



OXFORD COLLEGE OF BUSINESS
RTO No: 21442 CRICOS No. 02573B

Assessment Policy

1. PURPOSE

This policy establishes a framework for the conduct of assessment at Ozford College of Business (Ozford) including the assessment system. This policy should be read in conjunction with the Course Progress Policy and Plagiarism Policy. The purpose of assessment is to provide feedback to students for learning and competency in respect to the unit of competency requirements, enables the reporting of student performance in relation to educational standards and evidence for certification.

2. SCOPE

This procedure will apply to all staff, contractors and students involved in the assessment of VET courses.

3. POLICY

3.1 Ozford implements a rigorous assessment system that ensure each assessment set meet the assessment requirements below (including recognition of prior learning):

- complies with the assessment requirements of the relevant training package or VET accredited course;
- is conducted in accordance with the Principles of Assessment and the Rules of Evidence;
- provide evidence that learners:
 - have absorbed the knowledge
 - developed the skills, and
 - are able to combine skills and knowledge to perform in the workplace to expected industry standards

3.2 Ozford offers recognition of prior learning to individual learners.

4. DEFINITIONS

Assessment

Assessment means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a Training Package or VET accredited course.

Assessment system

Assessment system is a coordinated set of documented policies and procedures (including assessment materials and tools) that ensure assessments are consistent and are based on the *Principles of Assessment* and the *Rules of Evidence*.

An assessment system includes grievances and appeals processes, validation systems and processes, moderation, reporting/recording arrangements, acquisition of physical and human resources, administrative procedures, roles and responsibilities, partnership arrangements (where relevant), quality assurance mechanisms, risk management strategies and documented assessment processes.

Competency

Competency means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Cheating

Cheating is an attempt to give or obtain assistance in a formal academic exercise or examination without due acknowledgment. Please refer to Ozford's Plagiarism and Cheating Policy and Procedures for further information.

Collusion

Secret agreement or understanding for purposes of trickery or fraud; underhand scheming or working with another student or other persons.

Plagiarism

Plagiarism means knowingly presenting the work or property of another person as if it were one's own without appropriate acknowledgement or referencing. Please refer to Ozford's Plagiarism and Cheating Policy and Procedures for further information.

Principles of assessment are that the assessment approach is fair, flexible, valid and reliable.

Fairness	The individual learner's needs are considered in the assessment process. Where appropriate, reasonable adjustments are applied by Ozford to take into account the individual learner's needs. Ozford informs the learner about the assessment process, and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary.
Flexibility	Assessment is flexible for the individual learner by: <ul style="list-style-type: none"> • reflecting the learner's needs; • recognising competencies held by the Learner no matter how or where they have been acquired; and • drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.
Validity	Any assessment decision of Ozford is justified, based on the evidence of performance of the individual learner. Validity requires: <ul style="list-style-type: none"> • assessment against the unit(s) of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance; • assessment of knowledge and skills is integrated with their practical application; • assessment to be based on evidence that demonstrates that a learner could demonstrate these skills and knowledge in other similar situations; • judgment of competence is based on evidence of learner performance that is aligned to the unit(s) of competency and associated assessment requirements.
Reliability	Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.

Rules of evidence are that the evidence collected is valid, sufficient, authentic and current.

Validity	The assessor must be assured that the learner has the skills, knowledge and attributes as described in the unit of competency and associated assessment requirements.
Sufficiency	The assessor must be assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.
Authenticity	The assessor must be assured that the evidence presented for assessment is the learner's own work.
Currency	The assessor must be assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

Recognition of Prior Learning (RPL)

RPL means an assessment process that assesses the competency/ies of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

- formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);
- non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and
- informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

Study period

Study period means a semester of study.

5. PROCEDURES

5.1 Ozford confirms that assessments set for each unit meet the assessment requirement in this policy . Learners are required to achieve a pass result in every assessment tasks to be deemed competent for the unit.

5.2 Learners who have not achieved competencies for a unit are issued with Assessment Notices:

1ST NOTICE: NOTICE OF RE-ASSESSMENT – Unit Assessment Result (NOR)

Ozford offers the opportunity for students to have a second chance at the unit of competency free of charge. Students who do not achieve competency in a unit will receive the Notice of Re-Assessment (NOR).

2nd FINAL NOTICE: NOTICE OF FAILURE (NOF)

If students are still unable to achieve competency after the second attempt, they will be issued with a **Notice of Failure (NOF)**. Ozford offers students the opportunity to enrol in re-assessments throughout the semester in order to complete outstanding or failed competencies. It is the student's responsibility to re-enrol in these competencies. Fees for the re-enrolment will be charged (refer to Ozford website).

6. WRITTEN ASSESSMENTS TASKS

- 6.1 All students are responsible for managing their time effectively and submitting assignments and assessments by the due date.
- 6.2 **Students are responsible for their own assessments.** Students need to ensure a duplicate copy of assessment is kept for their records at all times. No responsibility will be taken by Ozford for loss or damage during submission process or transit.
- 6.3 Requests for extensions must be made in writing to the trainer for consideration and students making the request will be notified in due course. Students can access the complaints and appeals policy if they are unhappy with the outcome.

