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1 PURPOSE

- 1.1 This procedure set outs the responsibilities of the student regarding the assessment processes at CQUniversity.

2 SCOPE

- 2.1 There are a variety of assessment methods used within the vocational education and training sector, including written and practical tasks, work-based activities, and assignments. This procedure applies to all assessment methodologies.
- 2.2 This procedure applies to VET students at CQUniversity only. Higher education students are to refer to the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

3 PROCEDURE

Overview of student responsibilities

- 3.1 Students are responsible for:
- complying with the assessment task instructions, submission and collection requirements
 - undertaking assessment honestly, without any form of cheating, plagiarism or collusion
 - retaining a copy of all assessment tasks for a minimum period of 14 calendar days after they receive their result, unless an appeal is being lodged. In this case, the copy of the relevant assessment task should be retained until the appeal is finalised, and

- submitting assessment tasks by the due date, unless an extension of time has been granted by the teacher.

Academic integrity in assessment

- 3.2 All students have a responsibility to uphold the values of academic integrity in every aspect of their studies, including assessment.
- 3.3 Academic integrity is behaviour underpinned by the values of honesty, trust, fairness, respect, responsibility and courage. Academic integrity requires behaviour that:
- a) respects the work and perspective of others
 - b) honestly and appropriately acknowledges the work and ideas of others
 - c) does not seek to gain unfair academic advantage or disadvantage, and
 - d) demonstrates personal responsibility and courage for acting with integrity, despite the challenges.
- 3.4 Academic integrity underpins the assigning of marks, results and grades for exams and other assessment tasks. Students must therefore ensure that the work they submit for assessment or review is their own and to appropriately acknowledge the work, ideas, and data of others, using the referencing style/approach specified for the course or unit.
- 3.5 Students are expected to meet their responsibilities in upholding academic integrity, which are set out in the [Student Academic Integrity Policy and Procedure](#).

General assessment requirements

- 3.6 To be deemed competent in a unit, the student must complete all the requirements of the unit satisfactorily.
- 3.7 If the student submits their assessment task by the due date and does not satisfy the assessment criteria on their first attempt, the teacher will provide feedback and advise additional assessment or resubmission requirements.
- 3.8 Only one resubmission attempt will be allowed for each assessment task.
- 3.9 If the resubmission is not completed by the revised due date advised by the teacher under the resubmission requirements, the student will be given a 'not competent' result for the competency and will need to re-enrol in the competency and pay the prescribed fees.
- 3.10 If the student attempts their reassessment and it is again assessed as not satisfactory, they will be given a 'not competent' result for the unit and will need to re-enrol in the unit and pay the prescribed fees.
- 3.11 If the student fails to attempt any assessment task they will be withdrawn (with or without participation, depending on that student's attendance/participation) from the competency, and will need to re-enrol into the competency and pay the prescribed fees.
- 3.12 No reassessment or late submissions will be permitted after the final result has been awarded for the unit.

Extensions of time for assessment

- 3.13 Extensions of time to complete an assessment task will only be granted due to personal illness or for other extenuating circumstances. Formal requests for extensions are to be submitted to your teacher in writing 48 hours prior to the advised deadline where possible.
- 3.14 The following provisions apply to extensions:
- The length of time of the extension for the assessment task within the study period is at the discretion of the teacher.
 - Any requests for an extension for assessment task/s past the enrolment activity end date for the unit will be decided by the relevant Deputy Dean Learning and Teaching or equivalent Deputy Dean VET.

- An original signed doctor's certificate (or other documentary evidence, where applicable) must be produced to verify illness, and must be presented to the University within 14 calendar days of the due date of the assessment task.

Alternative assessment

- 3.15 If the student considers themselves to be disadvantaged due to a literacy/language competency, disability or unusual circumstance, they may request an alternate assessment. These requests:
- must be submitted directly to the assessor
 - may come directly from the student or through the [Inclusion and Accessibility Service](#)
 - will be verified with specialist employees
 - will be approved/not approved and documented by the assessor
 - must be made in a reasonable timeframe (usually within 14 calendar days of the due date of the assessment task) determined by the University.

Exams

- 3.16 Due to the varying exam types available (for example: written, online and practical), it is not possible to specify all conditions that may apply to exams. However, the following conditions apply to unless communicated to the student prior to the commencement of the exam.
- 3.17 The student will be given notice of exams in a reasonable timeframe determined by the University (usually within 14 calendar days). If the course is less than 14 days duration, then students will be advised of the exam schedule at the commencement of study.
- 3.18 Only students enrolled in the competency, the exam supervisor and other authorised personnel may enter or remain in an exam room during an exam.
- 3.19 The exam supervisor may ask the student to produce photographic identification (for example, student ID card, driver's licence).
- 3.20 If the student is late for an exam, they will need the permission of the supervisor to enter the room. The student should explain to the supervisor why they are late, which the supervisor will record. If the student is more than 20 minutes late, they may be refused entry.
- 3.21 To avoid distracting fellow students, student may not leave the exam during:
- the first 20 minutes of an exam session of up to and including 1.5 hours duration
 - the first 40 minutes of an exam session of more than 1.5 hours duration, or
 - the last 10 minutes of an exam session.
- 3.22 If the student is given permission to enter or leave an exam room, they must comply with all conditions upon which the permission is given.
- 3.23 Unless approved by the exam supervisor prior to the exam (for example, for open-book exams), the student must not bring into an exam any devices capable of conveying information about the exam such as textbooks, course notes, mobile phones, pagers, notebook computers, electronic organisers, electronic dictionaries, calculators and other devices. The student must also ensure that mobile phones are placed in the designated area of the exam room and are turned off prior to the commencement of the exam.
- 3.24 The student must comply with all directions:
- detailed in the exam material supplied
 - set out on any notice displayed in the exam room, and
 - given by the exam supervisor.

