**Unit Pre-Assessment Checklist (UPAC)**

# **UAT 3 – Unit Project (UP)**

## **Purpose of the checklist**

The pre-assessment checklist helps students determine if they are ready for assessment. The trainer/assessor must review the checklist with the student before the student attempts the assessment task. If any items of the checklist are incomplete or not clear to the student, the trainer/assessor must provide relevant information to the student to ensure they understand the requirements of the assessment task. The student must ensure they are ready for the assessment task before undertaking it.**Section 1: Information for Students**

* Please make sure you have completed the necessary prior learning before attempting this assessment.
* Please make sure your trainer/assessor clearly explained the assessment process and tasks to be completed.
* Please make sure you understand what evidence is required to be collected and how.
* Please make sure you know your rights and the Complaints and Appeal process.
* Please make sure you discuss any special needs or reasonable adjustments to be considered during the assessment (refer to the Reasonable Adjustments Strategy Matrix and negotiate these with your trainer/assessor).
* Please make sure that you have access to a computer and the internet (if you prefer to type the answers).
* Please ensure that you have all the required resources needed to complete this Unit Assessment Task (UAT).
* Due date of this assessment task is according to your timetable.
* In exceptional (compelling and compassionate) circumstances, an extension to submit an assessment can be granted by the trainer/assessor.
* Evidence of the compelling and compassionate circumstances must be provided together with your request for an extension to submit your assessment work.
* Request for an extension to submit your assessment work must be made before the due date of this assessment task.

## **Section 2: Reasonable adjustments**

* Students with carer responsibilities, cultural or religious obligations, English as an additional language, disability etc. can request for reasonable adjustments.
* Please note, academic standards of the unit/course will not be lowered to accommodate the needs of any student, but there is a requirement to be flexible about the way in which it is delivered or assessed.
* The Disability Standards for Education requires institutions to take reasonable steps to enable the student with a disability to participate in education on the same basis as a student without a disability.
* Trainer/Assessor must complete the section below “Reasonable Adjustment Strategies Matrix” to ensure the explanation and correct strategy have been recorded and implemented.
* Trainer/Assessor must notify the administration/compliance and quality assurance department for any reasonable adjustments made.
* All evidence and supplementary documentation must be submitted with the assessment pack to the administration/compliance and quality assurance department.

