

Hopkins Policy and Procedures Manual

ASSESSMENT POLICY AND PROCEDURES

The purpose of this policy is for Hopkins International College (Hopkins) to determine whether a student who is participating in a Hopkins course has acquired the required competencies offered by the course and by establishing whether or not they have achieved the standards of performance required as outcomes of that course.

Hopkins will at all times comply with the Assessment Guidelines contained within the nationally endorsed Training Packages or the assessment requirements specified within accredited courses curriculum documents contained within Hopkins scope of registration.

Hopkins's assessment processes will be compliant with the 'Principles of Assessment':

- **Valid** – it will cover the broad range of skills and knowledge that are essential to competent performance and is aligned to the unit of competence
- **Reliable** - it will provide consistent results in given contexts
- **Fair** - it will not disadvantage any individual and allows the individual to appeal the result
- **Flexible** - it can be adapted to meet different workplace contexts or special needs of individuals

Evidence collected will be compliant with the 'Rules of Evidence':

- **Valid** – will ensure that the evidence provided by the candidate directly covers the unit(s) of competency for which they are seeking recognition
- **Current** - appropriate evidence is available or is obtained to show that the candidate is currently able to use the skills and knowledge for which recognition is sought
- **Sufficient** - assessor will ensure that the candidate has provided enough evidence to make a confident judgment that competence has been achieved
- **Authenticity** – the assessor will be assured that the evidence presented for assessment is the learner's own work.

Note: The full version of the Principles of Assessment and Rules of Evidence are in the Standards for Registered Training Organisations (RTOs) 2015.

All Hopkins assessment procedures will recognise equity and cultural issues without compromising the integrity of the assessment.

Assessments are conducted by experienced and suitably qualified staffs that have:

- TAE40116 Certificate IV in Training and Assessment or its successor or
- TAE40110 Certificate IV in Training and Assessment plus the following units:
 - TAEELN411 (or its successor) or TAEELN401A, and
 - TAEASS502 (or its successor) or TAEASS502A or TAEASS502B or
- a diploma or higher-level qualification in adult education.

Hopkins will deliver and assess all qualifications currently on its scope of registration in accordance with the training and assessment strategies in place for each qualification.

Hopkins's assessment process will be fully equitable for all persons and will take into account the cultural, linguistic, and other individual participants' needs in relation to assessment tasks.



All participants of Hopkins programs will be informed of the assessments to be conducted throughout the program. Participants will be provided with notice of when an assessment is to be conducted and provided with ample time for preparation and practice. An assessment timetable is included in the training and assessment strategy and generally assessment will be done on several occasions and in a variety of situations that may reflect the industry workplace environment that students should expect to meet. All assessments would be kept on LMS for retention and evidence purposes.

All assessment results are treated as strictly confidential and Hopkins will provide feedback to the participant about the outcomes of the assessment and provide further guidance on future options.

Assessment Methods

Assessments methods will vary subject to the unit/cluster. They include but are not limited to:

- (a) written questions
- (b) practical demonstration in a simulated workplace
- (c) practical observation in the workplace
- (d) scenarios/role plays
- (e) projects/case studies.

Assessment outcomes

There are two outcomes of assessments: S = Satisfactory and NS = Not Satisfactory (requires more training and experience).

Students will be awarded C = Competent on completion of the unit when the assessor is satisfied that they have completed all the assessments and have provided the appropriate evidence required to meet all criteria. If students fail to meet this requirement, they will receive the result NC = Not Competent. Once they have satisfactorily achieved all aspects of the unit, they will be awarded C.

Re-assessment

- Students will be allowed to sit for one attempt at a practical assessment item or question for which the outcome is Not Satisfactory within the timeframe of a course (unit of competency).
- Students who wish to be assessed beyond the delivery timeframe of a unit or due date of an assessment, unless it is due to medical reasons, will be given the opportunity to request an additional 5 days to resubmit and in this time they can request a mentoring session if required. After that they will be charged a late submission fee/ re-assessment fee.
- If the unit delivery is completed, and the student has submitted the assessment, but marked as NS. The student must submit within 5 days from the date the trainer provided the feedback.
- The student must provide resubmission within 5 days; additional 5 days can be given at the discretion of Student Support or Trainer.. A late submission fee will be charged after the 10th day from the feedback date.



- Should participants require further time for medical reasons, they must request it in writing to their trainer or the Student Support Officer.
- Students will be advised of their rights before and after the assessments, including the right to appeal the result under Hopkins's Complaints and Appeals Policy.
- The student will endeavour to complete all unit(s) assessment(s) prior to end of the study period. Failure to complete the assessment will trigger the "monitoring course progress" procedure as per the relevant policies and procedures.
- Late submission payment will be charged (if applicable) for any submission beyond the each 10 days.

Failing the first attempt and absence during the re-sit assessment:

- Students who fail their first attempt at an assessment event such as a practical assessment for any unit, are allowed to sit for a second attempt.
- If the student does not attend this assessment and fails to produce a doctor's certificate for that date, the results are deemed Not Satisfactory.
- Students whose results are deemed Not Satisfactory due to failure to produce a doctor's certificate for their second attempt will then be required to sit for a second and final assessment at a nominated re-sit fee.

Failing the second and final attempt or failure to attend the arranged assessment date, without a doctor's certificate:

- If the participant fails the second and final attempt, they are deemed not competent and must repeat the entire unit.

Right of Appeal

If any student in a program is dissatisfied with the results of their assessment they have the right to appeal the results under Hopkins's Complaints and Appeals Policy.

Hopkins will undertake an annual review of its assessment systems and procedures and the outcomes of assessment to ensure that they are appropriate and current and in line with the requirements of the relevant industry groups. This review process is essential in maintaining the integrity of Hopkins assessment system.

Ensuring Authenticity

Assignments must reflect student's own work and any material used must be correctly referenced. Plagiarism, cheating or academic misconduct will not be tolerated by the College. If a student is found to have copied, or cheated in any way, Hopkins will implement it's Student Plagiarism, Cheating and Academic Misconduct

Hopkins will take a pro- active role in ensuring that work submitted is authentic through:

- If substantial portions of the evidence submitted are gathered through independent study (e.g. assignments or projects) rather than direct observation, trainers/assessors will check work submissions for plagiarism and identical content in other submissions
- As part of the ongoing moderation processes, trainers will conduct a scan of samples of students work (10%) to determine if there is any evidence of identical content or plagiarism



Marking and Moderation

All student outcomes will be carefully marked and subjected to moderation and review of completed assessments on a regular basis. Should it be found that student completed outcomes are found to be invalid, insufficient, have 'gaps' and/or are non-authentic they will be required to be re-assessed.

Reasonable adjustment

Students who have special needs may be allowed reasonable adjustment in accordance with Hopkins Access and Equity Policy. This means that there may be modifications to the way in which evidence of a student's competence is gathered, however, it must not change the standards or outcomes that must be achieved.

DOCUMENT CONTROL

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Feedback and enquiries relating to this policy may be directed to info@hopkins.edu.au This document can be available in alternative formats on request.

AMENDMENTS

Version	Date	Author	Description
1	15 June 2022	Lincoln Islam	Document Developed
1.1	30 July 2023	Lincoln Islam	Title changed from RTO Manager to Director, RTO Management and Corporate Services. Logo and footer has been updated. Email domain changed to xxx@hopkins.edu.au
2.0	15 Nov 2025	Lincoln Islam	Further clarified late submission procedure