuring the integrity of the Assessment System and that all assessment processes practices comply with the requirements of the Assessment Procedures.

Review and Improvement

This policy and associate procedures are subject to regular review and improvement through Continuous Improvement processes as described in the Continuous Improvement Policy and Procedures.

Assessment Procedures

1. Assessment System

The Swinburne Open Education Assessment System comprises:

- Assessment Policy and Procedures,
- Assessment resources,
- Marking Guides,
- Recognition of Prior Learning kits,
- Associated Policy and Procedures relating to assessment design and industry consultation.

2. Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is the process of transferring the skills and knowledge that you have acquired over your lifetime (irrespective of how they were obtained) against the requirements of the unit. RPL is an assessment process that requires you to provide evidence that demonstrates how you meet the requirements of the unit/s. The evidence you provide can come from any previous experiences that are relevant to the job role and outcome of the specified Unit of Competency for example:

- employment history
 - volunteering
 - previous studies
 - work documents such as reports, spreadsheets or products/samples
 - professional development
 - leadership roles in sports clubs, life experiences, coaching experiences
 - in house training programs
 - short courses
 - committees you may belong to
 - project plans
 - any other specific interests
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- Contact Student Services via student.services@soe.edu.au with your request to apply for RPL
 - Student Services will create your case and send it through to the relevant Education Delivery Team
 - You will receive the Stage 1 RPL Eligibility review documents and be required to pay the \$300 administration fee before commencing
 - Once the administration fees have been processed, a Stage 1 eligibility administrator will be assigned to your case and will forward all necessary RPL Stage 1 documentation and folders utilized for evidence collection. Candidates will be provided with 20 business days to gather the required evidence as per the requirements stated within each unit of competency. Applicants must maintain communication with their designated case administrator and seek additional time if needed to gather the required evidence.
 - If successful with stage 1 and a student's application is deemed eligible to go through a formal RPL assessment. The students RPL applications will be sent through to the Swinburne assessment team to complete a formal review and quotation of RPL Costs associated to the application. (please see attached document for further information – link to “Guidelines – Recognition of Prior Learning Student Information”)

3. *Credit Transfer*

Credit Transfer is the recognition of academic credits gained through formal study (ie units of competency) completed either at another institute or in another qualification. The total amount of credit will vary from individual to individual, based on the unit/s that have been successfully completed and the Training Package rules associated to the course the applicant is seeking credit for

- Reach out to the Student Services team via email (student.services@soe.edu.au) to be provided with the VE Credit Transfer application form. Instructions on how to complete the form are provided to students within the application document.
- Complete the VE Credit Transfer application, please ensure that you attach a certified copy of your authorised Transcript clearly showing the units and result outcomes. Send your application with all relevant attachments to Student Services via email. The Student Services team will then escalate your application to the relevant team members for consideration.
- Please give the Credit Transfer team up to 20 business days to process your application. Upon completion of the review students will be provided a formal outcome of the Credit Transfer attained. The outcome will include information on the revised study plan and any reduction in course fees because of the Credit Transfer.

For further information on RPL and Credit Transfer, please refer to the following document - [Guidelines - VE Credit Transfer and RPL V1.2.pdf](#)

4. *Assessment types*

Swinburne Open Education has a number of primary assessment types which include:

1. Knowledge tests
2. Case studies
3. Extended response
4. Demonstration/presentation
5. Portfolio of evidence
6. Project
7. Workplace assessments
8. Role Plays via Digital video sharing/livestreaming systems

5. *Assessment submission*

Swinburne Open Education students submit their assessments via the learning platform. Instructions for each assessment provide the student with the information on assessment submission requirements.

Students are responsible for retaining a copy of all assessments submitted to Swinburne Open Education.

6. *Assessment decisions and feedback*

Assessors make assessment decisions and record these decisions in the Student Management System. Individual assessment decisions are 'Satisfactory' or 'Not Yet Satisfactory'.

Swinburne Open Education's Assessment Outcome Schedule is described in the Assessment Procedures Guideline.

Assessors provided feedback to students within the learning platform as part of the assessment process. The assessment feedback guidelines are included in the Assessment Procedures Guideline.

Service standards for individual assessments is dependent of the type of assessment and defined as 10 business days unless otherwise specified.

Competency decisions are made at unit of competency level. The Assessor will deem a student either 'Competent' or 'Not yet competent' at unit level based on the results of all assessments that relate to a given unit of competency.

Students must successfully complete all assessments relating to a unit in order to achieve a competent outcome.

7. Assessment Re-submissions

Students have the opportunity to re-submit individual assessments where they do not successfully achieve the assessment benchmark on the first attempt.

Students have up to three attempts at each individual assessment (initial attempt and two re-attempts). In the event the student does not achieve competency at the third attempt, the student will receive a 'Not Yet Competent' outcome and they will be required to re-enrol into the specific module. If the student is deemed eligible for an additional reassessment, the student will be liable for additional fees as outlined in the Schedule of Administrative Fees.

