

LATROBE COLLEGE OF ART AND DESIGN

ASSESSMENT PROCEDURES

Outcome Standards for RTOs 2025

Related policies:

Policies / LCAD Assessment Policy

Policies / LCAD Assessment Principles

ASSESSMENT

A student completes study at LCAD or has previous experience recognised through Recognised Prior Learning (RPL) or Credit Transfer (CT). They are assessed against the requirements of the Training Package qualification, which the college has been approved to offer and is listed on its scope with the National Training Register.

Assessment must only be undertaken by a suitable, qualified assessor. See Credential Policy: [Latrobe College\Policies\...RTO STANDARDS 2025](#)

Qualifications comprise a set number of Units of Competency (UOC). A UOC consists of elements of skills and knowledge, and a student must demonstrate they can perform the underlying skills and knowledge for each UOC to be deemed competent.

LCAD delivers studies and assessments, enabling students to acquire and demonstrate their skills and knowledge, leading to a qualification.

Competency is demonstrated through evidence such as artwork folio presentations, journal submissions, questionnaires, written work, oral presentations, and interviews.

TAS - TRAINING & ASSESSMENT STRATEGIES

The TAS is LCAD's written plan for each qualification it offers, demonstrating how it will follow the Training Package qualification rules to determine the evidence required to reach competency.

The TAS will include a proposed timetable, delivery and course hours, cohort characteristics, pathways, LLN requirements, RPL and CT availability, delivery arrangements and required resources, assessment arrangements, industry consultation, volume of learning, teaching and assessment staff.

STUDY UNIT OUTLINE

A [study unit outline](#) is a detailed subject plan created for students, teachers, and assessors and made available to students and teachers at the beginning of each study unit in their course.

It outlines a brief weekly learning program and details the projects and briefs to be completed, along with their assessment requirements. It identifies the UOC (Units of Competency) that underpins the study unit, and where the assessments or projects cover the elements of the UOC.

The study unit is supported by project briefs, knowledge questionnaires and other learning and supporting documents.

ASSESSMENT TOOLS

During the learning program or term, a student will be assessed using PAT (Project Assessment Tool), KT (Knowledge Tool), or the Online Assessment Tool (TOR), which are evidence-based tools required for assessment. For campus students, the assessment tools are signed by both the assessor and the student upon completion. For online students, the assessor signs the student's TOR at the completion of the term.

The teacher is responsible for advising students and completing the assessment by the due date. Online

students have added support from LCAD coordinators. The tools remain with admin during the term and are accessed by the assessor when required. Upon completion, the admin updates the results in the student's ongoing records and files the tool(s), which must be retained by the college for 2 years from the time the student completes their studies at LCAD. The college must retain the student's assessment records for thirty years (30).

COMPETENCY

The college uses competency-based assessment as required by the training package qualification rules. The student receives a result of Competent (C) or Not Competent (NC), which completes their assessment for Units of Competency. The assessment criteria are based on a level of performance deemed by industry or standard as 'Competent (C)' or 'Not Competent (NC)'. If the student meets or performs the documented criteria, they are assessed as competent. Being NC only means they have not yet reached competency. It does not mean they have failed.

See below for the marking table

INFORMAL HIGHER EDUCATION MARK- Campus students

Assessors issue higher education marks only to campus-based students, which are not formally recognised within Vocational Education and Training. It is a mark used to help teachers and students recognise further achievement in their studies and to help students who might be aiming for further study.

Students often exceed competency, and the grade indicates how well they are doing. The rationale for a system of graded assessments includes:

- Motivating students to achieve high-performance levels
- Rewarding high-performance students for extra efforts
- Providing more detailed feedback to students on the standard of their work
- Providing additional information for employees on students' performance
- Providing additional information to the universities for an individual applying for university entry.

COMPETENCY ASSESSMENT		INFORMAL GRADED ASSESSMENT		
C	Competent	HD	86 - 100%	High Distinction
		D	73 - 85%	Distinction
		CR	62 - 72%	Credit
		PA	50 - 61%	Pass
NC	Not Yet Competent	NC	0 - 49%	Not Yet Passed
		W	0	Withdrawn

ATTENDANCE

Students are required to attend all scheduled training sessions. Often, parts of a study unit are assessed during training sessions; therefore, missing attendance could affect a student's results. Online students have recorded video classes to support their learning. Students must notify a teacher or admin if attending any scheduled training session is impossible. At least 80% attended is required. Poor attendance may affect an overseas visa student's visa status.

