

Every Student's Guide to Assessment

Assessment is a key part of your course at TAFE NSW. When you enrol and during your course, you will get information about:

- How you will be assessed
- When your assessments will happen
- Where they will take place

This guide helps answer common questions and explains what you need to know about assessment.

What information will I receive about assessment?

Assessment Guides at TAFE NSW

Your campus or teachers will give you two important guides:

1. **Course Assessment Guide** – for your whole course
2. **Unit Assessment Guide** – for each unit you study

Course Assessment Guide

This guide tells you:

- What you will learn in the course
- If your course has grades or not
- How the course is set up
- What you need to do to finish the course
- How to get credit for skills or experience you already have

Unit Assessment Guide

This guide tells you:

- What unit is being assessed
- When your assessments will happen
- What you need to do for each assessment
- What to do if you miss an assessment or need more time
- How you will get feedback on your work
- What to do if you think an assessment was unfair

Your Responsibility

You need to read and understand these guides.

Your teacher will explain them and ask you to confirm you received them (online or in writing).

If you don't understand something, ask your teacher. They are there to help you.

Frequently Asked Questions

What kinds of assessment are there in TAFE NSW?

TAFE NSW uses different ways to check your skills and knowledge in each unit. These may include:

- Assignments
- Practical tasks
- Presentations
- Projects
- Portfolios (a collection of your work)
- Oral or written tests

All assessments are designed to match what is required in your course.

Can I get credit for skills or experience I already have?

Yes. You do not have to repeat units you have already successfully completed. You may also be able to receive recognition for prior learning (RPL). Talk to your teacher about your eligibility as soon as possible. There is more information on the [TAFE NSW Website](https://www.tafensw.edu.au/about/policies-and-procedures).

Are there penalties if I cheat?

You are expected to show academic integrity; this means being honest in your assessments and that cheating is not allowed. There are penalties if you are caught cheating.

Cheating means doing things like:

- Copying someone else's work
- Using writing, drawings, or photos made by others and saying they are yours

Always give credit when you quote or use other people's ideas. If you are not sure what is allowed, ask your teacher.

Will I be assessed in the workplace?

Some courses or subjects may need you to be assessed at your workplace and sometimes, your workplace supervisor may need to write a report about what you do at work. For more details, check your Unit Assessment Guide.

Will I be assessed online?

If your course is online, you might need to do some or all your assessments online too. Your teacher will tell you if this is needed. For more details, check your Unit Assessment Guide.

What happens if I miss a formal assessment activity or an exam, or if I'm late with an assessment task?

If you are late or miss an assessment, talk to your teacher as soon as you can. Tell them why you were late or absent. If possible, give proof of your reason. For example, if you were sick, you can show a medical certificate. Your teacher will talk to you about your options for completing the assessment.

Assessment Attempts

For each unit in which a student is enrolled and has been found Not Yet Competent, they are permitted to reattempt each assessment event a maximum of two times, excluding their initial attempt.

In certain training packages or accredited courses, multiple assessment attempts may not be permitted. Your teacher will advise you if this condition applies to your specific course.

How much notice will I receive about assessment tasks?

You will find the dates and times for your assessments in your Unit Assessment Guide. If you're not sure when an assessment is happening, ask your teacher.

How will my results be reported?

You can also see your approved results online in the learner portal. You will also be provided with a Transcript of Academic Record which shows all your results from your studies so far.

If you don't finish the full course, you will still get a Transcript of Academic Record showing the units you completed. You will also get a Statement of Attainment for any units you passed.

Will my results be checked before I receive them?

Yes. Your results will be checked before you receive your Transcript of Academic Record.

Can I appeal my results?

Yes, you can appeal your assessment result if:

- The teacher or staff didn't follow the correct steps or policies.
- The assessment wasn't fair or clear. The way you were assessed didn't follow the rules for fair and proper assessment.
- An error was made, like a wrong mark or missing information.
- You have new information that could change the result of your assessment.

You will have 20 days from the date you receive your results in which to make an appeal.

You will receive a response within ten working days after receipt of the request.

If you would like to appeal an assessment decision you can fill out the [Assessment Appeal Request Form](#) and email it to AssessmentAppeals@tafensw.edu.au.

What happens if I want to repeat a unit of competency?

If you want to repeat a unit, talk to your teacher or head teacher as soon as possible. Your course fee only covers the first try of each unit. If you need to do the unit again, you may have to pay an extra fee.

I am from a non-English speaking background. Can I use a bilingual dictionary in assessment tasks?

Your Unit Assessment Guide will tell you if you can use a bilingual dictionary during an assessment. Most assessments do allow a bilingual dictionary, as long as it does not have extra notes or information inside. Some exams do not allow any dictionaries.

If you're not sure, ask your teacher.

What do I do if I have a disability?

If you have a disability, you can let TAFE NSW know when you enrol. Ask to speak with the teacher or a Disability Teacher Consultant—ideally before you finish enrolling. They will give you information about the support available.

If needed, your teacher and the consultant can help arrange reasonable adjustments for your assessments to support your needs.

This guide should be read together with the TAFE NSW Student Guide.

The following useful policies and procedures can be found on the [TAFE NSW Website](#):

- [Assessment Policy](#)
- [ELICOS Assessment Policy](#)
- Assessment Appeals [Policy](#) and [Procedures](#)
- Academic Integrity [Policy](#) and [Procedures](#)
- [Recognition Policy](#)
- [Credit Transfer Procedure](#)
- [Recognition of Prior Learning Procedure](#)
- [Students with Disability Policy](#)
- [Students with Disability Implementation and Reasonable Adjustment Procedures](#)

Checklist

Your teacher can help with any of the following checklist items.

- ☐ If I have a disability, I can see the Teacher/ Disability Teacher Consultant
- ☐ I have a copy of my Course Assessment Guide – Qualification.
- ☐ I have a copy of my Unit Assessment Guide – Units of Competency.
- ☐ I have read the assessment guides, and I understand what I need to do to complete my study.
- ☐ I have signed and confirmed I have received a copy of the Unit Assessment Guides for the Qualification and Units of Competency.
- ☐ I understand how my results will be reported.
- ☐ I know when and how I will be assessed.
- ☐ I know that I can access my results through the Learner Portal.
- ☐ I know what to do, if because of illness or other reasons, I have been unable to attend an assessment event.
- ☐ I know what to do if I have a concern about the assessment process or my result.
- ☐ I know what to do if skills and knowledge I already have may count towards completing the qualification I am studying.