

ASSESSMENT POLICY

Master Builders Association of Victoria

1. Purpose

Master Builders Association of Victoria has developed this policy in accordance with Clauses 1.1, 1.5, 1.6, 1.8(a), (b) of the Standards for Registered Training Organisations 2015. This policy outlines the requirements of delivery and submissions of Assessments in Master Builders Association of Victoria RTO (hereinafter referred to as “Master Builders”) and guides its implementation.

2. Scope

Master Builders’ operations and processes including the Assessor’s conduct of Vocational Education and Training assessment.

3. Definitions

Plagiarism: Plagiarism occurs when an individual attempts to pass someone else's work off as their own i.e. using someone's ideas, opinions, or theories in an assignment or essay, using pieces of information, such as graphs, statistics, drawings, that are not common knowledge.

Cheating: Cheating occurs when an individual copies someone else's work - sharing or copying an assessment, test or assignment, or doing someone else's assessment, test or assignment.

Formative Assessment: Formative assessment refers to a wide variety of methods such as quizzes, activities, oral questioning, role plays that trainers use to conduct evaluations of student comprehension, learning needs, and academic progress during a lesson, unit, or course. Formative assessments are conducted throughout the unit of competency.

Summative Assessment: Summative assessments are used to evaluate student learning, skill acquisition, and academic achievement at the conclusion of a defined instructional period. Summative assessments usually consist of tests, assignments, projects or practical demonstrations. Summative assessments are usually conducted at the end of all training and serve to assess final competency of a unit.

4. Policy Statement

Master Builders implements an assessment system that ensures that Assessment (including RPL):

- 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 contained in Table 1 and the Rules of Evidence contained in Table 2.

At all times Master Builders trainers and assessors will ensure that the assessment activity is undertaken in a safe and secure environment.

In doing so, Master Builders aims to ensure the ongoing provision of high-quality Training Services, including training and assessment and robust administrative processes to support contract compliance and obligations.

Table 1 - Principles of assessment

Fairness	<p>The individual learner’s needs are considered in the assessment process.</p> <p>Where appropriate, reasonable adjustments are applied by Master Builders to take into account the individual learner’s needs.</p> <p>Master Builders 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.</p>
Flexible	<p>Assessment is flexible to the individual learner by:</p> <ul style="list-style-type: none"> • reflecting the learner’s needs; • assessing 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. <p><i>Master Builders provides students with access to a Training Support Consultant who will assist students with individually tailored assessments, as required. Master Builders has a confidential appeal process which students can use if required.</i></p>

Validity	<p>Any assessment decision of Master Builders is justified, based on the evidence of performance of the individual learner.</p> <p>Validity requires:</p> <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; and • judgement of competence is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements.
Reliability	<p>Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.</p> <p>Master Builders will use Marking Guides to help ensure this occurs.</p>

Table 2 - Rules of evidence

Validity	<p>The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.</p>
Sufficiency	<p>The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.</p>
Authenticity	<p>The assessor is assured that the evidence presented for assessment is the learner's own work.</p> <p>The Assessment must be the students own work. All Assessment Cover Sheets must be signed by the student to declare that the submitted work is their own. Master Builders has a strict plagiarism policy which all students are advised of.</p>
Currency	<p>The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.</p>

5. Policy Principles

5.1. Types of Assessment

Assessments may consist of both formative and summative tasks.

Formative assessments may include knowledge checks, class activities, group work and quizzes. This type of assessment may or may not be marked and is a learning tool to help the participant understand the course content. Formative assessments may be marked with Satisfactory or Not Yet Satisfactory.

Summative assessments consist of individual assignments and simulated observation assessments. Students will be required to spend additional time outside of each class to complete these assessment tasks. Students will be marked as *Competent* or *Not Yet Competent* when all summative assessments are satisfactory according to their individual skill level and understanding of course material.

5.2. Evidence of Participation

All training services delivered by Master Builders under the Skills First Program and previously under the VTG contract must be supported by evidence of participation for each unit of competency/module so that a reasonable judgement regarding an eligible individual's participation in training services can be made. Evidence of participation will be retained for the purpose of internal and external audits where required.