Punctuality

On-campus students may not be admitted to classes if they are late. Late attendance (more than 15 minutes) may be deemed a no-attendance. Students who are repeatedly late or disruptive to other students may face disciplinary action under the student intervention policy.

Absence

Campus students must notify the coordinator or admin if they cannot attend classes. Online students must advise their teacher. Medical Certificates may be required for absences greater than one day. To pass study units, all assessments must be completed in full, regardless of absenteeism.

Missed classes

Students who miss a class must catch up on missed class notes and assessment tasks. Catch-up work must be negotiated with the class teacher within one week.

For campus students, it is advisable to seek notes from a classmate and to approach the teacher for copies of any handouts or notes distributed during class.

FOLIO WEEK - Campus Students

Folio Week is usually the final class of the term. The student presents all their studio-based assessment work and evaluates and discusses this with their teacher/assessor. All assessments must be completed by the beginning of this class. Any remaining assessment tools are to be completed this week.

FOLIO WEEK ABSENCE - Campus Students

If a student is unable to attend any of their classes during Folio Week, they will miss the class discussion tutorial with their teacher. A component of Folio Week involves student reflection on their work over the term, for example, discussion of how they might have solved or resolved problems in their artwork, reasons for creative decisions, possible ideas that could be developed later, and responses that might have been made from advice from tutorials or discussions with others.

Instead, the student submits a written reflection in place of the discussion. They must submit a one-page statement (300 words) reflecting on the above aspects of their work, unless specified differently in your specific study unit.

The reflection must be emailed to admin@lcad.edu.au no later than five days (5) after Folio Week. If the student cannot complete this by this due time, they must apply to admin for a Third Assessment Submission for which an application fee applies (see details below).

They must also ensure they have uploaded all their required assessment work to Dropbox and correctly labelled.

SUBMITTING ASSESSMENT EVIDENCE

Campus students

All student work is submitted to their Dropbox folder as instructed by the teachers and as detailed in the study unit outline, assessment, or project brief. The digital files must be clearly identifiable and labelled against the assessment requirements. The uploads must not include large files. A camera phone can be used for screenshots or grabs from your computer for videos and large files.

All work must be uploaded to Dropbox by Folio Week.

Online students

All assessment work must be submitted through Google Classroom by the specified due date. See below for details.

PRESENTATION OF PROJECT ASSESSMENT WORK

Campus Students

- Students must present their physical work in person on the due date.
- All student assessment work must be uploaded to the student's Dropbox account and completed on each assessment date.
- Written assignments must be typed, spell-checked, proofread, and printed. Students use a 10- or 11-point font, allowing room in the margins or between paragraphs for comments.
- All pages should be numbered.
- All project work uploaded to Dropbox must be labelled with the Assessment Task number or Project name.
- Students MUST keep duplicate copies of all written work submitted, as work is occasionally misplaced, and teachers may request a duplicate copy. It is recommended that students photograph and document their artwork at the end of each term.
- Work must be submitted by the Assessment Task due date as listed in the details of the Project Assessment Tool's (PAT's) or Knowledge Tools (KT's). Late submissions are not accepted. See below for re-submitting late or missing assessment work.
- Completed final submissions must be completed by Folio Week, week 12 of each term.
- Referencing – Sources MUST be cited when referring to other people's work, whether it is from a book, journals, interviews, or the Internet. Not citing references will result in the Assessment Task being failed.

Online students

- All assessment work must be submitted through Google Classroom by the specified due date. Google Classroom provides assignment instructions, submission templates, and clear due dates for all tasks.
- Students **MUST** submit all work to the designated classwork section in Google Classroom. Submissions made to incorrect sections may be marked as missing.
- All submissions must fully address every requirement listed in the assignment instructions. Incomplete submissions will be marked as 'missing' on Google Classroom and require further submission.
- Images and screenshots included in submissions **MUST** be clearly legible and of sufficient size and resolution to view all details. Poor quality or unreadable images will need to be resubmitted.
- File size limit for submissions is 100MB. Students **MUST** upload larger files to Google Drive or Dropbox and provide a working share link in their Google Classroom submission.
- All quiz submissions must be complete, with every question answered. Partially completed quizzes will be marked accordingly.

ASSESSMENT DEADLINE

Campus students

Final completed assessments are due by the beginning of their final class during Folio Week (the final class session of the term).

Campus assessors must submit their assessment results to admin on the same day. They can provide their higher education mark and comments, or student reports, no later than 6 days after the assessment, using the marking proforma emailed to the teacher.

