

ASSESSMENT TRACKING AND RESULTING PROCEDURE (VET)



CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	PROCEDURE	2
	Planning and developing assessment tasks	2
	Tracking student progression.....	3
	Unsatisfactory course progress (International students only).....	3
	Conducting assessment.....	3
	Recording results and grades	5
	Managing withdrawals.....	5
	Awarding a qualification	6
	Assessment judgement validation (post assessment process)	6
4	RESPONSIBILITIES	7
	Compliance, monitoring and review	7
	Reporting.....	7
	Records management.....	7
5	DEFINITIONS	7
	Terms and definitions.....	7
6	RELATED LEGISLATION AND DOCUMENTS	7
7	FEEDBACK.....	8
8	APPROVAL AND REVIEW DETAILS.....	9
9	APPENDIX: SUPPLEMENTARY NOTIFICATION PROCESS.....	10

1 PURPOSE

- 1.1 This procedure outlines the requirements for planning and developing assessment tasks, tracking student progress, conducting assessment, recording grades, managing student withdrawals, awarding qualifications, and professional judgement for vocational education and training (VET) courses at CQUniversity.
- 1.2 This procedure also aims to ensure that all assessment practices comply with the [VET Quality Framework](#), in particular the Principles of Assessment and Rules of Evidence and other provisions of the [Standards for Registered Training Organisations \(RTOs\) 2015](#) (Cwlth) and the [Australian Qualifications Framework](#). Assessment practices must also comply with Training Package or VET Accredited Course requirements relevant to the courses and units being assessed.

2 SCOPE

- 2.1 This procedure applies to VET courses delivered by and on behalf of CQUniversity, including those involving recognition of prior learning.
- 2.2 This procedure does not apply to:
- assessment of higher education coursework or research degrees, and
 - assessment undertaken by CQUniversity students in courses or units at other education institutions (e.g. cross-institutional study, outbound mobility study arrangements).

3 PROCEDURE

Planning and developing assessment tasks

- 3.1 The Qualifications Coordinator (QC) and/or Trainer/Assessor will use the current version of the training package (published on the training.gov.au website) to identify the core and elective units and the associated assessment requirements of the individual units of the course.
- 3.2 The QC and/or Trainer/Assessor will schedule the delivery of units, and/or the clusters of units according to the logical sequence of work, ensuring that any pre-requisites and co-requisites are accommodated.
- 3.3 The QC will manage course development through the Academic Information Management System ([AIMS](#)).
- 3.4 The QC will ensure the training and assessment strategy (TAS) information embedded in AIMS is accurate, and the course curriculum and design has been developed in consultation with the discipline team and industry. Evidence of consultation must be recorded in relevant discipline team meeting minutes, training product review (TPR) meeting minutes, and/or industry consultation forms (accessible on [CQUShare](#)).
- 3.5 The Trainer/Assessor will prepare the full suite of assessment tools using the approved templates, where available, and ensure a master set is kept on the University server under the relevant school drive. Files must be provided for quality review and management purposes within 24 hours of request. The assessment tools comprise:
 - a) Trainer Plan
 - b) Student Plan
 - c) assessment tasks, and
 - d) model answers.
- 3.6 Assessment for a unit of competency and/or cluster of units must cover all aspects of the relevant unit/s, including:
 - a) elements and performance criteria
 - b) performance evidence (required skills)
 - c) knowledge evidence (required knowledge)
 - d) foundation skills, and
 - e) assessment condition/s (critical aspects).
- 3.7 Before or when each new unit and/or cluster of units begin, students must be provided with information about:
 - a) assessment requirements for the unit and/or cluster of units, including:
 - key dates and times
 - campuses/venues
 - the nature and duration of the assessment, and
 - the assessment rules, e.g. that two attempts are available, protective clothing requirements, or permitted items such as electronic devices, tools, calculator, etc.
 - b) reasonable adjustments that can be provided in areas such as disability, language, literacy or numeracy
 - c) processes for seeking extensions to assessment deadlines, and
 - d) processes for seeking a review of assessment decisions and avenues of appeal.
- 3.8 Where Moodle is used as the learning management system, all communication to students must be issued through Moodle.
- 3.9 Where assessment occurs in the workplace, relevant parties (e.g. employer or supervisor) must be given all information about the assessment requirements when the study period begins for the associated unit.

- 3.10 Assessment tools should be validated before their use. In addition, the QC will assist the discipline team to develop the [Annual Validation Schedule](#). This activity is separate and in addition to the University-wide Validation Panels planned annually by the Educational Quality and Standards Assurance team.

