

Document title:		Assessment Marking and Grading Policy
Approving authority:		Board of Directors
Related policies:		Assessment and Learning Materials Policy Assessment System Policy Trainer and Assessor Requirements Policy
Next review:		01/06/2026
Version	Release date	Comment
V1.0	01/06/2023	Initial release

1. Introduction

This policy outlines the requirements for marking and grading of assessments at ITAC. The policy ensures that assessments are marked and graded consistently, fairly, and accurately by qualified and skilled assessors, following ITAC's standards and guidelines.

2. Purpose

The purpose of this policy is to maintain the integrity and quality of ITAC's assessment processes, to provide clear expectations for assessors and students, and to ensure compliance with relevant Australian vocational education and training standards.

3. Scope

This policy applies to all assessors involved in marking and grading of assessments at ITAC, as well as students undertaking assessments as part of their course.

4. Policy Statement

ITAC is committed to ensuring that assessments are marked and graded accurately, consistently, and fairly by suitably qualified and skilled assessors. Assessors receive induction, training, and ongoing support from experienced trainers to ensure they meet the necessary vocational qualifications and maintain their competence in assessment marking and grading.

5. Assessor Requirements

Assessors follow detailed assessor guides and receive training to ensure they mark assessments consistently and accurately. All assessors hold the appropriate VET qualification required by the Standards for RTOs. Moderation of assessment marking is conducted in accordance with ITAC's

Moderation Policy to ensure consistency across all staff regardless of experience, qualifications and geographical location.

6. Grading System

Students' assessments are graded as either 'Complete' or 'Not Yet Complete'. To receive a 'Complete' grade, students must satisfactorily complete all aspects of the assessment. A 'Not Yet Complete' grade indicates that the student has not met the required standard for one or more aspects of the assessment and must resubmit the assessment.

Note the difference between a 'competent' grade and a 'complete' grade. 'Complete' refers to an assessment as having met all requirements; 'Competent' is awarded when all aspects of a unit of competency have been met.

7. Resubmissions

Students are allowed three attempts to resubmit their assessment for marking. After each unsuccessful attempt, students receive additional support and guidance from their assessor to help them address the areas where they did not meet the required performance criteria. If a student does not achieve a 'Complete' grade after three resubmission attempts, they may be referred to additional specialist support or counselled on whether the course is appropriate for their current level of skills.

8. Responsibilities

Assessors are responsible for ensuring they adhere to this policy and follow the provided guidelines when marking and grading assessments. Students are responsible for understanding and complying with the requirements of this policy, including resubmission processes.

9. Review and Monitoring

This policy will be reviewed regularly to ensure it remains current, relevant, and compliant with applicable standards and regulations. Feedback from assessors, students, and other stakeholders will be considered in the review process.
