

Student Assessment Document Management

Policy & Procedure

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1. PURPOSE

This procedure outlines the systems for collecting, marking and the storing of assessments to ensure the integrity of the training package and to ensure that the academic standards of the Academy are maintained and safeguarded.

2. SCOPE

This procedure details the process for the collecting of all written student assessment submissions, skills observations/ checklists, assessor feedback and other relevant evidence. This pertains to all Academy of Film, Theatre and Television (AFTT) students, Academic and Administrative Team Members.

AFTT's training and assessment practices of offered qualifications are relevant to the needs of the contemporary creative arts industry and are informed by industry engagement. AFTT implements assessment systems which comply with assessment requirements of the relevant training package or VET accredited course and are conducted in accordance with the Principles of Assessment and the Rules of Evidence.

3. DEFINITIONS

All definitions are located in the *VET Glossary*.

4. POLICY

The purpose of this policy is to ensure that the Academy of Film, Theatre & Television (AFTT) has an assessment system that meets the requirements of the Standards for Registered Training Organisations for developing, conducting and validating assessments.

This policy outlines the procedures for planning, conducting and validating assessments to ensure that the integrity of the Training package and to ensure that the academic standards of AFTT are maintained and safeguarded.

AFTT ensures that all assessments of competencies comply with the current and relevant training packages and are consistent with the NVR VET Quality Framework and requirements of the ESOS legislation and the National Code 2018, which requires, in particular, the maintenance and reporting of course progress for international students.

5. PROCEDURE

At the commencement of a semester, students receive the following Tier Assessment information outlining the tasks, requirements, and delivery dates essential to complete their elected course. In addition, student's sign and Induction Checklist that includes a signed Declaration of Originality.

5.1. COURSE OVERVIEW

Students are issued with this document at the beginning of each Tier.

The Course Overview provides information concerning the Units of Competency assigned to each tier, AFTT's program delivery of the qualification & training, assessment processes, support, and operational matters as well as all assessment tasks and deadlines throughout the duration of that period of study.

5.2. ASSESSMENT PLANNER

Alongside the provision of a Course Overview, students receive an Assessment Planner outlining Assessment Task/ Project delivery dates and deliverables required.

5.3. ASSESSMENT TASK (Instructions given to students)

Students are provided with detailed assessment instructions for each Project or Assessment Task which include the following information:

- Assessment Overview: This details how the assessment task fits within the context of the course and overall industry relevance and application
- Related Units of Competency: This identifies the units of competency in which this assessment task contributes evidence toward
- Assessment Requirements: These list the specific requirements the student must fulfil in order to complete the assessment task
- Assessment Conditions: These detail the conditions that apply to that specific assessment task
- Assessment Criteria: This lists the performance and knowledge evidence from the relevant units of competency assigned to this assessment task
- Assessment Deliverables: This lists documents or materials required for submission by the student in order to complete this assessment task

At the discretion of the AFTT Academic Team students will submit their assessments via the online portal, in class or to the Admin Team at Reception.

Following the communication to students of expectations relating to course work, the below system will be monitored:

1. Students submit assessments either electronically via the portal or admin email (admin@afft.edu.au) or in-class;
2. Assessments are checked off the appropriate department Student Assessment Checklist when received;
3. All submissions are held at Reception (or on the online portal) until collected by a Head of Department or Trainer Assessor for the purpose of marking;
4. While submissions are in the process of being marked, where hard copies have been submitted, individual assessment requirements are held in a separate filing system accessed primarily by Head of Departments and delegated administrative team members;
5. Submissions are held until all requirements have been submitted and marked;
6. Once an Assessment Task is complete, all related hard copy documents are transported to a third filing area.
 - a. Reception
 - b. Head of Department Office
 - c. Administration Filing Room
7. The Head of Department will also reflect marked status of each assessment on the appropriate Student Assessment Checklist.
8. Each task is manually checked off on an individual student checklist located in each student's file.
9. Assessments are filed per task within each individual student file.
10. All completed assessment tasks are held in a third and final area for a period of 6 months post the completion of the unit and then returned to the student or destroyed.

11. Students will be notified of the date from which they can collect their completed assessments and if not collected within 1 month of that date, unless otherwise agreed with the student, will be destroyed.

5.4. INDUCTION CHECKLIST - SIGNED DECLARATION OF ORIGINALITY

ORIENTATION DAY		
STUDENT INDUCTION CHECKLIST		
Declaration of Originality		
When completing and submitting assessments, I declare that: <ul style="list-style-type: none"> I have personally completed all components of an assessment item; No part of an assessment has been copied from another person's work, except where work or documents are listed/referenced. 		
Induction Checklist - declaration		
This completed Induction Checklist confirms that I have been given all of the appropriate information about my studies, and that I understand my responsibilities as a student at AFTT.		
Date of Induction:		
Student name:	Student name	Student signature
AFTT Team Member:	Team Members name	Team Members signature

5.5. MARKING

Students will need to achieve a satisfactory result for each assessment criteria in order to meet the requirements of that Assessment Task.