Tracking student progression

- 3.11 Students will enrol into the relevant unit/s of study in the student management system, [StudentOne](#). Within 72 hours of enrolment, the Trainer/Assessor must contact all enrolled students.
- 3.12 For on-campus students, including students attending residential schools/workshops in a mixed-mode setting, the Trainer/Assessor must conduct a student induction and record class attendance. Class attendance records (rolls) will be accessed via StudentOne. The [Student Induction Checklist](#) and [Education Content Delivered](#) Forms (accessible via CQUShare) must be clearly labelled and stored together in the student's electronic file to ensure easy access.
- 3.13 For online students, a roll is not required; however, participation evidence must be recorded in accordance with the [Student Participation Policy and Procedure \(VET\)](#).
- 3.14 The Trainer/Assessor must maintain a record of student progress (see 3.33), regardless of the delivery mode. Progress information must be recorded on the relevant [Tracking Of Student Progress Form](#) (accessible via CQUShare, and must include:
- assessment methods undertaken
 - number of attempts and dates of attempts (a total of two attempts are permitted)
 - final grade for each unit of competency
 - assessor name, and
 - assessor initials.

Unsatisfactory course progress (International students only)

- 3.15 Students identified as making unsatisfactory course progress will be issued with a Notification of Intent to Report letter advising of the University's intent to report the student to the Department of Home Affairs through the Provider Registration and International Student Management System (PRISMS) for unsatisfactory course progress and to cancel their enrolment.
- 3.16 The student will be given the opportunity to appeal within 20 working days from the date of the letter, as per the [Cancellation of Studies – International Students Procedure](#).
- 3.17 Where a student does not lodge an appeal within 20 working days or if the appeal is rejected, the student's enrolment will be cancelled and the decision will be reported to the Department of Education, Skills and Employment and the Department of Home Affairs via PRISMS.

Conducting assessment

Reasonable adjustment of assessment

- 3.18 Students who identify a disability, illness, medical or mental health condition (either temporary or ongoing) and would like support or assistance to complete their VET studies, should be directed to register with the [Inclusion and Accessibility](#) service as early as possible to ensure that they receive all relevant assistance available. The service can be contacted via accessibility@cqu.edu.au. The discipline area will be contacted by the Inclusion and Accessibility service to negotiate and implement an Accessibility Plan.
- 3.19 The Trainer/Assessor will provide reasonable adjustment/s to accommodate the specific needs of students registered with the Inclusion and Accessibility service, as set out on the student's Accessibility Plan.
- 3.20 The Trainer/Assessor must record how any reasonable adjustments were applied on the [Assessment Coversheet](#) or in the comments section of the Assessment Grade Book in [Moodle](#) for that unit.

Formative and summative assessment

- 3.21 Formative and summative assessment are treated differently in relation to grading.
- 3.22 Formative assessment does not form part of a student's final grade. It is used to provide constructive feedback to improve learning and understanding. The outcome of formative assessment is not quantifiably recorded on a grade sheet.
- 3.23 Summative assessment determines the skills/theory learnt and is counted towards a student's final grade. All summative assessment must be recorded on a grade sheet/tracking sheet. Summative assessment is usually conducted in the last few weeks of the study period.

Informing students about assessment

- 3.24 The Trainer/Assessor will inform the students of the context and purpose of the assessment, and the assessment process by providing students with the [Student Plan](#) for their unit/s of study.

Assessing work and providing feedback

- 3.25 The Trainer/Assessor will conduct the assessment, as outlined in the Assessment Guidelines in the [Trainer Plan](#), the [Student Plan](#), and the individual assessment task.
- 3.26 If a student is unsuccessful on their first attempt at an assessment task, the Assessor must refer to the [Student Plan](#) and [Student Assessment Procedure \(VET\)](#) regarding the reassessment protocol, before a second attempt occurs.
- 3.27 Comprehensive feedback and further training must be offered before the second attempt. Second attempts must be completed in a reasonable timeframe; this may be as little as 48 hours for theory and practical assessments (if the student has received adequate feedback, time to review the learning materials, and indicates they are ready) up to a maximum of six weeks from the student's receipt of written feedback.
- 3.28 The Dean of School's approval is required if the second attempt will extend beyond six weeks after the student's receipt of written feedback.
- 3.29 Where an apprentice in the College of Trades is required to undertake further reassessment and given an R result, a Supplementary Notification must be issued. Refer to the [Appendix](#) for the Supplementary Notification process.
- 3.30 The Trainer/Assessor must provide students with written feedback on completed assessments within 10 working days, and must include details of any assessment criteria that have not been demonstrated. For practical assessments, verbal feedback can be given at the time of assessment and must be followed by written feedback.
- 3.31 If a student has not satisfied the assessment criteria, the feedback must provide sufficient information for the student to understand the deficit and provide details of future options, if relevant. The feedback can be provided in the feedback section within Moodle or by using the [Assessment Coversheet](#).
- 3.32 Students must be notified of the outcome of their assessment task (satisfactory or non-satisfactory) no later than 10 working days following the end of the assessment period/residential workshop or from the receipt of the student's assessment task.
- 3.33 The Trainer/Assessor will track student progress using the relevant [Tracking Of Student Progress Form](#). Alternate tracking sheets can only be used with the prior written approval of the Manager, Educational Quality and Standards Assurance.

