

1. Assessment Information

1.1 Prior to Enrolment

Students are provided with an overview of the types of Assessments in the Student Handbook and prior to enrolment and again at the Enrolment Interview. This will include specific reference to the Structured Workplace Learning and Workplace Assessment requirements for the Course.

1.2 After Enrolment

Students are provided with a detailed Course Overview on induction either at class or online or in the workplace.

1.3 Assessments types

There are three types of assessment in all Early Childhood Education and Care courses, copies of all three types are available to students in each cluster of units enrolled.

1. Written Assessments - these are to assess your knowledge, research skills etc of which the answers are found in the Learning Resources and Text Books. Written Assessments are to be completed during study at home and/or at class/study group.

2. Workplace Tasks - these are to assess your on the job skills. You will have to inform your Supervisor of the activities you need to complete in order to obtain the information needed and to practice the skills before your Supervisor can verify you meet workplace requirements. Workplace Activities are prepared at work and will be completed on the job

3. Workplace Observations - these are on the job observations conducted by the Trainer /Assessor, to assess how you are implementing the knowledge and performing the skills learnt. Before the "on the job" Assessment, you will be emailed an outline of what the Assessor will need to observe, sight workplace documents, or what topics they will discuss with you. Please see the Workplace Observation Timetable as to when these Observations will be booked in.

1.4 Due dates

Assessments must be submitted by Midnight of the due date outlined in the Assessment Due Date timetable and the course calendar.

1.5 Extension Requests

Students with valid reasons may request an extension via email, **a minimum of 48 hours before the due date**. Extension periods granted will be a maximum 1 week from the due date. Note that not all requests will be granted, extensions are granted at the discretion of the trainer.

2. Assessment Submission

2.1 Method of Submission

Online

The student must upload completed Assessments on Eduongo using the Submit Assessment button in the relevant assessment area. Details regarding the specific process for uploading Assessments in Eduongo are available in the Eduongo tutorial.

Submissions are to be completed in Microsoft Office Word Documents with all typing to be in Arial Size 11 font only.

Students who do not have Microsoft Office Word may contact the office and request a Student email to gain a Student Copy of Word at no cost to be used for Assessment completion. See <https://www.microsoft.com/en-au/education/students/default.aspx>

Assessments must not be emailed to Trainers.

All Assessments must be submitted electronically through Eduongo.

No hard copy assessments are accepted.

Palmerston and Darwin Libraries both provide a Scanning and Internet Service as alternative to using your Centre/Service Computers or home computer.

2.2 Copies of Assessments

It is the responsibility of the student to retain a copy of all Assessments that are submitted to Rowe Training and Consulting irrespective of the method of submission.

2.3 Online Assessments

Some Assessments may be conducted online for example the quiz's students will be provided feedback and Grade for the Quiz on Completion.

Details regarding the specific process for completing Online Assessments is available in the Eduongo tutorial e.g. online quiz.

2.4 Workplace Observations

The Assessor will contact you with an email outlining what skills they will need to observe on the job. The Assessor will include a preferred date and morning, or afternoon and they will try and meet your preference. Once you confirm for the Assessor to attend your workplace you are signally you are ready for Assessment on the job. As with all Assessments students found insufficient are given a further opportunity to demonstrate their skills and knowledge. The Assessors may need to visit you again to take further Observations of your skills if required and this feedback with specific information regarding what further observations are required will be included in the Workplace Observation Document and uploaded to Eduongo. It is advisable that you also ensure your Workplace Supervisor has completed all on the job learning as indicated in the Workplace Supervisor Guide and is available to comment on your skills and knowledge accordingly.) - old wording

Workplace Observations are conducted by the trainer at your workplace at the end of each cluster for you to gain competency in the required units of that cluster. The organized dates are found in the Workplace Observation Timetable, but it is the responsibility of the student to coordinate with the trainer to confirm an appointed day/time. This is done during the first class of each cluster or through email. You are required to have all workplace tasks for that cluster completed prior to your Workplace Observation visit, this includes supervisor verification as they will be asked for Supervisor comments during the Workplace Observation visit.