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| **Reasonable Adjustment Strategies Matrix (Trainer/Assessor to complete)** | | |
| **Category** | **Possible Issue** | **Reasonable Adjustment Strategy**  **(select as applicable)** |
| 🞎 LLN | 🞎 Speaking  🞎 Reading  🞎 Writing  🞎 Confidence | 🞎 Verbal assessment  🞎 Presentations  🞎 Demonstration of a skill  🞎 Use of diagrams  🞎 Use of supporting documents such as wordlists |
| 🞎 Non-English Speaking Background | 🞎 Speaking  🞎 Reading  🞎 Writing  🞎 Cultural background  🞎 Confidence | 🞎 Discuss with the student and supervisor (if applicable) whether language, literacy and numeracy are likely to impact on the assessment process  🞎 Use methods that do not require a higher level of language or literacy than is required to perform the job role  🞎 Use short sentences that do not contain large amounts of information  🞎 Clarify information by rephrasing, confirm understanding  🞎 Read any printed information to the student  🞎 Use graphics, pictures and colour coding instead of, or to support, text  🞎 Offer to write down, or have someone else write, oral responses given by the student  🞎 Ensure that the time available to complete the assessment, while meeting enterprise requirements, takes account of the student’s needs |
| 🞎 Indigenous | 🞎 Knowledge and understanding  🞎 Flexibility  🞎 Services  🞎 Inappropriate training and assessment | 🞎 Culturally appropriate training  🞎 Explore understanding of concepts and practical application through oral assessment  🞎 Flexible delivery  🞎 Using group rather than individual assessments  🞎 Assessment through completion of practical tasks in the field after demonstration of skills and knowledge. |
| 🞎 Age | 🞎 Educational background  🞎 Limited study skills | 🞎 Make sure font size is not too small  🞎 Trainer/Assessor should refer to the student’s experience  🞎 Ensure that the time available to complete the assessment takes account of the student’s needs  🞎 Provision of information or course materials in accessible format.  🞎 Changes in teaching practices, e.g. wearing an FM microphone to enable a student to hear lectures  🞎 Supply of specialised equipment or services, e.g. a note-taker for a student who cannot write  🞎 Changes in lecture schedules and arrangements, e.g. relocating classes to an accessible venue  🞎 Changes to course design, e.g. substituting an assessment task  🞎 Modifications to physical environment, e.g. installing lever taps, building ramps, installing a lift |
| 🞎 Educational background | 🞎 Reading  🞎 Writing  🞎 Numeracy  🞎 Limited study skills and/or learning strategies | 🞎 Discuss with the Student previous learning experience  🞎 Ensure learning and assessment methods meet the student’s individual need |
| 🞎 Disability | 🞎 Speaking  🞎 Reading  🞎 Writing  🞎 Numeracy  🞎 Limited study skills and/or learning strategies | 🞎 Identify the issues  🞎 Create a climate of support  🞎 Ensure access to support that the student has agreed to  🞎 Appropriately structure the assessment  🞎 provision of information or course materials in accessible format, e.g. a text book in braille  🞎 Changes in teaching practices, e.g. wearing an FM microphone to enable a student to hear lectures  🞎 Supply of specialised equipment or services, e.g. a note taker for a student who cannot write  🞎 Changes in lecture schedules and arrangements, e.g. relocating classes to an accessible venue  🞎 Changes to course design, e.g. substituting an assessment task  🞎 Modifications to physical environment, e.g. installing lever taps, building ramps, installing a lift |

| **Explanation of reasonable adjustments strategy used (If required)** |
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# **Unit Assessment Task (UAT)**

## **Assessment Task 3 – Unit Project (UP)**

**Assessment type:**

* Unit Project (UP)

**Assessment task description:**

* This is the third (3) assessment task you have to successfully complete to be deemed competent in this unit of competency.
* This assessment task is divided into two parts.
  + Part 1 requires you to develop a website to the specified design and relevant documentation based on the given guidelines and feedback collected as part of previous assessment task.
  + Part 2 requires the student to test the web application to ensure it meets the technical and user requirements.
* You must develop a website in order to successfully complete this project.
* You will receive your feedback within one month - you will be notified by your trainer/assessor when results are available.
* You must attempt all activities of the project for your trainer/assessor to assess your competency in this assessment task.

**Applicable conditions:**

* This project is untimed and are conducted as open book tests (this means you are able to refer to your textbook).
* You must read and respond to all criteria of the project.
* You may handwrite/use computers to answer the criteria of the project.
* You must complete the task independently.
* No marks or grades are allocated for this assessment task. The outcome of the task will be Satisfactory or Not Satisfactory.
* As you complete this assessment task you are predominately demonstrating your practical skills, techniques and knowledge to your trainer/assessor.
* The trainer/assessor may ask you relevant questions on this assessment task to ensure that this is your own work.

**Resubmissions and reattempts:**

* Where a student’s answers are deemed not satisfactory after the first attempt, a resubmission attempt will be allowed.
* You must speak to your Trainer/Assessor if you have any difficulty in completing this task and require reasonable adjustments (e.g. can be given as an oral assessment).
* For more information, please refer to your RTO Student Handbook.

**Location:**

* This assessment task may be completed in a classroom, learning management system (i.e. Moodle), workplace, or independent learning environment.
* Your trainer/assessor will provide you further information regarding the location of completing this assessment task.

**General Instructions for attempting the project:**

* This assessment task is in continuation to the previous task.
* You will be creating an online website in this assessment task.
* You will be expanding the knowledge and skills acquired during the previous assessment task.
* Instructions to create an online website are provided within the assessment task.
* You will be required to correctly attempt all activities of this assessment task.