If 'Not Yet Satisfactory' in one or more Assessment criteria, students will discuss feedback with their assessor and/or Head of Department who will arrange an opportunity for re-assessment.

Assessors are persons who assess a learner's competence.

AFTT ensures that only Assessors mapped to relevant units of competency would be eligible to sign off on any given student assessment.

Student results for individual assessment tasks will be recorded as

S = Satisfactory
NYS = Not Yet Satisfactory

Students will be assessed as 'Satisfactory' (S) or 'Not Yet Satisfactory' (NYS) against the listed assessment criteria for each task.

Students will receive feedback in relation to their assessments with reference to the criteria against which performance has been assessed.

Student results for units of competency will be recorded using the following codes:

C = *Competent*
NYC = *Not Yet Competent*

Upon successful completion of all specified Assessment Tasks, a judgement of Competency is then made against the allocated Units of Competency for that Tier. A competent result for the unit can only be awarded if the student has received a satisfactory result for all assessments tasks.

Competent: A student is assessed as satisfactorily performing all the required assessment tasks to the specified standard

Not Yet Competent: A student who has not yet satisfactorily completed all prescribed tasks to the required standard

Re-assessments may be granted to any student not achieving competency on the first attempt. The purpose of re-assessment is to provide students with additional time for private study followed by the opportunity to demonstrate that the criteria for passing the qualification has been met.

The re-assessment item will, as far as possible, take the same form and cover the same material as the original assessment item or examination and will have been appropriately validated prior to use.

If the student receives a 'Not Satisfactory' result for an assessment re-sit, the student will be deemed 'Not Yet Competent' (NYC) in the related Tier unit of competency. The Trainer/Assessor will immediately notify the Head of Department who will arrange to meet with the student to discuss the situation. Due to the holistic training of AFTT's assessment program, the student will not be able to progress to the next Tier until they achieve competence in all the prior Tier assessment requirements.

The student may appeal an assessment result if they wish to dispute their result. Initially, attempt to resolve the grievance informally by speaking directly with the Trainer/Assessor concerned, Head of Department or Head of Student Services & Admin (HOSA).

The student will be able to repeat one (1) or more subjects in the following semester. Subject tuition fees will be charged at a pro-rata rate.

Progress through a course is not automatic and a student's place can be terminated if it is evident that insufficient progress is being made or that the student will not benefit from further study.

5.6. EXAMPLE PROJECT RESULT SHEET

INSTRUMENT SKILLS ASSESSMENT COVERSHEET			
Student Name			Class Group
ASSESSMENT REQUIREMENTS	ASSESSOR	RESULT	EVIDENCE
Part 1: Instrument Preparation Demonstration		<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory	Checklist and feedback to student is attached
Part 2: Film Preparation Demonstration		<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory	Checklist and feedback to student is attached
RELATED UNITS OF COMPETENCY			
<u>This assessment task contributes evidence toward the following Units of Competency:</u> <ul style="list-style-type: none"> ACTINS501 Attain a being state and react to stimuli 			
Head of Department Signature			
Date			

5.7. PRINCIPLES OF ASSESSMENT AND RULES OF EVIDENCE

PRINCIPLES OF ASSESSMENT (PoA)	
Fairness	<p>The individual learner's needs are considered in the assessment process. Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual learner's needs.</p> <p>The RTO 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>
Flexibility	<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.
Validity	<p>Any assessment decision of the RTO 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	Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.
RULES OF EVIDENCE (RoE)	
Validity	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.
Sufficiency	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.
Authenticity	The assessor is assured that the evidence presented for assessment is the learner's own work.
Currency	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.

5.8. EXAMPLES OF MEASURES TAKEN REGARDING LATE SUBMISSIONS

Late/ Outstanding Assessment Process:

1) Admin or Trainer Assessors collect assessments

Student assessments are monitored per assessment planner and the Student Assessment spreadsheets.

2) Assessment Maintenance

Admin reports to respective Head of Departments any students that have missed assessment due dates. Students are given one (1) week to submitted late assessment after which further action is taken.

3) Students are notified to attend meeting

- Discussion in meeting reasons for not submitting assessments, and strategies to improve productivity moving forward
- Assessment Alert Notification paperwork is completed during meeting (signed by ATFF Team Member and student)
 - Student to be issued photocopy of Record
 - Photocopy of Record to go in student file
 - Scanned copy to be saved on server under Plans & Notices
- If student requires further assistance, arrange follow up meeting with Head of Department, or Student Counsellor.
- Issue student with a Student Support services form

4) Student DOES NOT ATTEND meeting

- Follow up student to reschedule meeting (repeat process 3 & 4)
- Failure to attend this secondary meeting may result in unsatisfactory course completion as per *AFTT Policy Academic Progression*.

