College Of
Event
Management

Assessment Policy

College of Event Management trains and assesses using a simulated workplace model. When responding to assessment questions or tasks you may be required to "assume" the role of a professional Event Manager or related role.

Competency-based assessment collects evidence and makes judgements to assess if a student has achieved competency in skills and knowledge to a standard expected in the workplace.

Assessment Task Requirements

Each subject has assessment tasks that students must complete in order to be deemed competent. Assessment tasks can be, for example, portfolios, quizzes, examinations, reports, case studies or presentations.

Instructions for each assessment task clearly outline the requirements in detail. Instructions are made available to students a minimum of ten (10) days prior to the assessment task submission due date.

Submissions

All assessment tasks must be submitted as specified in the assessment task instructions.

Assessment tasks will not be accepted if they are submitted via email.

Instructions for each assessment task will outline the format for the assessment task.

Assessment Outcomes

Each subject of study may have a number of assessment tasks to be completed to gain competency.

Each assessment task will be assessed on a Competent/Not Yet Competent basis.

This is the standard assessment outcome method used in vocational education.

Assessment Submissions

All assessment tasks must be completed satisfactorily by the designated due date. The assessment instructions will stipulate the method for submitting each completed task.

Here's some useful advice:

- Read the assessment task description very carefully and ask your Learning Facilitator for clarification if there is anything you do not understand.

- Don't leave questions until the night before the assessment is due. Remember, there are only certain times your Learning Facilitators are available to answer questions, so you need to manage your time accordingly.

Failure to Submit an Assessment Task

Students cannot be deemed Competent in a subject if they have not submitted and passed all of the required assessment tasks.

Should a student fail to submit or complete an assessment task without notification prior to the course completion date they may receive a Not Yet Competent (NYC) result for that assessment.

Should a student fail a subject because an assessment task has not been submitted and no extension has been granted the student may not be eligible to receive the qualification certificate.

NOTE: Computer failure is not a valid reason for not submitting an assessment task.

Subsequent Attempts

Students have a right to a **maximum of two attempts** to achieve competency in an assessment.

Failure to submit an assessment by the due date without prior approval with count as one attempt.

First attempt not submitted. No application for extension received.	One further attempt available. Must be submitted by the agreed date.
First attempt received by due date. NYC result.	One further attempt available. Must be submitted by the agreed date.
Second attempt received by agreed date. NYC result.	Further attempts may attract additional fees.
Second attempt not received by agreed date.	Further attempts may attract additional fees.

It is the student's responsibility to apply in writing to schedule a subsequent attempt date.

In all cases, the due date for subsequent attempts and remarking will be determined by the Course Admin within a reasonable time-frame.

Extensions

There may be circumstances in which you will need to request an extension for the submission of an assessment task. These circumstances may include:

- Illness/medical

- Compassionate

- Religious observance

- Community service e.g. jury duty

- Employment obligations

To be eligible for an extension for any of these reasons you must submit a request in writing a minimum of <u>48 hours before the due date</u> in most cases.

In Open Learning you must message your Learning Facilitator in the OL platform.

Email notifications cannot be accepted.

Your Course Admin will confirm in writing if an extension has been granted.

You may be required to provide documentation to support your application. For example, a medical certificate, jury duty request, letter from employer etc.

It is important to note that in most circumstances only one extension will be granted for any assessment task.

Circumstances such as holiday arrangements (including overseas travel), poor time management, excessive workload, poor time-management, miscommunication, computer problems, or social commitments may not be acceptable reasons for the granting of an extension.

Failing a Subject

Students with Not Yet Competent (NYC) outcomes in an assessment task (i.e. original attempt and one subsequent attempt) or fail to submit in the first instance without requesting an extension will be deemed NYC in the associated subject/unit.

The College provides students with the option to repeat all or some of a failed subject <u>at an additional fee</u> at a time specified by the College. This provides the student with the opportunity to obtain the qualification. All applications for repeating all or part of a subject(s) must be made in writing. The College will make a determination on the request within five (5) working days of receipt of the application.

Plagiarism

Put simply, plagiarism means copying someone else's work. It could be another student's work or content from a book, article, web site or content provided by the College or some other resource.

If you are found to be guilty of plagiarism you will be issued with an automatic NYC outcome for that assessment.

Fortunately, there are two simple, highly effective ways to avoid plagiarism:

- Don't copy other people's work

- Use a simple attribution method to acknowledge the source.

If a student believes that his or her work has been plagiarised or copied, he/she must report the matter at once to the Course Admin.

Assessment Appeals

College of Event Management is committed to fair decision-making in assessment-related matters. The College will handle all student concerns and appeals regarding assessment decisions in a fair and reasonable manner, having regard to the principles of confidentiality, absence of bias and freedom from victimisation.

A student who believes there are genuine grounds for contesting an assessment decision may apply to have the decision reviewed. Students may appeal to have an assessment outcome reviewed by contacting the Course Administrator in writing.

See Grievance Policy for more information on appeals.

Publication

This Refund Policy and *other policies* will be made available to students enrolled at College of Event Management Pty Ltd through publication on the college website.

The College reserves the right to update and amend policies and procedures at any time.