

Assessment Policy and Procedures (current July 2025)

SIIT ensures that all assessments and evaluations are done in accordance with the assessment criteria of relevant training packages(s) and in line with 2025 Standards for RTOs.

Standard 1.4 of 2025 Standards for RTOs specifies that:

- a. *the assessment system facilitates assessment which must be conducted in accordance with the following principles:*
 - i. *fairness – assessment accommodates the needs of the **VET student**, including implementing **reasonable adjustments** where appropriate and enabling reassessment where necessary*
 - ii. *flexibility – assessment is appropriate to the context, training product and VET student, and assesses the VET student’s skills and knowledge that are relevant to the training product, regardless of how or where the VET student has acquired those skills or that knowledge;*
 - iii. *validity – assessment includes practical application components that enable the VET student to demonstrate the relevant skills and knowledge in a practical setting; and*
 - iv. *reliability – assessment evidence is interpreted consistently by assessors and the outcomes of assessment are comparable irrespective of which assessor is conducting the assessment*
- b. *assessors make individual **assessment judgements** that are justified based on the following rules of evidence:*
 - i. *validity – assessment evidence is adequate, such that the assessor can be reasonably assured that the VET student possesses the skills and knowledge described in the training product;*
 - ii. *sufficiency – the quality, quantity and relevance of the assessment evidence enables the assessor to make an informed judgement of the VET student’s competency in the skills and knowledge described in the training product;*
 - iii. *authenticity – the assessor is assured that a VET student’s assessment evidence is the original and genuine work of that VET student; and*
 - iv. *currency – the assessment evidence presented to the assessor demonstrates the VET student’s current skills and knowledge.*

SIIT ensures that assessment is a controlled and ordered process that is designed to ensure that assessment decisions are fair, flexible, valid, and reliable, in relation to individual student(s), different assessors and the current situation.

This policy and procedure will be:

- communicated to all trainers and assessors;
- communicated to, and understood by, students;

- readily available for staff to access;
- reviewed on a regular basis, with trainers and assessors, students and management (and possible validation and moderation partners) input.

Training/Assessment Plan

There is a Training/Assessment Plan for each qualification registered on the scope of SIIT. The plan is developed by assessor(s) that includes competencies to be assessed, the assessment schedule, assessment processes, methods, and instructions for students. Students are provided with a copy of the Training/Assessment Plan at the time of enrolment. Updates will be provided to students when changes occur.

Assessment Policy and Procedure:

A. Assessment Overview and Access

1. At the commencement of the course, learners are informed of the general assessment tasks, criteria and requirements of each unit of competency they will need to attain for the issuance of relevant qualifications.
2. All unit learner guides, relevant theory slides, theory lectures and assessment quiz and other assessment activities are available via SIIT MOODLE Learning Platform.
3. All learners must complete relevant assessments along with the training schedules and then submit the completed assessments for marking via SIIT Moodle. All the assessments must be submitted through MOODLE, our online learning platform. Assessments submitted in any other methods will not be accepted or marked unless otherwise approved in advance.
4. Each Learner will be provided with a unique login password for the MOODLE platform. By signing in the platform, the Learner automatically signs and acknowledges an authenticity declaration as part of their assessment submission process.

B. Academic Integrity and Use of AI Tools

5. All learners must ensure that their assessment submissions are **original and authentic** work. **Plagiarism is strictly prohibited** under all circumstances.

Plagiarism includes, but is not limited to:

- Copying work from classmates or other learners
- Submitting content generated by AI tools without proper modification or attribution
- Presenting any work not genuinely authored by the student as their own

6. Use of AI Tools:

Learners may use AI tools to support **research, brainstorming, and idea development** (e.g., outlining or planning). However, all final written content submitted must be the learner's **own original work**.

Submitting work that is not your own will result in **serious consequences**, including a **zero mark** for the assessment and potential disciplinary action in line with SIIT's Academic Integrity Policy.

C. Submission Requirements and Deadlines

5. **All assessments within a term block must be completed and submitted within 20 working days after the end of that term**, as specified in the published timetable. Learners are provided with a flexible schedule to complete each unit; however, to avoid a backlog of work toward the end of the course, maintaining a steady and consistent pace is strongly recommended.
6. **All assessments must be submitted via Moodle within 20 working days from the course end date.** Any request for an extension must be submitted prior to the final due date and approved by the Head Trainer or Academic Manager.
7. **Late submissions** without a valid application and prior approval will incur a fee of **\$200 per assessment**. If a learner fails to submit all required assessments within **6-12 months** after the completion of the course, **re-enrolment** will be required to meet graduation requirements. Re-enrolment conditions will be subject to the current status of the relevant training package, as regulated by the appropriate authorities.
8. **Early submissions** are permitted, provided the learner has completed all required self-learning materials. However, assessments will not be fully marked until **80%** of the course duration has elapsed, regardless of the submission date.

D. Assessment Marking and Feedback

9. All assessments submitted via MOODLE are expected to be marked/evaluated within **20 to 30 working days** from the date of submission.
10. Learners will receive Moodle System notice of the assessments result(s) once the marking has been completed. If the overall score **achieves the passing grade** (85% or higher), the assessment will be marked as **Competent (C)**.
11. If the overall score does not achieve the passing grade (lower than 85%), the assessment will be marked as **Not Yet Competent (NYC)**. The assessment activities marked as Unsatisfactory will be provided with comments for the learner to be revise and resubmit via MOODLE. They are required to check the feedback via their MOODLE. One resubmission attempt is permitted.

E. Reassessment, Appeals

12. If the resubmitted assessments (after two attempts) are still marked as **Not Yet Competent (NYC)**, the learner may retake the assessment activity by paying a \$200 reassessment fee per assessment. The learner also has the opportunity to Dispute the assessor's decision and request a reassessment in accordance with SIIT's **Complaints and Appeals Policy and Procedure**.
13. All resubmissions must also be completed within **20 working days** upon receipt of the marking and feedback.

F. Record Keeping and Certification

14. The Academic Manager or Program Manager will ensure that all learners' assessments as required have been marked as competent before recommending the insurance of relevant Graduation Certificates and/or Statement of Attainment and/or Records of Results.
15. All assessment records will be securely stored in the Moodle Platform under Learners' account for a minimum of 12 months.
16. All copies of graduation certificates and/or statement of attainment and/or records of results issued to learners will be saved in electronic format for a minimum of 30 years in SIIT cloud server.
17. The CEO or Academic Manager will ensure that no qualification, certificates or transcripts is issued until the final assessment checklist (Clearance Form) has been submitted, signed by the approved assessor(s), and all assessments have been marked as Competent.
18. The academic progress data of students over each Calendar year will be reported to government via Australian Vocational Education and Training Management Information Statistical report via <https://avs.ncver.edu.au/avs/>.