



Your Guide to Assessment

Assessment is a very important part of your Course. Throughout your course you will receive information about assessment including how, when and where assessment will be conducted.

This document, is provided to all students to answer common questions and to ensure you are aware of the information you will receive regarding assessment at The Gordon, and your rights and responsibilities in relation to assessment.

What information will you receive about assessment

We will provide you with a Course Handbook for your qualification and a Unit Guide for each unit of competency or subject you study. These documents may be provided in hardcopy, but more often will be provided via Gordon Online.

The Course Handbook for the overall qualification provides:

- Key contacts for your course
- Overview of the qualification outcomes
- Course structure for the qualification
- Requirements to receive the qualification.
- Any key information you need to know about your course

The Unit Guide for each subject you study will provide information on:

- What the unit is about
- How the unit is being delivered and assessed
- When assessments are due
- What to do if you miss an assessment or need an extension
- How you can appeal if you think the assessment has been unfair.

It is your responsibility to read and understand the information contained in these important guides. Your teacher will explain the content of the guides and may request online confirmation that you have received and read them. Please let your teacher know if you don't understand or are unsure about what is required. Remember:

Your teacher is **your most important contact for information about assessment.**

What kinds of assessment are there?

The Gordon uses a range of 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.

The Gordon 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, the Gordon takes cheating very seriously and there are penalties for students 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.

To reduce the likelihood of the authenticity of your work being questioned, you should maintain a copy of all work you submit for assessment and maintain copies of any drafts and make it very clear if:

- You are quoting or using other people's work
- Have completed the task as part of a group project.

Will I be assessed in the workplace?

Some qualifications and units of competency may require you to be assessed in the workplace, either by your employer or on a practical placement which we organise. Your workplace supervisor provides a report on your workplace activities. Refer to the Unit Guide 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 will inform you if you need to do this. Refer to the Unit Guide for further details related to your unit of competency.

How much notice will I receive about assessment tasks?

Information on when you will be assessed is provided in the Unit Guide, you will be told the date of each assessment date, prior to the task being due you will be provided with much more detailed information about each specific task. If you are unsure about when an assessment will take place ask your teacher.

What if I cannot submit my assessment task on time?

Yes, special circumstances such as illness, a family member's death, or court attendance may be considered as valid reasons for granting an extension. You must make the request to your teacher in writing before the due date (an email is okay), and you will be asked to provide documentary evidence eg a medical certificate or statutory declaration before the extension is formally granted. The length of the extension you are given will vary based on the circumstances. Note that holidays or work are not considered valid reasons for granting an extension.

Can I resubmit an assessment?

Yes, you are allowed one resubmission of any submission or reattempt of any practical demonstration before you are marked as "unsatisfactory". Your teacher will tell you when the new date is, and will give you a general guide as to what you need to review or improve on.

Can I appeal my results?

Yes, in the following cases:

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

You will have 10 days 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. If they are unavailable, contact the Vocational Education Manager or the Risk Safety and Wellness Office for the assessment appeals procedure.

How will my results be reported?

When you complete each unit you will receive a Unit Outcome Summary, either by email or through Gordon Online, it will tell you whether all tasks for the unit are Satisfactory, Unsatisfactory, or Not attempted and your right to appeal the decision.

You can also view your results through E-Student, most units are ungraded and are reported as 'Competent' or 'Not Yet Competent'. Some courses are graded, they will appear on your study plan as a "grade point average".

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

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

If you need to attempt a unit for a second time, you must meet with the Business Manager first and they will consider your specific circumstances and talk to you about the implications for your completion of the course. They may refer you to our student support services to provide you with additional support to maximise your chances of success next time.

What do I do if I have a disability?

If you have a disability you should indicate this when you apply for your course, an Admissions Officer will contact you and may ask you to speak with a Disability Liaison Officer. This should happen before you complete your enrolment. They will provide you with appropriate information about the range of units and support available so that you can make an informed decision about the course.

If appropriate, teachers will arrange for learners with a disability to be given reasonable adjustment for an assessment. If you have not reported a disability or condition to the Gordon and wish to apply for reasonable adjustment for a specific assessment task, you must contact the teacher before the task is due and discuss the situation. You may be asked for documentary evidence to support your request for reasonable adjustment.

Any reasonable adjustment can only be made so long as it does not undermine the specific requirements of the unit of competency.