



Assessment & Academic Integrity Policy

SCOPE

This policy applies to all training and assessment staff within the training delivery business units of the Electrotechnology Training Institute Limited, trading as College of Electrical Training and Equip-Safe (herein referred to as ETI).

PURPOSE

The purpose of this policy is to ensure that assessments conducted by ETI meet the requirements of the relevant Training Package and/or Vocational Education and Training (VET) accredited course in accordance with the Standards for Registered Training Registrations (RTOs) 2015 and from 1st July 2025 the Standards for NVR Registered Training Organisations (RTOs) 2025, while promoting a learning environment founded on honesty, fairness and accountability. It outlines the roles of all stakeholders in upholding academic integrity and sets out clear procedures to prevent and address academic misconduct.

DEFINITIONS

Assessment – is the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a Training Package or VET accredited course.

Assessment System – is a coordinated set of documented procedures (including assessment materials and tools) designed and implemented to increase the likelihood that assessments of learners, using different assessors, in varying situations, are consistent and are based on assessment evidence that is valid, sufficient, authentic and current and assessment practices that are fair, flexible, valid and reliable.

Assessment Tool – an assessment tool is made up of the following components:

- the context and conditions for the assessment;
- the task(s) to be administered to the candidate;
- an outline of the evidence to be gathered from the candidate;
- the evidence criteria used to judge the quality of performance, for instance, the decision making rules.

An assessment tool may also include but is not limited to the administration, recording and reporting requirements.

Academic Integrity – the commitment to honesty, fairness, and ethical behaviour in all educational activities.

Assessment Misconduct – any action that breaches assessment rules, including tampering with assessment outcomes or gaining unauthorised access to examination materials.

Cheating – engaging in dishonest practices, such as using unauthorised materials in exams, falsifying assessment results, using artificial intelligence (AI) tools, including smart glasses, to generate or modify responses unless explicitly permitted; or using phones or unauthorised devices.

Collusion – unauthorized collaboration with others on assessments or assignments intended to be completed individually.

Fraudulent Activity – any act that involves deception for academic gain, including falsifying records or identity fraud in assessments.

Plagiarism – presenting another person's work, ideas, or research as one's own without proper acknowledgment.

POLICY

Assessment System:

ETI is committed to ensuring that it implements an assessment system that ensures that assessment, including Recognition of Prior Learning:

- complies with the assessment requirements of the relevant Training Package or VET accredited course;
- is systematically validated as outlined in ETI's Validation Policy;
- complies with the Standards for RTOs 2015 and from 1st July 2025 the Standards for NVR RTOs 2025
- is conducted in accordance with the Principles of Assessment contained in Table 1 below; and
- adheres to the Rules of Evidence contained in Table 2 below.

Table 1 – Principles of Assessment

Fairness	Assessment accommodates the needs of the VET student, including implementing reasonable adjustments where appropriate and enabling reassessment where necessary.
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.
Validity	Assessment includes practical application components that enable the VET student to demonstrate the relevant skills and knowledge in a practical setting.
Reliability	Assessment evidence is interpreted consistently by assessors and the outcomes of assessment are comparable irrespective of which assessor is conducting the assessment.

Table 2 – Rules of Evidence

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.
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.
Authenticity	The assessor is assured that a VET student's assessment evidence is the original and genuine work of that VET student.
Currency	The assessment evidence presented to the assessor documents and demonstrates the VET student's current skills and knowledge.

Academic Integrity Expectations

- Students must complete all assessments and assignments honestly and independently unless collaboration is explicitly permitted.
- The use of artificial intelligence (AI) tools, including smart glasses, to generate, copy, modify, or complete assessments or assignments is strictly prohibited unless explicitly authorised by the Trainer and Assessor.
- Trainers and Assessors must uphold academic integrity by ensuring fair, transparent assessment practices and by providing reasonable adjustments where required to support equitable access for all learners. Trainers and Assessors must uphold academic integrity by ensuring fair and transparent assessment practices.
- Staff must provide clear guidelines and education on academic integrity standards.

Academic Misconduct Consequences

Academic misconduct will be taken seriously. All breaches will be assessed thoroughly to ensure a fair and impartial outcome. If a breach is confirmed, consequences will be determined at the discretion of the Training Manager or Manager Equip-Safe (EQS) and may include, but are not limited to:

- Student's employer will be notified of breach of academic integrity policy.
- A requirement to resubmit the assessment or assignment.
- A formal warning issued and recorded on the student's file.
- The student being required to re-sit the entire unit at their own expense.
- Cancellation of enrolment for severe or repeated breaches, with exclusion from future enrolments at CET and EQS.
- Retrospective withdrawal of any awarded qualifications or Units of Competency if cheating is identified after the assessment has been completed.

Appeals

Students have the right to appeal any decision related to academic misconduct in accordance with the RTO's [Learner Complaint, Grievance Resolution and Appeals Procedures](#).