Online students

For online students, general assessments for the study unit are due by the assessment deadline date. Completed assessments must be submitted no later than the final tutorial class session of the term.

Online assessors are to submit their assessment results to admin on the same day as the assessment occurs. Teachers' comments or student reports can be added to the TOR (Transcript of Results) no later than 6 days after the initial assessment.

NON-COMPLETIONS and EXTENSIONS

If the student cannot complete the study unit assessments or project work by the due date and time, the teacher will advise the student or provide a copy of the assessment tool detailing the incomplete assessment. See below for resubmitting the assessment.

SECOND ASSESSMENT SUBMISSION

If the student is unable to submit their assessment by the due date.

The student has **Five (5) additional business DAYS** after the first due date to complete and submit their assessment.

Online students must advise their teacher on or before day five (5) when their work has been completed and uploaded to Google Classroom.

Campus students must email admin when they have completed their work and uploaded it to DROPBOX.

For online students, the teacher assesses the student's work and updates their TOR (Transcript of Results), and emails admin with the results by day 6 at the latest. If the student has not passed, the teacher will advise the student directly to ask them to apply to admin for a **THIRD ASSESSMENT SUBMISSION** (a fee may apply), or to re-enrol in the same unit.

For campus-based courses, the teacher assesses the student and advises the admin of the result as soon as possible. Admin is to update the student's PAT and Study Completion Record (this may be superseded by the SMS when it is ready). If the student has not passed, they will advise the student directly to apply to admin for a **THIRD ASSESSMENT SUBMISSION** (a fee applies) or to re-enrol to complete the same unit.

THIRD ASSESSMENT SUBMISSION

If students do not submit their completed assessment by the five (5)-day extension SECOND ASSESSMENT SUBMISSION deadline, they will receive NC (Not Yet Competent).

If the student feels they can still pass the unit, they can apply to admin for a THIRD ASSESSMENT SUBMISSION. There is a \$100 charge per study unit that Vet Student Loans does not cover. This fee must be paid on the submission of the application form.

The student completes the Third Assessment Submission form and submits it to admin@lcad.edu.au. Upon receipt of the student's application form and payment, the college will then assess the student's Third Assessment Submission.

The student will have three months (3) months to complete their assessment.

Campus-based students must upload their work to Dropbox and email the details to the admin at admin@lcad.edu.au.

The student's email should include:

- details of the unit
- teacher's name
- what is being resubmitted?

Online students must upload their work to Google Classroom and email the details to their assessor. The assessor must assess the student's work and advise admin as soon as possible. They must also update the student's TOR.

Campus-based students will not receive a higher education mark for a Third Assessment Submission. Students will only receive the standard Competent (C) or Not Yet Competent (NC) mark.

If the assessment is successful, the student's mark will be upgraded and issued to them at the next assessment period of the following term.

If the student is waiting for the result of the re-assessment for graduation or they are leaving and need their Statement of Attainment, their marks will be upgraded and issued to them within one month (1) of their re-assessment.

If a student does not pass a study unit twice, they cannot enrol in that unit a third time.

A STUDENT REQUESTS TO REPEAT A UNIT OR WHOLE TERM

If a student cannot complete the unit or term without additional support, the student support officer will discuss with the student whether the course is the right fit for them. If the student wishes to continue their studies, the college will suggest re-enrolling and repeating the unit or term in question when it is next available, for which they will be charged.

The CEO or coordinator can make a discretionary decision to waive tuition fees for repeated study on a case-by-case basis.

All study units must be completed before the student can graduate from their course.

Online students who do not pass a term or unit may migrate to another cohort to repeat studying that term or unit. The student will be charged for any repeated study units or terms.

Campus-based students may also repeat a class or term, provided there are available places when it is next offered. Campus students will be charged for any repeated study units or terms.

A student will be placed on an enrolment reserve list for a particular class, and if space is available by the start date, enrolment can be confirmed. Campus-based places are more restrictive than online class places.

REASONABLE ADJUSTMENT

An adjustment is a measure or action taken to assist a student with a disability to participate in education and training on the same basis as other students.

If a person with disability needs some adjustment to be able to participate equally in university life, and that adjustment could reasonably have been provided but was not, then a finding of indirect discrimination could follow.

In assessing whether a particular adjustment is reasonable, consideration should be given to:

1. the student's disability and his/her views
2. the effect of adjustment on the student, including the effect on his/her ability to achieve learning outcomes, participate in courses or programs and achieve independence
3. the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other students
4. the costs and benefits of making the adjustment.

