



Course Progress Policy

Policy

This policy applies to domestic and international students.

Assessment will involve collecting evidence and deciding whether competency has been achieved. These decisions will be made by comparing student's performance with a set of standards established through a course accreditation process which includes industry input.

Competency based assessment is used in all programs. This means there are no 'marks' and subjects are not graded. A learning and assessment schedule will be given to students within the first two weeks of the course.

Assessment processes are designed, at all times, to be transparent, relevant, fair and current.

Students may appeal assessment decision through AIE's complaints and appeals process.

Grading

All AIE Certificate IV and Advanced Diploma courses receive the following assessment grades: Competent or Not Yet Competent.

The above is a generic guide to grading. Specific details for assessing competence, grading performance and allocating a final grade for the subject will be outlined in the assessment plan.

Every assessment item will have a due date. Students are required to respond to these deadlines.

Late Submission of Assignments

Students may, prior to the submission date, negotiate an extension of time with their teacher. This must be done in writing with supporting evidence. In case of illness, a medical certificate will have to be produced. Use the 'Official Extension for Assignment' form obtained from your tutor or AIE Administration Office.

Extension may be granted for the following:

- The student has been absent due to sickness, as verified by the student records which will contain details of them phoning in on the days that they were sick or by a medical certificate.
- The student has been absent due to extreme personal difficulties, as verified by the student records which will contain details of them phoning in on days that they couldn't make it in to class.
- Render failure, corrupt or missing files or accidentally deleted work, at the tutor's discretion.

How to achieve Competency

To be awarded a qualification, student need to successfully complete each unit of competency/module associated with the qualification. This means all the assessment criteria for that unit of competency/module need to be met.

Students are advised that AIE will deem work found to be the result of cheating, plagiarism or similar misconduct unacceptable and inadmissible for assessment purposes because it is contrary to the tradition of respect for knowledge, scholarship and independent achievements of learners.

In most circumstances where an Official Extension is granted, the extension will cover the amount of time the student was unable to come in to class. For example, if a student missed 2 days due to sickness, they will be granted a 2 day extension.

For situations such as render failure, corrupt or missing files or accidentally deleted work, beyond

Submitting Work

When submitting work for assessment, teachers make decisions about whether students have met all the assessment criteria. Assessment of students' work is done through a moderation procedure that requires more than one teacher to be part of the assessment process.

Deadlines for Handing in Work

the student's control, the length of the extension to be given will be determined at the tutor's discretion.

Re-Assessment and Change of Grade

In the first instance, students talk to their teacher informally about re-assessment of work or change of grade possibilities. If student is not satisfied by the outcome of these discussions in a Variation of Grade Form, available from the Administration Office, should be completed by student which will then be considered by a senior teacher and, if approved, a set time for re-assessment will be agreed on.

Appeals

All students appealing their grade are required to complete the Application for Variation of Grade. If it is not possible to vary their grade based on the work that they have done, then the student is able to redo that course or module. Students will be notified in writing as to the result of their application for variation of grade.

Appeals will be considered as quickly as possible and may be submitted up to 12 months after student's notification of their grade.

References

AQTF 2007, Standard 1
National Code 2007, Standard 10
AIE Complaints and Appeals Policy