2. Assessment Grading

2.1 Assessment Grading

The Trainer and Assessor will grade Assessments according to the Assessment Procedure, sufficient meeting requirements or insufficient not meeting requirements.

For NRT Qualifications:

Rowe Training & Consulting has designed its Assessments such that to be deemed Competent for a given Module of Units a student will need to:

1. Receive a sufficient grade overall for each Written Assessment that is related to the Module; and
2. Receive a Sufficient grade for the Workplace Observation Assessments related to the Module; and
3. Receive a Sufficient grade overall for the Workplace Tasks related to the Module.

Please note to be deemed Competent within a Module/Cluster of Units requires the successful completion of all three types of Assessments.

2.2 Accessing Assessment Grades

Students access their all their Assessment grades in Eduongo. The student will also receive an email notification from Eduongo advising that an Assessment has been graded.

2.3 Assessment Return

Assessments submitted in Eduongo will be accessible by the student for the period of their studies.

3. Assessment Feedback

3.1 Guidelines for Feedback

The Trainer and Assessor will provide the student with timely and constructive feedback on their Assessment in accordance with the “Code of Practice”. Comments and feedback from the Trainer and Assessor on the completed Assessment will be provided to students in Eduongo. The Eduongo tutorial provides specific technical instructions to students on how to access grade’s on Eduongo or students can contact the office for support.

3.2 Assessment Turn Around Times

To ensure students receive timely feedback on their Assessments, we have implemented the following Standards with Trainers and Assessors:

Service	Service Standard
<p>Marking of Written Assessments: This includes the grading of written assessments and the provision of constructive and timely feedback to students in respect of their assessment.</p>	<p>Grading is completed within 10 business days of the Trainer and Assessor receiving the assessment for marking through Eduongo.</p>
<p>Responding to Student Queries: This includes responding to student queries regarding assessments or clarification in respect of topics covered in the learning materials. Such queries may be submitted through messaging or student forum posts in Eduongo, email or by phone/text.</p>	<p>The Trainer and Assessor respond to student queries within 2 business days of receiving the query (either through Eduongo, email or by phone).</p>
<p>Workplace Assessment: This includes conducting Workplace Observation Assessments in accordance with the learning and assessment strategy, guidelines and forms for each course.</p>	<p>The Workplace Assessor will complete the Workplace Assessment in accordance with the timeframes outlined in the Workplace Training Plan unless alternative arrangements are made by the student.</p>
<p>Assessment of RPL: This includes conducting an assessment of the recognition of prior learning against specific Units based on previous studies, work experience and life experience.</p>	<p>The RPL Assessor will complete the RPL assessment plan, using the forms and templates provided in the RPL Toolkit and once the student indicates they are ready will complete the steps indicated in the plan, including interviews with the applicant, within 10 business days of receiving student’s information.</p>

4. Re-Submission and Extension

4.1 Re-Submission Procedure

Students are to resubmit assessments on the original marked assessment with new answers completed in **Green Text with Arial Font Size 11 only.**

4.2 Maximum Number of Re-Submissions

Students who submit their assessment by the due date, can be resubmit once (that is a total of two submissions including the original submission).

Students who do not submit their assessment by the due dates and have not been approved for an extension according to (1.5) will not be given the opportunity for submission until the designated resubmission periods of June and December, in which they will be given one submission. If insufficient they will be able to resubmit when the cluster begins again the next year.

Workplace Observation Assessments

If the Student is found insufficient on Workplace Assessment the Assessor will reschedule a further assessment opportunity once more after the initial workplace assessment has been graded insufficient.

Written Assessments and Workplace Tasks

Workplace Tasks that are not fully completed or completed without the Workplace Supervisors Name and Contacts to verify will be graded insufficient.

Students who receive 2 insufficient gradings for a Workplace Assessment or Workplace Task will have a final opportunity to complete the required assessment through an alternative written assessment and/or assessment interview with the Assessor

Where a student has been deemed Insufficient on the final attempt at a Workplace Task or Written Assessment, the student will be contacted by the Course Coordinator to discuss the future options. This may include re-enrolling into the Course in the next year or a number of Study Periods and/or undertaking Workplace Assessments in another workplace. Additional fees may apply in such cases.

4.3 Re-Submission Fees

A student will not be charged for the first re-submission of an Assessment. Subsequent re-submissions may attract a re-assessment fee as outlined in the Schedule of Administrative Fees for Fee for Service students only.

4.4 Assessment and Course Extensions

Students must submit all Assessments associated with their Course, including Workplace Tasks and contact the Assessor to complete the Workplace Observation, before the expiry date of the Course.

If an extension beyond the expiry date is required to complete an Assessment, it is the student's responsibility to email a Course Extension Request. Approval of a Course Extension Request's is at the absolute discretion of Rowe Training & Consulting.

4.5 Course Extension Fees

A fee will apply to students wishing to extend their Course beyond the expiry date of their course. Fees are outlined in the Schedule of Administrative Fees. The maximum course extension period is six months.

5. Assessment Appeal

5.1 Basis for Assessment Appeals

The grade given for an Assessment by the Trainer and Assessor is the grade that will be recorded for that Assessment. A student may appeal a grade given for an Assessment task if the student:

1. Can demonstrate that there are exceptional circumstances beyond their control (including compassionate grounds) that have directly impacted on their ability to complete or participate in the Assessment;
2. Believes that the Trainer and Assessor has misunderstood the students' response to a question or not read the work correctly or completely;
3. Believes that inappropriate or insufficient comments and feedback were given by the Trainer and Assessor; or
4. Believes the assessment task is ambiguous or the instructions are unclear.

5.2 Student Appeal Process

To request an Assessment Appeal the student must complete and submit an Assessment Appeal Form. The Form is available on Eduongo and the website and can be submitted by email to info@rowetraining.com.au

The reason for the appeal must be clearly stated by the student and, where appropriate, evidence must be supplied to substantiate the appeal. The student must attach a copy of the Assessment and the Trainer and Assessor feedback.

The student must submit an Assessment Appeal Form within **10 business days** from the date the grade is released to the student in Eduongo.

Where the student has submitted an Assessment Appeal Form for a not yet competent grade and this has resulted in the student being unable to progress within their Course, RTC will release the subsequent Study Cluster to the student while the Assessment Appeal is being reviewed. However, the student will not be able to submit Assessments for the subsequent Study Cluster until the outcomes of the Assessment Appeal has been finalised.

5.3 Appeal Review Process

Appeals are managed by the Directors of RTC, (Management)

Management will consider the evidence and the proposed action from the Trainer. A determination in respect of the appeal within **21 days** of receipt of a completed Assessment Appeal Form.

Management may, at its absolute discretion:

- Dismiss the appeal;
- Uphold the appeal and issue a revised grade;
- Require the student to submit additional evidence; or
- Any other action the Management deems appropriate.

The Directors of RTC will communicate its decision to the student in writing, including the grounds for its decision. The appeal will be deemed closed once the student has been notified of the decision.

If the appeal is in relation to a NYC grade and the appeal is rejected, the student may be required to re-submit the Assessment in accordance with the Assessment Procedure.

If the Assessment is upheld, the Director will discuss the appeal and its outcome with the relevant Trainer and Assessor. The Director may require the Trainer and Assessor to undertake additional activities, such as specific Professional Development. Such activities will be recorded on the Continuous Improvement Register.

There will be no cost to the student for an Assessment Appeal. Repeated submissions of Assessment Appeals that are considered to be without any substantial foundation by the Management may result in disciplinary action against the student.

How can we improve this document?

If you can identify opportunities for us to improve this document, please email info@rowetraining.com.au

This request will automatically be logged on our Continuous Improvement Register. Please include the document name in your email and specific details about how we can improve the document.