As a result, what constitutes "reasonable" varies on a case-by-case basis, and striking the right balance is sometimes difficult.

It is important that it maintains its original integrity as much as possible and that the standard not be lowered.

The coordinator or interviewer should determine, before the student starts, whether the College can provide the student with Reasonable Adjustment flexibility.

STUDENT MONITORING

Delegated staff will regularly follow up with online students during the term. The students are further assisted if the staff observe that they may be struggling with their studies. The staff must also help and encourage the students to complete and submit their work on time.

It is recommended that campus teachers use class rolls to note any students who are behind and communicate with admin to follow up.

VSL AND REPEATING UNITS

For some qualifications at LCAD, VSL will not cover tuition for study units that must be repeated, as this may exceed the cap allowed under their approved qualification. If this occurs, the student must self-fund their tuition fees.

COMPUTER LOANS

The interviewer, when assessing an applicant for the online courses, may recommend purchasing a better computer or upgrading their own to one better suited to the demands of their course of study.

If this presents a barrier for the student, the college may provide a loaned computer to assist them.

See LCAD's Student Loan Computer Agreement.

Students will be offered a grace period of ONE MONTH (1) after course completion to retain their loaned computers to finish their work for submission, if needed.

STUDENTS CAN CONTINUE TO STUDY IF THEY HAVEN'T PASSED A STUDY UNIT

For most study units in the student's course, failing to reach competency does not preclude them from continuing to the next study unit or from continuing in their course. The only restriction is that a prerequisite study unit must be completed before the subsequent study unit can be entered.

The student may also be issued a Letter of Warning per the Student Progress, Attendance & Intervention. Overseas visa students must ensure they are not jeopardising their student visa in Australia. It may breach the student's visa conditions if they are unable to complete their studies within the required timeframe. The college must report the student to the Department of Home Affairs (DHA through PRISMS if they need longer than their visa allows to complete the course. The student must contact DHA straight away to have their visa adjusted.

RETENTION OF ASSESSMENT WORK

LCAD digitally stores evidence of student assessment work for at least six months (6).

The college uses a cloud-based system, such as DROPBOX or Google Classroom, to ensure safe, secure storage of student assessment evidence. LCAD keeps students' assessment results in the form of graduate testamurs and Statements of Attainment for 30 years. It ensures the safety and security of this information through cloud-based subscription storage and backup services.

DROPBOX

Campus students submitting practical assignments must include ALL assessment items shared with the college in their Dropbox account. The teachers/assessors must check that their students have submitted all completed assessment tasks before the student can pass their study unit.

GOOGLE CLASSROOM

Online students submit their work online via Google Classroom.

STUDENT PLAGIARISM/COPYING

A student will instantly fail a unit where plagiarism occurs. Giving another student your work will be regarded as a deliberate attempt to aid plagiarism. Such instances will result in the matter being raised at a higher level and may lead to suspension or expulsion from the College.

STUDENT COMPLAINTS PROCESS

If the student believes that any of the results or processes above have been unfair, they are invited to activate the college's complaints policy and procedures (LCAD Complaints & Appeals). They need to email the college with details of their complaint.

The student can maintain their enrolment and continue attending classes even after activating a complaint under the college's complaints policy and procedures.

GRADUATION

In a given year, all campus graduates or online students studying in Melbourne are invited to attend their graduation ceremony at the End of Year Show and Graduation at the LCAD campus in early December.

MARKING & TEACHERS' REPORTS

Online teachers

1. Teachers complete their student assessments in the last class of the term. They mark the student's TOR (Transcript Of Results) with either C (Competent), NC (Not Competent), or W (Withdrawn). Prior to study, the student may have applied for RPL (Recognised Prior Learning) or CT (Credit Transfer).

If a student requests to withdraw (W), it is recorded as a mark. If the student doesn't notify the college that they are withdrawing, it will be recorded as an NC mark.

The date and assessor's name must be entered, including a teacher report of at least 2 – 3 sentences.

2. Teachers are required to submit student reports to admin no later than 6 days after the first assessment due date.
3. If the student receives a 5-day extension for any or all their study units (SECOND ASSESSMENT SUBMISSION), then the teacher may leave the mark blank until the end of the 5-day extension period.
4. At the end of this period, the student's mark must be added to the TOR's first column only and the date entered below, along with the assessor's name, signature, comment and overall term result.