**How your trainer/assessor will assess your work?**

* This assessment task requires the student to successfully complete and submit a project.
* Answers must demonstrate the student’s understanding and skills of the unit.
* You will be assessed according to the provided performance checklist/ performance criteria.
* Assessment objectives/ measurable learning outcome(s) are attached as performance checklist/ performance criteria with this assessment task to ensure that you have successfully completed and submitted the assessment task.
* If all assessment tasks are deemed Satisfactory (S), then the unit outcome is Competent (C).
* If at least one of the assessment task is deemed Not Satisfactory (NS), then the unit outcome is Not Yet Competent (NYC).
* Once all assessment tasks allocated to this Unit of Competency have been undertaken, trainer/assessor will complete an Assessment plan to record the unit outcome. The outcome will be either Competent (C) or Not Yet Competent (NYC).
* The “Assessment Plan” is available with the Unit Assessment Pack (UAP) – Cover Sheet.

**Purpose of the assessment task:**

This assessment task is designed to evaluate your following skills and abilities:

* Skills to create the software components of the website
* Skills to test the components of the website
* Skills to integrate the components to produce the web application
* Skills to test the website against the requirements
* Skills to complete and document the design structure
* Skills to obtain client feedback and adjust web applications as appropriate
* Skills to answer the questions asked by the audience/trainer and assessor.

## **Assessment Task 3 - Unit Project (UP)**

**Instructions to complete this assessment task**:

* You must include the following particulars in the footer section of each page of the attached sheets:
  + Student ID or Student Name
  + Unit ID or Unit Code
  + Course ID or Course Code
  + Trainer and assessor name
  + Page numbers
* You must staple the loose sheets together along with the cover page.
* You must attach the loose sheets chronologically as per the page numbers.
* Correction fluid and tape are not permitted. Please do any corrections by striking through the incorrect words with one or two lines and rewriting the correct words.
* The premise of the project must be closely related to the previous assessment task.
* This submission must be well presented and follow the guidelines and instructions provided.
* Please follow the format as indicated in the template section below.
* One of the most important steps that you can take: proofread your project.
* Appropriate citations are required.
* All RTO policies are in effect, including the plagiarism policy.

Resources required to complete the assessment task:

* ***Computer***
* ***Internet***
* ***MS Word***
* ***Printer or e-printer***
* ***Adobe acrobat/reader***
* ***Learning management system***
* ***Website development environment***
* ***A server***
* ***A database server***
* ***Web browsers.***

**Project Task:**

This assessment task has two (2) parts.

Part 1 requires you to develop a website to the specified design and relevant documentation based on the given guidelines and feedback collected as part of previous assessment task.

There are a number of additional requirements suggested by the client that should be incorporated in the website.

Website link should be submitted to the trainer/assessor with screenshots to ensure it meets all the specified criteria and features.

Description of the given below additional requirements are mentioned in the attached “Company Website” section of this assessment task.

1. “Home Page”
2. “About Us” page
3. “Company products and/ or services” page
4. “Contact Us” page

Part 2 requires the student to test the website to ensure it meets the technical and user requirements.

You are also required to create and test efficient and effective code to meet specified technical requirements.

Assessment part 1 – Develop the website to the specified design and relevant documentation

You are required to prepare and submit the following as part of this assessment activity:

