

Assessment Policy and Procedures (current September 2023)

SIIT ensures that all assessments and evaluations are done in accordance with the assessment criteria of relevant training packages(s) and in line with *Standards for RTOs 2015*.

Clause 1.8 of Standards for RTOs 2015 specifies that:

The RTO implements an assessment system that ensures that assessment (including recognition of prior learning):

- a. complies with the assessment requirements of the relevant training package or VET accredited course;*
- and*
- b. is conducted in accordance with the Principles of Assessment and the Rules of Evidence.*

SIIT ensures that assessment is a controlled and ordered process that is designed to ensure that assessment decisions are fair, valid, consistent, and reliable, in relation to individual student(s), different assessors and the current situation.

This policy and procedure will be:

- communicated to all trainers and assessors;
- communicated to, and understood by, students;
- readily available for staff to access;
- reviewed on a regular basis, with trainers and assessors, students and management (and possible validation and moderation partners) input.

Training/Assessment Plan

There is a Training/Assessment Plan for each qualification registered on the scope of SIIT. The plan is developed by assessor(s) that includes competencies to be assessed, the assessment schedule, assessment processes, methods, and instructions for students. Students are provided with a copy of the Training/Assessment Plan at the time of enrolment. Updates will be provided to students when changes occur.

Assessment Procedure:

1. At the commencement of the course, learners are advised of the general assessment tasks, criteria and requirements of each unit of competency they will need to attain for the issuance of relevant qualifications.
2. All the unit learner guide, relevant PPTs and assessment booklet and other assessment activities are available via SIIT MOODLE Learning Platform.
3. All learners must complete relevant assessments along with the training schedules and then submit the completed assessments for marking via SIIT Moodle. All the assessments need to be submitted through MOODLE, our online learning platform. All Learners will be provided with a unique online MOODLE learning platform

password. By signing onto the online learning platform, the Learner automatically signs and acknowledges an authenticity declaration as part of submitting their assessments.

4. All assessments **MUST** be submitted within 10 working days from the date of completion of the units according to the timetable via MOODLE. Assessments submitted in any other methods will not be marked. Any extension of submission must be approved by the Academic Manager/Program Manager.
5. The Academic Manager/Program Manager will ensure that all assessments submitted via MOODLE will be marked/evaluated within 10 working days following the date of submission, unless otherwise agreed.
6. The learners will be notified of the assessments result(s). If all the assessment tasks are all marked as satisfactory, the assessment will be marked as **Competent(C)**.
7. If some assessment tasks are marked as unsatisfactory, the assessment will be marked as **Not Yet Competent (NYC)**. The assessment activities marked as Unsatisfactory will be provided with comments for the learner to be revise and resubmit via MOODLE. Learners are required to check their MOODLE to ensure feedback is received. Learners will be provided with one attempt to revise and resubmit the assessment(s).
8. If the resubmitted assessments (after two attempts) are still assessments as **Not Yet Competent (NYC)**, the learner has the opportunity to dispute the assessors' decision and request for re-assessment according to SIIT' complaints and appeal policy and procedure. Please refer to the relevant complaints and appeal policy and procedure for detailed information and procedure.
9. The Academic Manager/Program Manager will ensure that all learners' assessments as required have been marked as competent before recommending relevant graduation certificates and/or statement of attainment and/or records of results to be issued.
10. All assessment records will be stored in the Learners' academic folder, which shall be securely stored for a minimum of 12 months.
11. All copies of graduation certificates and/or statement of attainment and/or records of results issued to learners shall be saved in electronic format for a minimum of 30 years in SIIT cloud server.
12. The CEO/Academic Manager will ensure that no qualification/certificates/transcripts will be issued until the final assessment checklist has been submitted by the Program Manager with the signature(s) of the approved assessor(s) with all assessments marked as Competent.
13. The academic progress data of students over each Calendar year will be reported to government via Australian Vocational Education and Training Management Information Statistical report via <https://avs.ncver.edu.au/avs/>.