Also, if, for example, 4 study units were completed on time and one was given a 5-day extension, then the overall due date for all term assessments will be set to the end of the 5-day extension.

5. Online students - On day 6, teachers will update the students' TOR and email the admin with a list of students who have completed their SECOND ASSESSMENT SUBMISSION.
6. The Re-assessment column in the TOR must only be used with THIRD ASSESSMENT SUBMISSIONS.

Campus teachers

1. Retrieve KT or PAT forms from the admin office. In class, complete KT or PATS on the assessment due date and sign and date along with the student.

The student presents their work to the class or to the assessor and then uploads photo evidence to Dropbox. The assessor must witness that the work is on Dropbox.

The assessment forms must be returned to admin office.

2. The teacher must not leave their assessment forms blank at the end of the assessment due date. If they are satisfied that a student has completed all assessments and have witnessed their completed work, but the student has not uploaded an item to Dropbox, the teacher will ask the student to upload their work to Dropbox. The teacher will attach a note to the PAT for admin to follow up.

The student can have **5 additional DAYS** to complete their Dropbox upload.

The assessor must still sign and date the assessment form along with the student.

The student must advise admin when Dropbox has been completed. Admin can complete the student's assessment form.

3. If the student receives an NC mark, they can apply to the admin for a SECOND ASSESSMENT SUBMISSION and submit their work within 5 additional DAYS from the first assessment. The student must advise admin when they have submitted their work to DROPBOX within that period. Admin will advise the assessor.

A SECOND ASSESSMENT SUBMISSION form must be completed.

4. If the student cannot complete their assessment by this time, they can apply to admin for a THIRD ASSESSMENT SUBMISSION for which a fee is charged for each study unit applied for.
5. If the student is resubmitting a THIRD ASSESSMENT SUBMISSION, they are not issued a comment (unless the teacher chooses otherwise), and campus students may only receive a PX (pass mark only) for their grade.
6. Students should receive their results from admin 3-4 weeks from the end of the term.

ADMINISTRATION

For campus students:

Admin assembles all completed and incomplete assessment forms for the term (e.g., PATS and KTs) and attaches them together for each student. They are labelled in pen with the current term (e.g., A25 or W25) to easily indicate the student's course stage in their file.

- Admin updates the mark to the student's study completion record (or only to the SMS when ready) in the student's hard file. This is digitised after the student's course.
- Admin then adds the results to the SMS, which can later produce student TORs, SOAs and Testamurs.
- Admin then adds any student's NC marks to the NC (Non-Competent) file (or directly to the NC file in the SMS when ready).
- Students' assessment submissions are kept digitally in the student's master file for a minimum of Six months (6).

- Students' and teachers' assessment results, progress, and marking sheets are kept for a minimum of seven years (7) after the student completes their studies with LCAD.
- Students' AQF testamurs or Statement of Attainments (SOA) are kept for thirty years (30). College digital files are backed up with a cloud-based online system or Dropbox.
- Their teachers monitor the students' assessment evidence, and competency is awarded only once the students have submitted all their work to the Dropbox account, which is shared with admin.
- Approximately 2-3 weeks after FOLIO WEEK, admin will generate a Transcript of Results (TOR) from the SMS and email it to the students.
- The Transcript of Results (TOR) shows the study units and the related Units of Competency (UOC) for the qualification in which they have enrolled.
- Students completing their qualification will be issued with a certificate of their qualification (testamur). The testamur will be issued to them at a special graduate event, typically at the end of each year, alongside the student exhibition. The student will be issued with their testamur within 1 month if it is required earlier.
- If the student is withdrawing or not continuing their studies, they will be issued a Statement of Attainment (SOA) showing any Units of Competency (UOC) they may have completed.

For online students:

- The teacher updates the student's **Transcript of Results (TOR)** and advises admin of any changes to student assessment results, such as students' resubmissions and reassessments. Admin will transcribe these results to the SMS.
- For online students, the delegated staff will update the Checklist Student Monitoring for each cohort in the GAA Student List in Google Drive.
- Admin must update students' records in TCSI, unless they hold an international student visa, within seven days (7).
- The student's **(TOR)** will be updated and issued to the student 3 weeks after the completion of the term, or issued at the end of the following term if it is a late assessment. A Statement of Attainment is also issued to the student if they finish their studies before completing the whole course. This certificate displays only completed Units of Competency.
- A qualification testamur is issued to the student on successful completion of their whole course.
- See the college's policy and procedure, Issuance of Qualifications.