7. EXAMINATIONS

- 7.1 Students will receive explicit statements about the assessment criteria to be met in examinations/tests and the grading categories.
- 7.2 Students are responsible for attending examinations/tests. If a student does not attend and does not present a valid medical certificate, this shall be counted as a 'fail' or 'NYC'.
- 7.3 *Entering and leaving time*
Students are not permitted to enter the examination room more than fifteen minutes after the commencement of the session, or as decided by the teacher. Students are not permitted to leave the examination room until half an hour after the start of the session or during the last 15 minutes of the session, or as decided by the teacher.
- 7.4 *Identification cards*
Students must bring their student card or passport for photographic identification with them to all examinations and must show it to the teacher if requested.
- 7.5 *Reading time*
Reading time may be permitted prior to each examination at the discretion of the teacher concerned. This usually commences at the examination start time as indicated by the teacher concerned, and is in addition to the time allowed for the examination. No writing including marking, scratching with pen, pencil, finger, thumbnail, spit, rings, bangles or any other material is permitted during this time. Folding or creasing of an exam paper to mark answers or the use of any other equipment i.e. calculators etc, to calculate or document anything is also not permitted during this time unless students are notified that they are able to use this item in the exam.
- 7.6 *Writing time*
All writing, including the entry of names or other information on the examination paper, examination answer booklets or the numbering of questions must be completed during the examination time, but only after the completion of reading time as indicated by the teacher in charge.
- 7.7 *Closed book*
Closed book examinations do not permit the use of any written materials or other aids (including calculators). Students will be advised in advance of this category of examination.

7.8 *Allowable materials*

It is the students' responsibility to ensure they are aware of the allowable materials for each exam. Students should bring their own pens, pencils, rulers and erasers with them to their exam.

7.9 *Unauthorised material*

Students must not take into the examination room any books, writing paper, notes, manuscripts, electronic media (including electronic dictionaries), pagers, any form of stored or recorded information, or any other material except with the permission of the teacher.

7.10 *Use of dictionaries*

A student may bring a bilingual dictionary, not annotated, into an examination. For the purposes of this provision, not annotated means the dictionary must not be marked with handwriting, other than personal identification, or with printed material(s) attached to or interleaved with the original. Highlighting and/or underlining will not be regarded as annotation under this provision.

Before the examination the dictionary will be examined by the teacher to confirm that it is not annotated and that it does not contain any other material/s. If the dictionary contains annotations or material, all may be treated as unauthorised material.

7.11 *Electronic devices*

It is the responsibility of the teacher to inform students of approved electronic devices.

Except in open book examinations calculators with alphanumeric/advanced text storage capability will not be permitted.

Unless specifically permitted, no other form of electronic calculation or storage device, or device capable of allowing communication within or beyond the examination room, will be permitted in an examination.

7.12 *Mobile phones*

Mobile phones are not permitted in the exam venue unless they are switched off and placed underneath the student's desk. Teachers will advise students of this procedure before commencement of each examination.

If a mobile phone is found switched on in a student's possession after this, it will be deemed as unauthorised material. This may result in the matter being referred to the VET Coordinator for further action. Teachers will advise the student that the phone will be held as unauthorised material and returned to the student at the end of that examination.

7.13 *Examination answer booklets*

Examination answer booklets must be submitted intact. No part of an examination booklet may be defaced, removed or destroyed.

7.14 *Notes, rough work*

All notes, rough work and calculations must be done in the examination answer booklet.

8. BEHAVIOUR DURING AN EXAMINATION

- 8.1 Students must not communicate in any way with any person other than the teacher during an examination. Any other communication will be deemed as unacceptable behaviour and reported to the VET Coordinator or Academic Manager.
- 8.2 *Cheating*
A student is deemed to be cheating if he or she seeks to obtain an unfair advantage in an examination or in other written or practical work that is required to be submitted or completed for assessment.
- 8.3 *Collusion*
Teachers must provide students with clear instructions at the time the assignment is given, as to whether they are required to work individually or are permitted to work jointly on the assignment. Collusion is a form of cheating.
9. **PLAGIARISM & CHEATING**
Plagiarism and Cheating are not acceptable behaviours – see Plagiarism and Cheating Policy.
10. **ASSESSMENT**
The assessor will assess the evidence in relation to Ozford’s assessment system applying the principles of assessment and rules of evidence.
11. **GRADING**
- 11.1 For each unit of competence there will be a minimum of two assessments tasks or a maximum of three, dependent on the qualification being undertaken. The assessments are marked ‘S’ Satisfactory or ‘NYS’ Not Yet Satisfactory and students will receive one of the following results:

Competent	C
Not Yet Competent	NYC
Not yet Assessed	NYA
Credit transfer	CT
Recognition of Prior learning	RPL

- 11.2 For graded assessment, students will receive one of the following results below

High Distinction	HD	80%-100%
Distinction	DD	70%-79%
Competent –Credit	CR	60%-69%
Competent –Pass	PP	50%-59%
Not Yet Competent	NYC	0%-49%
Not yet Assessed	NYA	0%
Credit transfer	CT	N/A
Recognition of Prior learning	RPL	N/A

12. STUDENTS WILL BE ASSESSED IN A RANGE OF METHODS LISTED BELOW

Article Review	Exam	Group Work	Portfolio	Project
----------------	------	------------	-----------	---------

Assignment	Field Report	Independent Study	Practical	Role Play
Essay	Final Exam	Observation	Presentation / Oral Presentation	Test

13. APPEALS

A student who is not satisfied with any aspect of the assessment process can lodge an appeal, using the **Complaints and Appeals Policy**.