



**Australasian Society for HIV Medicine Inc.**

## **Assessment Information for Students**

### **What is assessment?**

Assessment provides a means of collecting evidence and making judgements on whether competence has been achieved. This confirms that an individual is able to perform to the standard expected in the workplace as specified in a unit/s of competency.

### **How will I be assessed?**

You will be provided with assessment information specific to the course you are studying. This information will include how, where and when you will be assessed.

Generally, the types of assessments you might be asked to complete include:

- Short answer questions, oral and/or written
- Multiple choice questions
- Case study/scenario and discussion
- Workplace observation
- Short assignments

If you have any further questions about assessment, you can speak to the Training and Accreditation Manager at [education@ashm.org.au](mailto:education@ashm.org.au) or call on (02) 8204 0720.

### **Who will assess me?**

A qualified assessor will assess all your assessments. If your assessment is in the workplace, usually your workplace supervisor will observe you undertaking a task or tasks and complete a checklist or provide a report on your performance. This will be emailed to ASHM and you will be advised of the result.

### **When do I have to submit my assessments?**

You will be provided with information specific to your course about when your assessments must be submitted.

Please note for some assessments, you will need to sign a student declaration to verify that the work is your own. In the case of assignments, you must ensure that you do not plagiarise and that you follow correct referencing procedures. ASHM has student information regarding plagiarism and correct referencing which you can access by contacting the Professional Education Division by email at [education@ashm.org.au](mailto:education@ashm.org.au) or by telephone on (02) 8204 0720.

### **What happens when I've submitted my assessment?**

For each assessment you submit, you will receive an email within 15 working days informing you of your results. Your results will be recorded on your student record.

Once you have completed all your assessments successfully, a statement of attainment or qualification certificate will be forwarded to you.

### **Can I fail?**

Competency based training and assessment is about providing learners with every opportunity to develop competencies. If you do not pass the assessment, you will have the opportunity to do it again. This means, students have the opportunity to correct any problems, research more information and return the work for re-assessment. The ASHM Assessor will be able to provide extra assistance before resubmitting.

If you do not pass the assessment for a second time, however, you may be asked to re-enrol in the course and make a further payment. When re-enrolling, you will also need to state the reasons in writing why you should be allowed to re-enrol in the course. The Training and Accreditation Manager will consider your application and advise you of the outcome. Depending on your reasons, there may be the need to impose a period of time before you are eligible to re-enrol.

### **What if I don't agree with the result?**

If you do not agree with the results of your assessment, you can apply for reassessment in writing. Fill the form out and email or post it to Professional Education Division, LMB 5057, Darlinghurst NSW 1300 or [education@ashm.org.au](mailto:education@ashm.org.au). Depending on the reasons for your appeal, the assessment in question will be referred to another assessor for a reassessment and you will be informed of the outcome of the results. If your appeal is not upheld you have one opportunity to redo the assessment.

### **Do you have any disability and special need for the assessment?**

If you have any special needs regarding assessment, you can discuss these with the Course Coordinator or an ASHM assessor. ASHM will as far as possible make adjustments to any aspect of assessment in order to accommodate students' needs.

You may also complete a form specifying your needs which can be emailed or posted to ASHM.

### **What do I do if I believe I already have all or part of the skills and knowledge required for a unit or qualification?**

Students are able to receive credit for the completion of previous studies or for previous learning achieved other than through formal study.

If you think you are eligible for recognition of prior learning, read the guidelines on ASHM's web site or in the student handbook. The guidelines will provide you with information on what you need to do to apply for recognition of prior learning.

### **Providing feedback**

We would like to receive your feedback about the course and assessment so that we can improve the services we provide to you. At the end of your course, you will be asked to complete a questionnaire on all aspects of the learning and assessment process. While you are studying, we also welcome any comments and suggestions. You can provide

these by emailing the Professional Education Division at [education@ashm.org.au](mailto:education@ashm.org.au) or by phoning 02 8204 0720.