

Gold Coast Training College Assessment Policy 2017

Types of Assessment

What You Need to Know

There are a variety of forms of assessment that you will undertake throughout your education and training with Gold Coast Training College, including:

- Written tasks and assignments;
- Practical tasks;
- Work-placement activities;
- Applied research and projects; and
- Examinations.

When submitting assessment you are required to use the submit button on your portal dashboard page if you are logging in using the website login. Students using the individual portals which are currently being rolled out will automatically submit as work is completed, hence there is no need to individually submit assessment items.

Assessment Due Dates, Extensions and Deferred Assessment

What You Need to Know

You are required to submit assessments on or before the due date. From May 2017 all existing students will be provided with due dates for assessment submissions. There will be no exceptions to this new policy unless a medical certificate is provided that clearly states the student has a medical condition preventing him/her to completing online study.

If you are unable to meet a schedule assessment or exam due date, you must make a request to extend or defer the due date using the [Request for Extension of Assessment Form \(DOC, 1MB\)](#) at least 48 hours prior to the due date.

Be aware that extensions are only granted in exceptional circumstances and must be supported by documentary evidence (e.g. a medical certificate).

If you fail to submit any assessment on time, you will be afforded one resubmit date only. This date will be within 30 days of the original assessment date.

Alternative Assessment

What You Need to Know

If you have an identified learning difficulty, disability, or other unique circumstance you may be eligible to have an adjustment to an assessment activity, or have an alternative assessment arranged.

Talk to your educational staff for more information.

Processing of Assessments

What You Need to Know

Your teacher will mark an assessment item or provide other feedback within 10 business days of the assessment due date. Feedback may take the form of:

- Written comments;

- Verbal comments; and
- Communication of the assessment outcome.

You must keep a record of any submitted assessment item for a minimum of 14 days. This will help you in case you need to re-submit the assessment.

Assessment Re-Submissions/Supplementary Assessment

What You Need to Know

Vocational Education and Training Students:

If you do not satisfy the assessment requirements on your first attempt, you will receive feedback and may be able to re-submit the assessment item.

You will only get one assessment re-submission opportunity. The assessment re-submission may involve the same assessment item as the original assessment, or it may be different.

If you do not attempt the assessment re-submission on or by the due date without prior approval or your attempt is unsatisfactory, you will be given an "unsatisfactory" outcome, and will be required to re-enrol in the competency.

Remember that no assessment re-submissions will be permitted after the close of study date or after the final result for the unit of competency has been issued.

Assessment Re-Evaluations

What You Need to Know

If you believe that an assessment outcome is unfair or incorrect, you should first discuss it with your teacher (this is called an informal review).

If after this discussion you still feel the outcome is incorrect, you can submit a [Request for Assessment Re-Evaluation Form \(DOC, 1MB\)](#). You must submit the form to the College within 10 business days of receiving notification of the informal review from your teacher.

If there has been an error the result will be amended.

If there has not been an error Gold Coast Training College will proceed with the original assessment decision.

If you are dissatisfied you have the right to request an assessment appeal.

Assessment Appeals

What You Need to Know

Internal Appeals:

If you still believe that an assessment outcome is unfair or incorrect, you have a right to appeal to the Gold Coast Training College Disciplinary and Appeals Committee.

If you are making an appeal, it must be made in writing and submitted to the National Operations Manager within 20 business days of receiving the assessment decision.

The National Operations Manager will then consider the appeal and respond to you.

External Appeals:

If you are still dissatisfied with the assessment decision, you have the right to take the case to an external body, such as:

- a. The Queensland Ombudsman;
- b. Australian Skills Quality Authority; or
- c. Queensland Department of Education and Training (for apprentices/trainees).
- d. NSW Department of Industry – Training Market

You are only allowed one external appeal decision for each assessment decision. Gold Coast Training College will give due consideration to the outcome of the external appeal.

Useful Forms

[Request for Assessment Re-Evaluation Form \(DOC, 1MB\)](#)

[Request for Extension of Assessment Form \(DOC, 1MB\)](#)

Further Information

If you need further information talk to your trainer.