Recording results and grades

- 3.34 The interim result and grade codes to be used when recording student achievement are published in the [Grades and Results Policy](#).
- 3.35 Assessment tasks within a unit are marked satisfactory (S) or non-satisfactory (NS). Together, the marks for assessment tasks will be a final grade for that unit, being Competency Achieved (CA) or Not Competent (NC).
- 3.36 If a student wants their assessment task re-evaluated, this will be done in accordance with the [Student Assessment Procedure \(VET\)](#).
- 3.37 The Trainer/Assessor will finalise marking the assessment tasks and associated evidence, using the [AVETMISS¹ Files Checklist](#) as a guide.
- 3.38 Students who engaged in a learning activity then withdrew will be assigned a final grade of Withdrawn (WD) (see [managing withdrawals](#) below).
- 3.39 Students whose final grade is not yet available will be assigned the relevant interim result code, e.g. Reassessment to be undertaken (R), Competency achieved awaiting verification (CA**).
- 3.40 The Trainer/Assessor will record student interim results and final grades in StudentOne using the approved codes in the [Grades and Results Policy](#).
- 3.41 A final unit grade must be entered into StudentOne within 10 working days from the close of study date.
- 3.42 If a student has an approved extension, the final unit grade must be entered within 10 working days of the extended close of study date.
- 3.43 The Trainer/Assessor will store all assessments securely in preparation for archiving. If Moodle is used, all assessment relevant to the unit must be recorded in Moodle.

Managing withdrawals

- 3.44 The Trainer/Assessor must refer to the [Student Participation Policy and Procedure \(VET\)](#), the StudentOne User Reference Guide, and/or the AVETMISS Awareness Staff Manual when submitting a withdrawal.
- 3.45 Trainer/Assessors must have evidence that they have made at least two attempts (see 3.51) to contact the student throughout the study period. This evidence must be recorded on the student's file.
- 3.46 There are two types of withdrawals:
- withdrawal with participation, and
 - withdrawal without participation.

Checks must be completed to verify if the student has participated or not.

- 3.47 If a student does not present an assessment task and has demonstrated participation in the unit, the student is to be 'withdrawn with participation' (WD). If a student does not present an assessment task and has not demonstrated participation in the unit, the student is 'withdrawn without participation' (WD).
- 3.48 Withdrawals are managed through [Enrolment Amendment Applications](#) (EAA Online Form) (via CQUShare) (see 3.55).

User choice students

- 3.49 Vocational Industry Officers manage the withdrawal of user choice students.

¹ AVETMISS means Australian Vocational Education and Training Management Information Statistical Standard, which is a national data standard used in collecting data nationally to ensure consistent, accurate VET information.

- 3.50 User choice students will be withdrawn if there is a change to the supervising registered training organisation (SRTTO) or a cancellation of training contract occurs. In either case, the Trainer/Assessor must ensure participation has been recorded in StudentOne.

Students (other than user choice students)

- 3.51 Withdrawing a student from a unit occurs only when the student:
- formally withdraws (via written request or documented phone call)
 - has not submitted assessment task/s and the unit's close of study date has passed
 - has not engaged in study, and has not responded to email notifications, or
 - has not attended a mandatory residential school/workshop and has not responded to email notifications.

All students

- 3.52 When the Trainer/Assessor identifies a student needs to be withdrawn, the Trainer/Assessor must email the student to notify them they are to be withdrawn, the reason for withdrawal, and the timeframe in which to respond.
- 3.53 If no response is received from the student within seven days of the initial email, a second email must be sent advising the student they will be with withdrawn seven days from the date of the second email.
- 3.54 The Trainer/Assessor must keep a record of emails sent and delivery/read receipts as evidence of the two contact attempts and any student responses in the student's file.
- 3.55 The Trainer/Assessor must complete an [Enrolment Amendment Application](#) (EAA Online form), following the instructions in the AVETMISS Awareness Staff Manual.
- 3.56 For international students please refer to the [Cancellation of Studies - International Students Procedure](#).