1. Website
2. Testing documentation
3. Sign-off document

All project items should be completed according to the following criteria:

|  |  |
| --- | --- |
| 1. Website | 1. Submit the website developed to meet all the requirements outlined in the scenario as detailed in the document produced in Assessment Task 2. The website must meet the following criteria:    1. General features:       1. the website must be implemented as per the design, any variation from the design must be detailed including reasons for the change       2. configuration file or equivalent file must be used and must contain all database, connection and possibly session information       3. persist across all web-browsers    2. Additional requirements of the client:       1. Website has the following features:          * “Home Page”            + A gallery to promote the company/products/services            + News updates area          * “About Us” page            + Company Details          * “Company products and/ or services” page            + At least 10 products/ services with photos and details          * “Contact Us” page            + Enquiry form            + Google Maps            + Useful information       2. Database Management |
| 2. Testing documentation | 1. Submit a document as evidence that appropriate tests have been run for the website. The document must contain the following detail:    1. an overview of the testing process to be undertaken    2. test results for all planned tests including a minimum of ten relevant screen captures, the screen captures must include:       1. at least one (1) image of an error message being captured and handled by the website       2. evidence the website was tested in a minimum of three (3) major browsers    3. if errors/issues were identified; the following must be provided for each:       1. a description of troubleshooting performed       2. an explanation of cause of the error/issue       3. a resolution |
| 3. Sign-off  document | * 1. Provide a Project Signoff Sheet with appropriate detail to enable acceptance of the completed website project, as tested.   2. Your trainer as a manager can sign-off the document. |

Assessment Part 2 - Test the website to ensure it meets the technical and user requirements.

This activity requires the student to test the website to ensure it meets the technical and user requirements. Students are required to test the website according to the following guidelines:

1. Website functions
2. It has all the functions and features suggested by the client
3. It works according to the testing documentation
4. The layout of the website is according to the client
5. Technology requirements for the website form meet client requirements
6. It is designed according to the latest workplace instructions, technical documents or Industry guidelines
7. It follows documentation requirements for web application, with particular reference to its management of statelessness
8. Coding requirements
9. No issues identified with the HTML coding
10. No issues identified with the CCS3 coding
11. It meets the functional and non-functional requirements
12. It meets the dynamic client and server-side requirements
13. Client specific criteria
14. Time-frame for the web application is according to the client and manager’s expectations
15. Feedback and suggestions from the client and manager have been incorporated
    * + - Website has the following features:
          * “Home Page”

A gallery to promote the company/products/services

News updates area

* + - * 1. “About Us” page

Company Details

* + - * 1. “Company products and/ or services” page

At least 10 products/ services with photos and details

* + - * 1. “Contact Us” page

Enquiry form

Google Maps

Useful information

* + - * Database Management

1. solid and reliable documentation
   * + - Documentation with pictures of each functionality and features
       - Anticipated problems and solutions described
       - Test of the documentation attached

You will be assessed based upon the following performance criteria:

|  |  |
| --- | --- |
| You must meet the below criteria in order to successfully complete this part of the assessment. | |
| 1. Website | 1. It has all the functions and features suggested by the client 2. It works according to the testing documentation 3. The layout of the website is according to the client 4. Technology requirements for the website meet client requirements 5. It is designed according to the latest workplace instructions, technical documents or Industry guidelines 6. It follows documentation requirements for web application, with particular reference to its management of statelessness |
| 1. Coding requirements | g.1. No issues identified with the HTML coding  h.1. No issues identified with the CCS3 coding  i.1. It meets the functional and non-functional requirements  j.1. It meets the dynamic client and server-side requirements |
| 1. Client specific criteria | k.1. Time-frame for the web application is according to the client and manager’s expectations  l.1. Feedback and suggestions from the client and manager have been incorporated  • Website has the following features:  a. “Home Page”  i. A gallery to promote the company/products/services  ii. News updates area  b. “About Us” page  i. Company Details  c. “Company products and/ or services” page  i. At least 10 products/ services with photos and details  d. “Contact Us” page  i. Enquiry form  ii. Google Maps  iii. Useful information  • Database Management  A database should be connected and with all data |
| 1. Documentation | m.1. solid and reliable documentation  • Documentation with pictures of each functionality and features  • Anticipated problems and solutions described  • Test of the documentation attached |