In accordance with Schedule 1, Skills First Contract, evidence of engagement must be authenticated by Master Builders demonstrating engagement by the student in the learning and/or assessment activity. To be valid, evidence provided must contain the student's name or identification number, a module or unit of competency identifier, date of participation, signature of student and trainer/assessor (in the case of face-to-face delivery). All assessments can be tracked in the student database, including the RPL and issuance registers.

Face-to-face

Master Builders will retain evidence of participation, including but not limited to class attendance rolls, training plans and assessments (primary documentation).

Online and distance learning

In addition to the retention of training plans and assessments, login and engagement records are also retained for students undertaking online training. Student contact details, including phone and email, are also retained to demonstrate ongoing engagement with training. The login record must evidence the eligible individual learning and/or assessment activity. A login record indicating the eligible individual received training materials alone is not sufficient evidence of participation. Records must also indicate that the Master Builders has checked with the student that they are continuing to engage across the unit of competency/module. For students undertaking

online and/or distance learning, Master Builders must retain evidence that the individual has commenced working on the learning materials received. Master Builders must also demonstrate that the student is continuing to engage across the unit of competency/module until completion or withdrawal.

Where primary recording documentation is not available, a signed statutory declaration may be accepted in certain circumstances in accordance with the Skills First Funding Contract, Schedule 1.

Assessments and class attendance rolls are scanned and retained in accordance with the Student Records Management Policy and Procedure.

5.3. Resulting of Assessments

Summative assessments are mapped to the required units of competency. All summative assessments must be completed.

Formative assessment tasks, which are the individual assessment questions, are marked as:

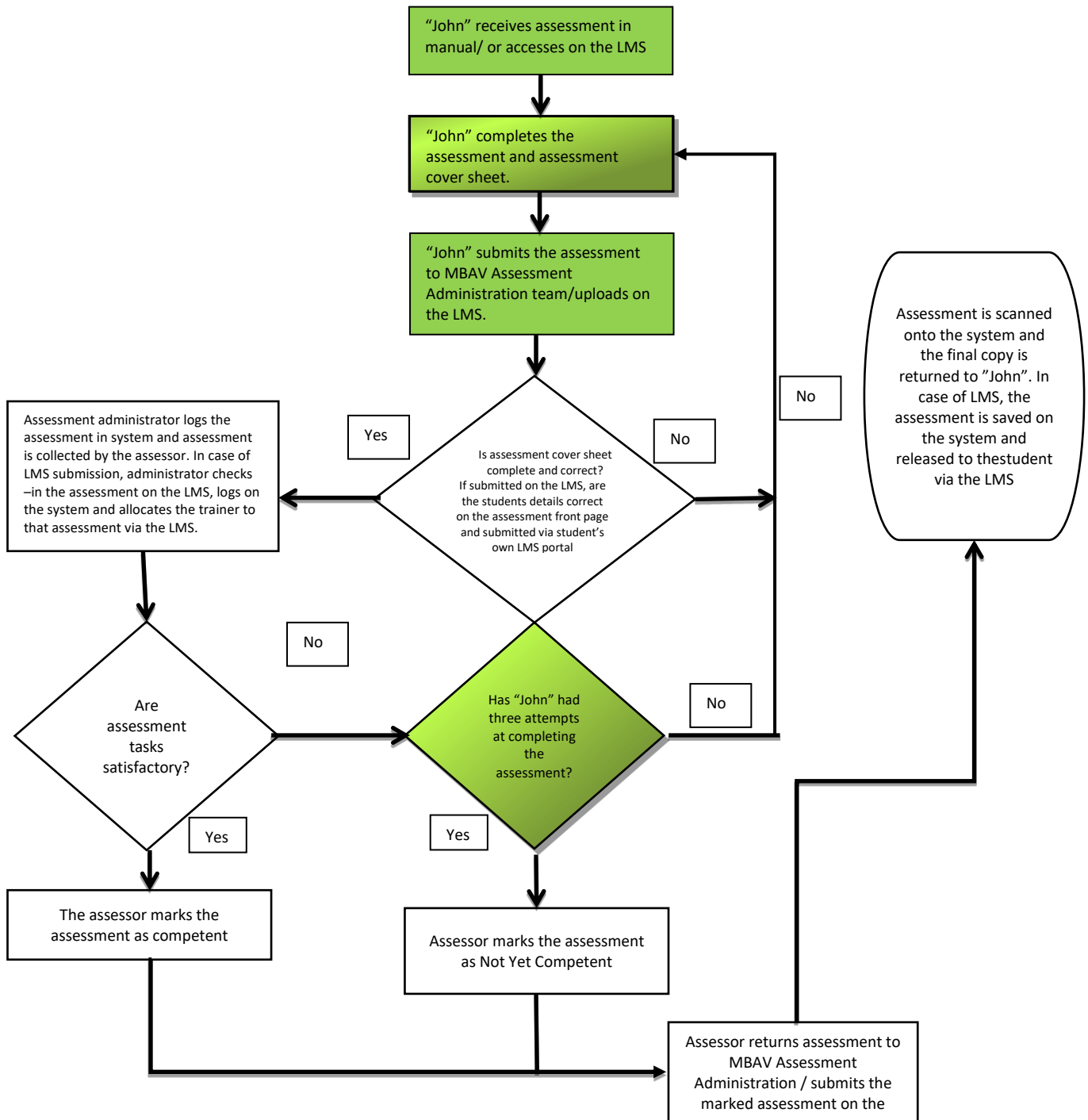
Satisfactory	
Not YET Satisfactory	If an assessment task is <i>Not YET Satisfactory</i> , the Trainer will provide students with feedback, and they will need to re-submit the answers to those questions. If this happens, students must resubmit the entire assessment as their resubmission.

Students are able to complete two summative resubmissions. Students who are struggling to understand the material, are advised to contact the Learning Support Team on 9411 4555 for assistance. Support may include some Language, Literacy and Numeracy (LLN) assistance or organising a tutorial for the students (note: tutorials may incur additional costs). Tutorials can be offered as one to one, small group tutorials, by phone and by email. When all of the formative and summative assessment tasks are complete, students will receive a final result of either:

Competent	This means that the student has completed all assessment tasks to a satisfactory standard, or
Not Yet Competent	This means that the student <u>has not</u> completed all assessment tasks to a satisfactory standard.

The following flow chart describes the assessment process, using the example of John, who is a student with Master Builders. The components which are shaded relate to what “John”, and all other students, need to complete.

Figure 1: Assessment Submission Process (Hard Copy and on the LMS)



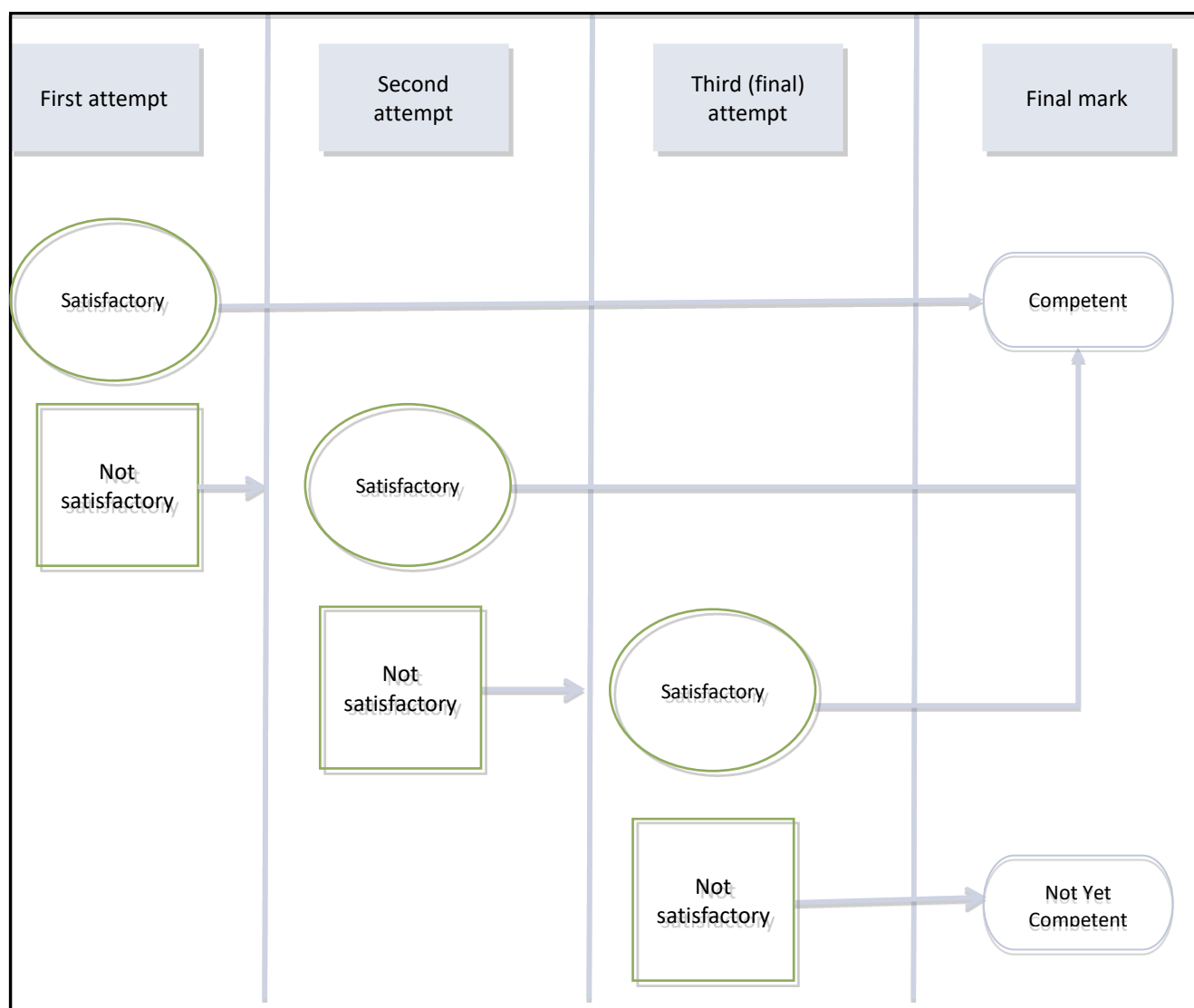
***Important information**

Hard copy assessments-To correctly complete the assessment cover sheet, please ensure that you sign it. This verifies that you have completed the assessment yourself. If this is not signed, you will be asked to attend Master Builders' East Melbourne office to sign the cover sheet, before we can send your work to the assessor for marking. Please ensure that the cover sheet has an original copy of your signature – we cannot accept photocopied cover sheets.

LMS- For the assessment to be submitted on the LMS, please ensure that the students details are correct on the front page of the assessment, the format of the uploaded file is PDF and the student declaration has been accepted before the submission.

The following flow chart explains how the marking process works.

Figure 2: Assessment Marking Process



5.4. Assessment Timetable

In some courses students are expected to submit all assessments in accordance with the assessment timetable (issued at the pre-training interview and/or at the start of the course). Following the conclusion of each cluster the assessment tasks should be submitted by the due date as indicated in the timetable.

It is suggested that students note these dates in their diaries and plan ahead to ensure assessments are completed and submitted by no later than the submission date.

5.5. Assessment Submissions

Hard copy submissions- Summative Assessments must be submitted in the assessment wallets found at the back of every manual. Summative assessment tasks for each cluster should be submitted in a separate assessment wallet.

Students are required to **keep copies** of their assessments in the instance that assessments may be misplaced or lost in the mail;

Please note: photocopied work will not be accepted for assessing.

LMS submission- Summative Assessments must be uploaded via the student portal in the assessment section of the course on the LMS. Please ensure you have uploaded a PDF format of your assessment and saved the word format copy on your computer system for future resubmissions if required. Also ensure that the submit button has been clicked and declaration accepted before logging out of the LMS.

The submission of assessment activities must comply with the following:

For an assessment to be accepted, the student has to fairly and practicably attempt all assessment tasks.

- Assessments that have not been fully attempted and require the student to provide additional information will be returned to student for completion and re-submission. This will be counted as two (2) submissions.
- Assessments must be submitted before or on the assessment due date.
- An assessment coversheet/frontpage is completed by the student attached to the front of the assessment submission. The cover sheet is important as it provides information to the *Trainer* and the *Assessment Administrator* on the unit of competency or cluster being submitted. It also allows for easier processing for the *Assessment Administrator* – if coversheets are not completed correctly, it will cause a delay in the processing and marking of assessments.

5.6. Where to Submit Assessments

Hard Copy Assessment

Option 1

Assessments are handed in person at the Master Builders Reception at 332 Albert Street, East Melbourne.

The student is to ensure that they sign the Assessment Log. This log can be found in the Assessment Folder which is located on the small bench at Reception.

or

Option 2

Mail to **Master Builders Association of Victoria, GPO Box 544, Melbourne, VIC, 3001.**

All assessments received are logged in the Student Management System.

LMS Assessment

Assessments are to be submitted on the LMS via student portal in the assessment section of the course.

5.7. Extensions

Students submitting assessments after the scheduled submission date will be deemed to have made an attempt at the assessment.

A request for an extension to a due date must be requested to the Assessment Administrator (not the trainer) no less than 3 days prior to the scheduled date. A request for extension is a request for special consideration and will only be considered or granted under special circumstances.

Submitted assessments will be deemed to have been received if postage stamped by Australia Post on or before the due date of submission. In case of LMS submission, the assessments are received as soon as the assessment is uploaded and submit button is clicked. Anything received with a date stamp after that date AND no extension has been requested, may incur a late fee.

5.8. Course Closure Date

A student's enrolment remains current and open whilst the course is being undertaken. In this time, students are expected to attend training sessions and submit assessments within the timeframes as per the assessment timetable, including re-submissions.

Enrolment will close for students six (6) months after the final day of course delivery.

Students will be advised via post or email of the course closure date and all assessments will need to have been submitted by the date in this letter.

If a student misses any important sessions of the training, they will be expected to make up these sessions before submitting their assessment for marking. A transfer fee of \$50 or the full course fee may be applicable according to the ***Fees Charges and Refunds Policy and Procedure***, which can be found on Master Builders Training website at www.mbavtraining.com.au.

Important: Once the course is closed a Statement of Attainment will be issued to the Student for the units of competency achieved.

Where all units in a qualification have been attempted but the course has closed, a Record of Results will also be issued which list all the units of competency that has resulted to “Competency or Competency Not Achieved”.

Assessments submitted after the course has been closed off will not be accepted and will result in being marked as Not Yet Competent. If a student wishes to finalise the course in the future after the closure date, they may be expected to re-enroll and pay for the cluster/s not yet completed, and/or pursue RPL (which will incur further charges).

5.9. Plagiarism and Cheating

Students are required to complete and submit their own original work. Only original assessment work will be accepted. (No photocopied work is to be submitted.) Students may use other sources of information but the original source material must be recorded in the assessment material and the original author cited.

In most cases plagiarism occurs without intent to deceive. With adequate training and support, this should not recur.

Cheating is a different situation and is usually ‘cut and dry’ with no defense. The consequences of cheating may include: repeating the entire unit, suspension from course and/or cancellation of course enrolment.

Students who have been identified plagiarising or cheating have the ability to access the complaints, concerns and appeals process (refer to *Complaints, Concerns and Appeals Policy* found on Master Builders Training website at www.mbavtraining.com.au).

The consequences of this misconduct can include, but is not limited to:

- Informal notice by a teacher, trainer, assessor or other staff member of the need to comply with the required standards of behaviour
- Re-assessment or re-submission of assessment activities
- Formal meeting with Master Builders Management to discuss the misconduct
- Formal written warning
- Request to the student to provide a show cause as to why they should be allowed to continue in the course
- Suspension from the course for a period up to 7 days (Serious Misconduct)
- Expulsion from the course.

More information can be found on the Master Builders *Plagiarism and Cheating Policy and Procedure* can be found on Master Builders Training website at www.mbavtraining.com.au.

5.10. Privacy

Due to privacy restrictions, Master Builders cannot give any information about students' assessments to anyone but the student (i.e. a third party) without the written permission of the student. In the enrolment forms (for accredited courses) that students complete at the start of the course, it includes a privacy disclosure which allows the student to provide their consent (or not). The Learning and Enrolment Team will then put a note to this effect next to their enrolment.

5.11. Reasonable Adjustment

Adjustments to assessment processes can be negotiated with learners who may face difficulty completing their course due to a disability (either permanent or temporary) and where these adjustments will not cause unjustifiable hardship to Master Builders.

Reasonable adjustment does not mean that course standards or outcomes will be changed - learners will still need to show competency in all required skills and knowledge.

Some examples of reasonable adjustment that may be provided include:

- extra time to complete assessments
- modification of an assessment task, e.g. oral rather than written and vice versa
- rescheduling of classes or assessment due dates
- assistance from a support person, e.g. a note taker or scribe
- course material in alternate formats, e.g. electronic.

Learners can inform Master Builders of a disability at any time:

- on the enrolment form
- during the Pre-Training review
- at any stage during the course until completion, by speaking with their trainer or contacting any member of the Training Department on 03 9411 4555.

In all cases, Learning Support staff will discuss and consult with the learner on the nature of the need and any support to be provided.

Procedure

- a) Learner informs Master Builders of their disability (either permanent or temporary).
- b) The Learning Support team is informed of the learner's disability.
- c) The learner may be asked to provide evidence of the need, for example a medical certificate issued by a medical practitioner.
- d) The Learning Support team discusses and consults with the learner to determine the type and level of any support or adjustment that Master Builders is able to reasonably provide.
- e) The outcome of the discussion with the learner is documented in the Learner Access Plan and any agreed adjustments are implemented.

6. Person(s) Responsible

Executive Manager – Master Builders Training Institute (MBTI) is responsible for communicating and actioning this policy.

7. Associated Documents

- Plagiarism and Cheating Policy and Procedure
- Fees, Charges and Refund Policy and Procedure
- Recognition of Prior Learning Policy and Procedure
- Student Handbook

Assessment Policy

Policy developed by: Head of Training and Compliance Coordinator

Refer to: Standard 1, Clause 1.8 - 1.12, Standards for RTOs 2015

Approved by: Corrie Williams, Head of Training
Viviana Hood, General Manager - Commercial Operations

Policy endorsed by: Radley De Silva, Chief Executive Officer

Version Control	Date Released	Approved by	Amendment	Next Review Date
V1.0	Jul 2014	Julie-Anne Sheppard, Manager - Training Viviana Hood, General Manager - Commercial Services		
V2.0	Sep 2014	Julie-Anne Sheppard, Manager - Training Viviana Hood, General Manager - Commercial Services		
V20150210 (v3.0)	10 Feb 2015	Corrie Williams, Head of Training Viviana Hood, General Manager - Commercial Services	Updated to meet Standards for RTO 2015	Aug 2016
V4.0	29 Aug 2016	Corrie Williams, Head of Training Viviana Hood, General Manager - Commercial Operations	Content Updated. Definitions and other amendments	Aug 2017
V5.0	19 Sep 2016	Corrie Williams, Head of Training Viviana Hood, General Manager - Commercial Operations	Content updated to include 5.11 Reasonable Adjustment	Aug 2017
V6.0	3 Jan 2018	Corrie Williams, Head of Training Viviana Hood, General Manager - Commercial Operations	Formatting changes and New logo template used	Dec 2018
V7.0	25/7/19	Corrie Williams, Executive Manager – Master Builders Training Institute (MBTI)	Managerial titles updated from: Head of Training to	June 2020

		Viviana Hood, Chief Operating Officer	<p>Executive Manager – Master Builders Training Institute (MBTI)</p> <p>General Manager - Commercial Operations to Chief Operating Officer</p>	
V7.1	9 Aug 2019	Aishwarya Bhatnagar, Compliance Coordinator	Reference added for online assessment submission via the LMS throughout the document	June 2020