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# Every Student's Guide to Assessment in TAFE NSW

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All learners enrolled in TAFE NSW will receive a copy of the *Every Student's Guide to Assessment in TAFE NSW*.

This document provides important information about assessment in TAFE NSW. You may like to keep a copy of this guide with other important documents relating to your qualification.

## What other documents will I receive about assessment?

You will be provided with a Student Assessment Guide for the qualification and each unit of competency you are studying.

## Student Assessment Guides (or Unit Assessment Guides)

Your college/campus will provide you with a Student Assessment Guide for your qualification and a Student Assessment Guide for each unit of competency you are studying. These guides are provided at the start of your study and provide important information on how and when you will be assessed.

The Student Assessment Guide for the qualification provides information on:

- overview of the qualification outcomes
- whether the qualification is graded or not graded
- course structure for the qualification
- requirements to receive the qualification
- how to get credit towards previous skills, knowledge and experience.

The Student Assessment Guide for each unit of competency provides information on:

- the unit/s of competency being assessed
- when assessments are scheduled
- what each assessment will require you to do
- what to do if you miss an assessment or need an extension
- how feedback on your progress will be provided to you
- how you can appeal if you think the assessment has been unfair.

As a learner it is your responsibility to read and ensure you understand the information contained in the guides. Your teacher/facilitator will explain the content of the guides and request written or online confirmation that you have received the Student Assessment Guide. Please contact your teacher/facilitator if you don't understand or are unsure about what is required.

**Remember:** Your teacher/facilitator is your most important contact for information about assessment.

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## Frequently Asked Questions

### What kinds of assessment are there in TAFE NSW?

TAFE NSW uses a range of appropriate methods to assess your competence in a unit of competency. Assessment tasks are designed in accordance with training package specifications and can include assignments, practical assessments, presentations, project work, portfolios and oral/written tests.

TAFE NSW offers credit for units of competency that you have already achieved through formal learning as well as Recognition of Prior Learning (RPL) for units of competency that you may have acquired through previous training, and/or work and/or life experience. If you believe you are entitled to recognition you should discuss this with your teacher/facilitator as soon as possible.

### Are there penalties if I cheat?

Yes there are penalties for learners found to be cheating in an assessment.

Cheating can take different forms, for example, copying the work, writing, drawings or photographs created by other people and passing them off as your own. You must make it clear if you are quoting or using other people's work.

### Will I be assessed in the workplace?

Some qualifications and units of competency may require you to be assessed in the workplace, or that your workplace supervisor provides a report on your workplace activities. Refer to the Student Assessment Guide – Units of competency for further details.

### Will I be assessed on-line?

If all or part of your qualification is delivered online; you may be required to submit all or part of the assessments online. Your teacher/facilitator will inform you if you need to do this. Refer to the Student Assessment Guide for further details related to your qualification/unit of competency.

### What happens if I miss a formal assessment activity or an exam, or if I'm late with an assessment task?

You should discuss this with your teacher/facilitator as soon as possible, giving reasons for your lateness or absence.

Where possible, you should provide evidence to support your reason(s). For example by providing a medical certificate if you missed an assessment through illness.

### How much notice will I receive about assessment tasks?

Information on when you will be assessed is provided in the 'Student Assessment Guide – Unit of Competency'. If you are unsure about when an assessment will take place ask your teacher/facilitator.

### Will my results be checked before I receive them?

Yes. Your results will be checked before you receive your Transcript of Academic Record.

### Can I appeal my results?

Yes, in the following cases:

- to request a review of a result

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- to lodge a formal complaint regarding some aspect of the assessment process.

You will have three weeks from the date you receive your results in which to make an appeal and request a review.

You will receive a response within ten working days after receipt of the request.

If you would like to request a review of your results or if you have any concerns about your results, contact your teacher/facilitator or head teacher. If they are unavailable, contact the Student Administration Officer, within three weeks of receiving your results.

Contact your head teacher for the assessment appeals procedure at your college/campus.

### **How will my results be reported?**

Your Transcript of Academic Record lists all of your results in your study to date. (Note that units of competency and modules completed are referred in your transcript as 'Units'). You can also view your approved results through the learner portal.

Most units of competency are ungraded and are reported as 'Competent' or 'Not Yet Competent'. On successfully completing these you will receive a result of 'Competent'. Some units of competency are graded. When you have successfully finished these you will receive a result of 'Competent', 'Competent with credit', or 'Competent with distinction'.

If you are unable to finish the qualification, you will receive a Transcript of Academic Record showing any units you have completed. You will also receive a Statement of Attainment for units you have successfully completed.

### **What happens if I want to repeat a unit of competency?**

If you want to repeat a unit of competency you should discuss this with your teacher and/or head teacher as soon as possible.

Your enrolment fee only covers the first attempt of the unit of competency. A separate fee will be charged for any additional attempt to achieve the unit of competency.

### **I am from a non-English speaking background. Can I use a bilingual dictionary in assessment tasks?**

Student Assessment Guides provide information about whether a bilingual dictionary can be used for an assessment activity.

Most assessments permit the use of a bilingual dictionary provided it does not contain additional notes or information. Some examinations however do not allow the use of bilingual dictionaries. Ask your teacher/facilitator if you are unsure if you can use a bilingual dictionary.

### **What do I do if I have a disability?**

If you have a disability you should indicate this when you enrol and ask to contact the Teacher/Consultant for Students with Disabilities. If possible, this should happen before you complete your enrolment. They will provide you with appropriate information about the range of units available. If appropriate, teachers/facilitators and teacher consultants will arrange for learners with a disability to be given reasonable adjustment for an assessment.

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## Checklist

*Your teacher/facilitator can help with any of the following checklist items.*

- If I have a disability and I have not spoken to the Teacher/Consultant for Students with Disabilities, I will see the Teacher/Consultant for Students with Disabilities
  - I have a copy of my Student Assessment Guide – Qualification.
  - I have a copy of my Student Assessment Guide – Units of Competency.
  - I have read my course and unit assessment guides and I understand what I need to do to complete my study.
  - I have signed and confirmed I have received a copy of the student assessment guides for the course overview and units.
  - I understand how my results will be reported.
  - I know when and how I will be assessed.
  - I know that I can access my results on the Learner Portal.
  - I know what to do, if because of illness or other reasons, I have been unable to attend an assessment event.
  - I know what to do if I have a concern about the assessment process or my result.
  - I know what to do if skills and knowledge I already have may count towards completing the qualification I am studying.
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*Every Student's Guide to Assessment* in TAFE NSW is reviewed by the Quality Services Unit, in consultation with Institutes and Student Administration.