## **Performance checklist criteria**

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| --- | --- | --- | --- |
| **Trainer/ Assessor to complete** | | | |
| **Assessment activities to be completed** | * Create web-based programs * For a full project outline, please refer to the student assessment instructions | | |
| **Resources required for the unit assessment task** | * Unit assessment guide template * Access to live or simulated working environment * Interaction with others | | |
| **Does the candidate meet the following criteria** | **Yes** | **No** | **Trainer/Assessor Comments** |
| Created the website according to the guidelines and feedback collected from the previous assessment |  |  |  |
| Online website is connected with the database |  |  |  |
| Tested website with all the major web browsers |  |  |  |
| Included the following features in online Website:  •Website has the following features:  a. “Home Page”  i. A gallery to promote the company/products/services  ii. News updates area  b. “About Us” page  i. Company Details  c. “Company products and/ or services” page  i. At least 10 products/ services with photos and details  d. “Contact Us” page  i. Enquiry form  ii. Google Maps  iii. Useful information  Database Management   * A database should be connected and with all data |  |  |  |
| Prepared and completed testing document including:   * Screenshot of one (1) error message * Evidence of testing website with at least three (3) browsers |  |  |  |
| Included all the features in online website suggested by client |  |  |  |
| Tested HTML, CCS3 Coding and server scripting |  |  |  |
| Added Timeframe for webpage expiry |  |  |  |
| Collected feedback/Suggestions for product |  |  |  |
| Prepared documentation with pictures for each functionality and features   * Identified problem and solutions explained * Test the document |  |  |  |

# **Unit Assessment Result Sheet (UARS)**

## **Assessment Task 3 – Unit Project (UP)**

## **Student and Trainer/Assessor Details**

|  |  |
| --- | --- |
| **Unit code** | ICTWEB501 |
| **Unit name** | Build a dynamic website |
| **Outcome of Unit Assessment Task (UAT)** | |  | | --- | | **First attempt:** |   Outcome (please make sure to tick the correct checkbox):  Satisfactory (S)  or Not Satisfactory (NS)  Date: \_\_\_\_\_\_\_(day)/ \_\_\_\_\_\_\_(month)/ \_\_\_\_\_\_\_\_\_\_\_\_(year)   |  | | --- | | **Second attempt:** |   Outcome (please make sure to tick the correct checkbox):  Satisfactory (S)  or Not Satisfactory (NS)  Date: \_\_\_\_\_\_\_(day)/ \_\_\_\_\_\_\_(month)/ \_\_\_\_\_\_\_\_\_\_\_\_(year) |
| **Feedback to Student** | |  | | --- | | * **First attempt:** |  |  | | --- | | * **Second attempt:** | |
| **Student Declaration** | * I declare that the answers I have provided are my own work. Where I have accessed information from other sources, I have provided references and or links to my sources. * I have kept a copy of all relevant notes and reference material that I used as part of my submission. * I have provided references for all sources where the information is not my own. I understand the consequences of falsifying documentation and plagiarism. I understand how the assessment is structured. I accept that all work I submit must be verifiable as my own. * I understand that if I disagree with the assessment outcome, I can appeal the assessment process, and either re-submit additional evidence undertake gap training and or have my submission re-assessed. * All appeal options have been explained to me. |
| **Student Signature** |  |
| **Date** |  |
| **Trainer/Assessor Name** |  |
| **Trainer/Assessor Declaration** | I hold:  🗹 Vocational competencies at least to the level being delivered  🗹 Current relevant industry skills  🗹 Current knowledge and skills in VET, *and undertake*  🗹 Ongoing professional development in VET  *I declare that I have conducted an assessment of this candidate’s submission. The assessment tasks were deemed current, sufficient, valid and reliable. I declare that I have conducted a fair, valid, reliable, and flexible assessment. I have provided feedback to the above-named candidate.* |
| **Trainer/Assessor Signature** |  |
| **Date** |  |
| **Office Use Only** | Outcome of Assessment has been entered onto the Student Management System on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert date)  by (insert Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |