

EVERY STUDENT'S GUIDE TO ASSESSMENT

IN TAFE NSW

NEW SOUTH WALES
DEPARTMENT
OF EDUCATION
AND TRAINING



Every Student's Guide to Assessment provides information on assessment in the form of frequently asked questions and answers on the way students are assessed in TAFE NSW. Every student studying in TAFE NSW receives a copy of *Every Student's Guide to Assessment*.

You may like to keep your guide with other important documents relating to your qualification. If you lose your copy of the guide you can download another one from the TAFE Website at: http://www.tafensw.edu.au/courses/about/assessment_guide.htm

Will I receive any other documents telling me how I will be assessed?

Yes. The most important documents are the Student Assessment Guides for the qualification and units of competency you are studying.

STUDENT ASSESSMENT GUIDES

Your college will provide you with assessment information in the form of a Student Assessment Guide for your qualification and a Student Assessment Guide for the units of competency you are studying. Guides are provided at the start of your study and provide assessment information for your qualification and for each unit of competency.

Your teacher will provide additional information on:

- ***how you will be assessed***
- ***what you will be assessed on***
- ***when you will be assessed.***

As a student it is your responsibility to read the information contained in the guides and to ensure that you understand the information in them. Your teacher will explain the content of the guides and ask for your signature to indicate that you have received the documents. If you don't understand or are unsure about what is required please ask your teacher.

***Remember your teacher is your most important
contact for information on assessment!***

Frequently Asked Questions

What kinds of assessment are there in TAFE?

There are assignments and practical assessments where you show evidence that you can carry out tasks to a required standard. There are oral or written tests where you show evidence that you have knowledge and understanding. Sometimes final examinations will be set for all students in a particular learning area.

Are there penalties if I cheat?

Yes there are. Whatever the form of assessment, it is essential that the work you are assessed on is your own. All students should be aware that penalties will be imposed for students found to be cheating in an assessment. Cheating can take different forms. For example, it may be copying or using 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.

Of course, it is often helpful to discuss your work and ideas with other people. Where you are working in a team with other students on a joint assessment task, your teacher will explain how your own contribution will be assessed.

Will I be assessed in the workplace?

In some qualifications and units of competency, you may be assessed in the workplace, or your workplace supervisor may be asked to provide a report on your workplace activities.

Will I be assessed on-line?

If all or part of your qualification is provided on-line, all or part of your assessment may occur on-line.

What happens if I miss a final exam or test or I'm late with an assessment task?

Marks may be deducted or no result awarded for the assessment. So you should contact your teacher as soon as possible, giving reasons for your lateness or absence. For tests and assignments you have 7 days or until the day of the next scheduled attendance to do this. For a final examination you have 14 days. Where possible, you should provide evidence to support what you say, for example a medical certificate. In some cases, your teacher may accept a late assignment or allow you to sit for a test at a later date. With final exams, you may be able to attempt the exam at the next scheduled examination period – usually several months later.

How much notice will I receive about assessment tasks?

There will be a range of assessment tasks that you will undertake during your study. Your teacher will give you adequate notice of the assessment event, usually two weeks in a full semester unit or equivalent proportion of a shorter or longer unit. If you are unsure always ask your teacher.

About Assessment

Will my results be reviewed before I receive them?

Your results will be checked before you receive your Transcript of Academic Record. You may also request a review of your results if you have a valid reason. If you have questions or concerns about any results you receive you must contact your teacher or Head Teacher if they are available, otherwise the Student Records Officer, within three weeks of receiving your results.

How will my results be reported?

Your Transcript of Academic Record lists all of your results in your study to date. On your Transcript of Academic Record both modules and units of competency are referred to as "Units". 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. Some units of competency are ungraded. On successfully finishing these you will receive a result of Competent.

TAFE NSW mainly delivers training package qualifications. These training packages are developed by industry and state the skills and knowledge the industry expects of its employees. These skills and knowledge are stated in the form of units of competency.

If you have achieved one or more units of competency, you will receive a Statement of Competencies Achieved as well as the Transcript of Academic Record. If you are enrolled directly in units of competency, you will only receive a Transcript of Academic Record. If you have any questions about units of competency or training packages, ask your teacher.

What happens if I fail or withdraw from a unit of competency more than once?

If you have failed or withdrawn from a particular unit of competency more than once within a three year period and you wish to re-enrol in that unit, you will need to submit a request in writing setting out the reasons as to why you should be permitted to do so.

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

In most units of competency you will be able to. But your dictionary must not contain any notes or additional information. See your teacher for details.

What do I do if I have a disability?

If you are a student with a disability it is important for you to indicate this on your enrolment form and make contact with the Disabilities Teacher Consultant in your Institute for further information. If possible, this should happen before you enrol. They will provide you with information about the range of units available. Teachers and teacher consultants will arrange for students with a disability to be given reasonable adjustment in assessment on an individual needs basis.

Every Student's Guide to Assessment in TAFE NSW Checklist

If I have a disability I have spoken to my teacher or Disabilities Teacher Consultant.	Yes ∅	No ∅ See your teacher or Disabilities Teacher Consultant
I have a copy of my Student Assessment Guide - Qualification.	Yes ∅	No ∅ See your teacher
I have a copy of my Student Assessment Guide – Units of Competency.	Yes ∅	No ∅ See your teacher
I have read my course and unit assessment guides and I understand what I need to do to complete my study.	Yes ∅	No ∅ See your teacher
I have signed to confirm I have a copy of the course and unit student assessment guides.	Yes ∅	No ∅ See your teacher
I understand how my results will be reported.	Yes ∅	No ∅ See your teacher
I know when and how I will be assessed.	Yes ∅	No ∅ See your teacher
I know what to do, if because of illness or other reasons, I have been unable to attend an assessment event.	Yes ∅	No ∅ See your teacher

Every Student's Guide to Assessment in TAFE NSW is reviewed annually by
TAFE Educational Capability,
TAFE and Community Strategic
Support Services
NSW Department of Education and Training.