Awarding a qualification

- 3.57 The Assessor will identify if a student has met all the requirements of the training package rules to be awarded a qualification, using the student's unofficial transcript and a tracking sheet to check the units according to the qualification packaging rules.
- 3.58 The Assessor will notify the Student Governance Directorate of the student's eligibility for an award in an email to vetawards@cqu.edu.au. The email must include the student name and number in the subject line, and state the student has met the training package requirements and is ready to be awarded, specifying the qualification code and name.

Assessment judgement validation (post assessment process)

- 3.59 Trainers/Assessors must ensure assessment judgements are consistently made on a sound basis.
- 3.60 Professional judgement is a required part of the quality review process, which must be conducted through a valid sampling approach that allows a reasonable inference to be made about the assessment judgements overall.
- 3.61 Professional judgement must be completed twice each year on every qualification on scope of registration.
- 3.62 The QC will select two units of competency per qualification along with a random sample of students who completed those units in the previous six months. The number of students to be selected in the sample will be determined using the Australian Skills Quality Authority (ASQA) validation sample size, described in the [Validation Panel Guidelines](#).
- 3.63 Trainers/Assessors must ensure that the assessment evidence complies with the assessment requirements of the relevant training product and meets the rules of evidence (i.e. Validity, Sufficiency, Authenticity, and Currency), prescribed by the [Standards for RTOs 2015](#) (and included in the Validation Panel Guidelines).

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Vice-President (Academic) and Director, VET Learning and Teaching are responsible for reviewing assessment practice and the effectiveness of this procedure in maintaining the quality of learning and teaching, through course and unit review processes.
- 4.2 The VET Leader, in conjunction with the Deputy Dean (Learning and Teaching) in each School, is responsible for ensuring this procedure is implemented, monitoring compliance with this procedure, maintaining academic standards, and reviewing data on grades and student success to assure quality in academic standards.
- 4.3 Trainer/Assessors are responsible for ensuring unit work is designed and student achievement is assessed in line with this procedure, and other related documents.

Reporting

- 4.4 Outstanding grades reports will be generated before VET Funding Agreement closures and provided to the Deans of Schools for resolution.

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 University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#). Before disposing of any records, approval must be sought through the Records Management Office (email records@cqu.edu.au).

5 DEFINITIONS

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

Terms and definitions

Student attendance mode: see the CQUniversity [Glossary](#) where student attendance modes are defined at course level (on-campus and distance [online]) and at unit level (on-campus, distance [online], mixed, employer-based, and RPL [i.e. recognition of prior learning]).

User choice: Apprenticeship and Traineeship training for persons employed under a Training Contract for a nominal period of time. User choice training enables apprentices and trainees to successfully gain competence in a trade (apprenticeship) or vocational area (traineeship).

6 RELATED LEGISLATION AND DOCUMENTS

[Australian Qualifications Framework \(AQF\)](#)

[Australian Skills Quality Authority \(ASQA\)](#) (includes the VET Quality Framework)

[Cancellation of Studies - International Students Procedure](#)

[CQUShare website resources](#) (see resources list below)

[Grades and Results Policy](#)

[National Vocational Education and Training Regulator Act 2011](#) (Cwlth)

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

[Student Assessment Procedure \(VET\)](#)

[Student Induction Policy and Procedure \(VET\)](#)

[Student Participation Policy and Procedure \(VET\)](#)

[StudentOne User Reference Guide](#) (employee access only)

[Training.gov.au](#) (national register of RTOs, training packages and related information)

[Users' Guide to the Standards for Registered Training Organisations \(RTOs\) 2015](#) (ASQA website)

[Users' Guide to the Standards for VET Accredited Courses](#) (ASQA website)

CQUShare website resources (employee access only)

[Assessment Coversheet Form](#)

[AVETMISS Awareness Staff Manual](#)

[Educational Content Delivered Form](#)

[Enrolment Amendment Application \(EAA Online Form\)](#)

[Industry Consultation Form](#)

[Practical Assessment Simulated Workplace/Observation Form](#)

[Student Plan Form](#)

[Third Party Report Form](#)

[Tracking of Student Progress \(Block/Group of Students\) Form](#)

[Tracking of Student Progress \(By Student\) Form](#)

[Tracking of Student Progress \(By Qualification\) Form](#)

[Trainer Plan Form](#)

[Training Product Review Meeting \(VET\) Work Instruction](#)

[Training Product Review Meeting Agenda Form](#)

[Training Product Review Meeting Minutes Form](#)

[Validation of Training and Assessment Material Form](#)

[Validation Panel Guidelines](#)

[Validation Schedule Form](#)

[Workplace Observation Co-Assessment with Subject Matter Expert Form](#)

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	Learning and Teaching Committee
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Administrator	Vice-President (Academic)
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Notes	

9 APPENDIX: SUPPLEMENTARY NOTIFICATION PROCESS

College of trades apprentices only

