Assessment Information

Assessment Requirements

Assessments must be completed by the Due Date set by the lecturer as detailed in the course outline. Late submissions will be penalised or may be rejected by the lecturer. For students who are under-18, if an assessment has not been completed and submitted to your lecturer by two weeks after the due date, your parent or guardian will be informed of the submission failure.

Reasonable Adjustments

Flexibility of assessments is available to students with specific needs. Students should contact their lecturer to negotiate a mode of assessment which suits their needs.

Results & Feedback

All students will receive feedback for each assessment they undertake, accessed via the My Grades section on Blackboard (in each unit/cluster under the Communication left hand menu). Feedback may also be via an Assignment Cover Sheet, which should be attached to every assessment submission if submitted by email. Students will need to keep a copy of any assessments they have completed as a means of cross-referencing should they find that an official West Coast Institute document conflicts with their Academic Results. Students should allow ten working days for resulting.

Students attending workshops will usually receive feedback directly from the lecturer.

Student's official Academic Results can be obtained via www.wcit.wa.edu.au using the Current Students tab and the Personal Results link (Note: you will need to login to this site with your student ID and password)

Plagiarism

Plagiarism is the presentation of someone else’s work or ideas as your own. In short, it is stealing something intangible rather than an object. It is a serious academic offence that will be heavily penalised by assessors. While we encourage students to work together and help each other, any work submitted for assessment must be your own work in your own words. In the event of clear evidence being found of copying or plagiarism in submissions that form part of the final assessment, the student will be deemed Not Yet Competent and other penalties may apply.
Results

On completing assessments for each unit or cluster, candidates will receive one of the following results:

<table>
<thead>
<tr>
<th>S</th>
<th>Satisfactory</th>
<th>The learner has satisfactorily displayed the skills and knowledge required for an assessment task in the unit of competency.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYS</td>
<td>Not Yet Satisfactory</td>
<td>The assessment submission does not yet show that the learner has the level of skills and knowledge required for a Satisfactory result and the learner is required to resubmit the assessment task once changes have been made.</td>
</tr>
<tr>
<td>CO</td>
<td>Competent</td>
<td>The learner has achieved a satisfactory result for all assessment tasks in the unit of competency which results in an overall result of Competent against all required elements/outcomes of the unit of competence.</td>
</tr>
<tr>
<td>NYC</td>
<td>Not Yet Competent</td>
<td>The learner has been assessed once and has not yet demonstrated competence against all of the required elements of competency. A resubmission of tasks not deemed competent needs to be completed.</td>
</tr>
<tr>
<td>R</td>
<td>Re-enrol</td>
<td>The learner has been given a maximum of two opportunities to demonstrate competence against all of the required elements of competency but has not achieved competence. The learner is required to re-enrol in the unit.</td>
</tr>
</tbody>
</table>

Appeals

If you are unhappy with any assessment you have received, West Coast Institute of Training has an appeals process in place so you can have your assessment re-examined. You should first discuss this with your assessor/lecturer, as they should have completed an assessment record outlining where competency was achieved and where additional training is suggested.

If still not satisfied with the decision, please speak to the Team Leader or Head of Program. You will be directed to undertake the Competency based Assessment Appeals process in which West Coast Institute of Training will appoint another assessor to re-examine your assessment. There is a fee applicable and the appeal must be lodged within four weeks of the date of official result notification. A record of the appeal and any subsequent actions and findings will be made. If the reassessment still does not grant you competence, there is no more recourse.