Re-enrolment fees may apply in line with the Schedule of Administrative fees. Student access to future Learning Modules will be restricted where the Fail result is in a module that is a pre-requisite for future module(s).

Where a student has received a Not Satisfactory on the third attempt at a Workplace Assessment, the Program Manager will discuss future options with the student. This may include re-enrolment at a course level or a number of modules and/or undertaking Workplace Assessments in another workplace. Fees may apply in line with the Schedule of Administrative Fees.

8. Assessment Appeals

A student may appeal an assessment decision within 10 days of being notified of the assessment decision. This includes for RPL assessments.

There is no cost for submitting an assessment appeal.

To appeal an assessment decision, the student:

- Completes the Assessment Appeal form, including details of the reason for the appeal,
- Submits the Appeal form to Student Support,
- Is issued a confirmation of receipt of their assessment appeal, including a case number.

During the appeal process, Swinburne Open Education will release a subsequent module of learning to the student provided the assessment outcome is not a pre-requisite for the subsequent module(s).

Processing Assessment Appeals.

Assessment Appeals will be allocated within two business days of receipt of the appeal.

Assessment appeals will be investigated by the Program Manager and a written outcome provided to the student within 20 days of receipt of the assessment appeal.

The outcomes of assessment appeals may include:

- Dismissal of the appeal,
- Upholding the appeal and re-assessment of the exiting assessment evidence/updated result,
- Require the student to submit additional evidence,
- Other actions deemed appropriate in the circumstances.

Reasons for the decision will be provided to the student along with the decision.

Where an appeal is dismissed, the student may be required to re-submit the assessment as per the Assessment Re-submissions process.

The outcome of the assessment appeal is final and the case deemed closed once the student has been informed of the decision in writing.

Repeated submissions of assessment appeals that are considered to be without substantial foundation may constitute a breach of the Student Code of Conduct and result in disciplinary action against the student.

9. *Assessment Records*

All assessments submitted will be stored on the Learning Management System. Individual assessment items will be stored for a minimum of six months in accordance with the ASQA *General Direction Retention requirements for completed student assessment items*.

Swinburne Open Education may retain a sample of completed student assessment items for validation/moderation and sampling purposes beyond the six-month period.

Assessment outcomes are stored on the Student Management System for a period of 30 years as required by Schedule 5 of the *Standards for Registered Training Organisations (RTOs) 2015*.

Swinburne Open Education may share assessment records and outcomes with third parties as described in the Swinburne University of Technology Privacy Policy.

Assessment Procedure Guidelines

Assessment Outcome Schedule

For individual assessments

Code	Grade Name	Grade Description
S	Satisfactory	Satisfactory is awarded for work showing satisfactory achievement of all Assessment requirements.
NYS	Not Yet Satisfactory	Not Yet Satisfactory is applied when the learner has not yet demonstrated satisfactory achievement of the Assessment requirements. A student can receive a NYS result a maximum of two times for an individual assessment.

NYC	Not Yet Competent	A Not Yet Competent is applied when the student does not satisfy the Assessment requirements on a third attempt.
SE	Submission Error	An SE grade is applied where there is an error with the assessment submission. The student is required to re-submit the assessment correctly before it can be graded.

For Units of Competency

Code	Outcome Name	Outcome Description
CO	Competent	A competent outcome is applied when the student has satisfied all requirements for a unit of competency.
NYC	Not Yet Competent	A Not Yet Competent outcome is applied when the learner has not satisfied the requirements for a unit of competency.

Recognition of Prior Learning and Credit Transfer

Code	Outcome Name	Outcome Description
RPL	Recognition of Prior Learning	This outcome is applied when a unit of competency is achieved through RPL.
CT	Credit Transfer	This outcome is applied when a unit of competency (or equivalent unit) has been verified as obtained from another Registered Training Organisation (RTO).

Assessment Feedback

Swinburne Open Education adopt aspects the Swinburne Good Assessment Feedback Guidelines as follows.

Principles Underpinning Good Assessment Feedback

- Facilitates the development of student self-assessment reflection and encourages Trainer and peer dialogue,
- Helps clarify good performance (goals, criteria, expected standards),
- Provides opportunities to close the gap between current and desired performance,
- Delivers quality information to students about their learning,
- Encourages positive motivation and self-esteem,
- Provides information that supports continuous improvement of assessment.

Standards for Good Assessment Feedback.

Assessment feedback should be:

- Clearly identified as 'feedback'
- Recorded in the learning platform,
- Appropriate and sufficient to enable the student to form an accurate understanding of their performance, facilitate improvement and promote learning.

Students should receive feedback that:

- Indicates their strengths and weaknesses of their work against the assessment criteria that are written in plain English,
- Provides clear guidance on how to improve performance with respect of the task, or similar tasks,
- Enables the student to reflect upon and seek clarification about the feedback directly with the Assessor,
- Is provided in sufficient time that enables the student to utilise the feedback in subsequent assessments.