- 3.25 During an exam session, the student must not:
- communicate verbally or otherwise with any other person other than the supervisor
 - assist any other person to communicate with another person, and
 - willingly receive a communication from any person except with the approval of the exam supervisor.
- 3.26 Unless permitted by the exam supervisor, the student must not take from the exam room any papers or other materials provided for use during the exam.
- 3.27 The exam supervisor may question the student to ascertain whether there has been a breach of exam rules.
- 3.28 If, in the opinion of the exam supervisor, the student's behaviour is disturbing or distracting any other students, the exam supervisor may request the student leaves the exam. If the student refuses to leave the student may be dealt with as a trespasser.
- 3.29 The student is expected to be considerate of other students when entering or leaving the exam or when in the vicinity of an exam room.
- 3.30 If the student considers that their performance in an exam has been adversely affected by illness, disability, bereavement or other exceptional circumstances, they may apply for special consideration.
- 3.31 Special exam arrangements may be considered for students with disabilities (temporary in capacity) or students who have been hospitalised during the exam period. Students who cannot attend the scheduled exam due to hospitalisation should apply to their teacher for a deferred exam, supported by appropriate documentary evidence.

Re-evaluation of an assessment task

- 3.32 If the student is dissatisfied with the result of an assessment task, they may submit a written application for re-evaluation of the result to their teacher. The student must lodge their application, together with the scheduled charge, within fourteen days of the notification of result.
- 3.33 If the re-evaluation of assessment takes in excess of one hour, the approval authority or delegate may vary the amount of the scheduled charge to be at actual cost.
- 3.34 If the result is upgraded to satisfactory, the student will be refunded the scheduled charge.
- 3.35 Where possible, an assessor other than the original assessor will undertake the re-evaluation.
- 3.36 If the student is dissatisfied with the re-evaluation outcome, they have a right to appeal. Refer to the [Academic Appeals Policy and Procedure](#).

Course progress

- 3.37 Students are expected to make satisfactory progress in their studies. If the student finds they are having difficulties, they are expected to take all possible steps to improve their performance by following the directions below:
- If the student is having difficulty maintaining acceptable progress, the student must discuss the situation with their teacher and/or a student counsellor as soon as possible.
 - In certain circumstances, for example if the student is a carer or has a disability, they may need to negotiate a reduced study load.
 - In the first instance, if the student does not achieve a competent result for their unit, they will be able to re-enrol, if a place is available, and pay the relevant fees. However, the University may not be able to guarantee the student a place in the next intake, and they may be required to re-enrol in courses when places are available.

- 3.38 Where satisfactory progress has not been made, the student may be required to show cause in writing why one or the more following actions should not be taken:
- subsequent enrolment may be restricted to a limited series of classes in which any failure at the next attempt may lead to a refusal of further enrolment in those units, and
 - further and continuing enrolment in any course offered by the University may be refused and this will be recorded on the student's account.
- 3.39 For international students, the [National Code of Practice for Registered Authorities and Providers of Education and Training to Overseas Students 2018](#) requires the University to have procedures to monitor the course progress of international students, and to ensure students complete their course in the expected duration.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 Students enrolled into VET courses and units are responsible for being informed on and following procedure relating to assessment.
- 4.2 Schools are responsible for ensuring this procedure is implemented, for monitoring compliance and reviewing requests for extensions, alternate assessments, deferred assessment and re-evaluation of assessment results.
- 4.3 The Vice-President (Academic) is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.

Reporting

- 4.4 No additional reporting is required.

Records management

- 4.5 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.6 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

6 RELATED LEGISLATION AND DOCUMENTS

[Academic Appeals Policy and Procedure](#)

[Assessment, Tracking and Resulting Procedure \(VET\)](#)

[Complaints Policy and Procedure](#)

[Disability Policy](#)

[Disability Standards for Education 2005](#) (Cwlth)

[Disability Support Procedure – Students](#)

[Standards for Registered Training Organisations \(RTOs\) 2015](#) (Cwlth)

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Delegated Approval Authority	N/A
Advisory Committee	Curriculum Committee
Required Consultation	N/A
Administrator	Vice-President (Academic)
Next Review Date	12/06/2022

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