AFTT Assessment Alert Notice			
Student Name			
Date / Week No.			
Course			
Tier		Industry Focus	
Policy References	AFTT Policy Academic Progression and Assessment Management		
ASSESSMENT ALERT			
<p>As your Tier assessment requirements have fallen behind, you are receiving an assessment alert notification outlining what deliverables are owing, and their due date.</p> <p>Failure to meet these requirements may result in an incomplete mark being awarded.</p> <p>To discuss strategies to help you complete the required classes / project work and/or required support, please contact, your Head of Department, ASAP.</p>			
Outstanding Deliverables		Due Date	
<p>1. BACKGROUND</p> <p>The Academy of Film, Theatre & Television (AFTT) is committed to providing every student with a healthy, nurturing and intellectually challenging study environment that supports the achievement of quality training and assessment outcomes. In turn, AFTT requires each student to:</p> <ul style="list-style-type: none"> comply with all policies, as stated in the <i>Student Handbook</i> available at http://aftt.edu.au/student-resources/school-policies; participate in all timetabled class learning activities; maintain an 80% attendance rate for the semester; and complete all Tier assessment requirements to a satisfactory standard for Tier progression and course completion in order to graduate with the qualification. <p>A <i>Student Assessment Notice</i> is issued when a student has failed to complete all mandatory Tier project and/or other assessment items as due after warning. Continued failure to submit these outstanding assessment materials to a satisfactory standard by the notified assessment deadline, will result in the student not being able to progress to the next Tier or complete the course, resulting in the non-issue of the qualification and the awarding of a Statement of Attainment for partial course completion.</p> <p>2. DISCIPLINARY PROCEDURE</p> <p>Failure to comply with this <i>Student Assessment Notice</i> will result in the Campus Manager initiating action to suspend the student in a manner consistent with <i>Policy Deferral, suspension, and cancellation</i>.</p> <p>3. STUDENT SUPPORT</p> <p>Please see your Head of Department if you require any clarification or for additional support in completing these assessments.</p> <p>Contact: admin@aftt.edu.au</p>			

5.9. RETENTION OF ASSESSMENTS

AFTT retains all assignments, films or videos or recordings or workplace logs or workbooks or test examination booklets and other assessment materials as per the general directions of ASQA. These materials will be retained for a period of two (2) years post the completion date of the unit.

AFTT will also ensure that the records of assessments kept are accurate, with the student's name on all assessments and are consistent with the requirements of the assessment tasks.

AFTT will also keep the following information in relation to each unit of competency for the same period:

- a copy of all assessment tasks, including tests, assignment, role plays, projects etc. for the unit;
- a copy of any used by students to provide evidence of competency;
- a copy of the overall results by student for that unit; and
- identification of the people involved in delivery and assessment of the unit (or cluster of competencies) during that study period.

After two (2) years all assessment material will be returned to the student or destroyed. AFTT will however retain records of all qualifications and statements of attainment issued for thirty (30) years after the fact. Sufficient data is retained to be able to reissue a qualification or statement of attainment during this thirty (30) year period, regardless of the storage method used. If the organisation ceases being an RTO, AFTT will provide this information to ASQA in digital form.

6. RELATED DOCUMENTS

- 6.1.** VET Glossary
- 6.2.** Complaints and Appeals Policy and associated procedures
- 6.3.** Assessment Management Policy and Procedure

7. RELEVANT LEGISLATION

- 7.1.** Standards for Registered Training Organisations (RTOs) 2025
- 7.2.** Standards for Registered Training Organisations (RTOs) 2015
- 7.3.** User Guide Standards for Registered Training Organisations (RTOs)
- 7.4.** Australian Skills Quality Authority (ASQA)
- 7.5.** Australian Qualification Framework (AQF)
- 7.6.** Data Provision Requirements 2012
- 7.7.** National Vocational Education and Training Act 2011
- 7.8.** ESOS National Code 2018
- 7.9.** National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
- 7.10.** Education Services for Overseas Students (ESOS) Act 2000 (Cth)
- 7.11.** Education Standards Authority

8. POSITIONS RESPONSIBLE

- 8.1.** Campus Manager
- 8.2.** Head/s of Department
- 8.3.** Head of Student Services and Admin
- 8.4.** Academic team
- 8.5.** Administration

9. APPROVAL INFORMATION

Approval Authority	Quality Education and Risk Committee (QERC)
Health Check approval authority	AFTT CEO
Review date	01/12/2026

Version	Approved by	Approval date	Effective date	Modifications	Status
4.0	QERC	02/02/2022	03/02/2022	New template	Superseded
5.0	QERC	30/06/2025	01/07/2025	Std's for RTO's 2025	Current