

Student Assessment Procedure



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Approved by	Stanley College Academic Board
Authorised Officer	Vice-President, Higher Education
Supporting documents, procedures and forms of this procedure	<p>Student Assessment Policy</p> <p>Credit and RPL Policy and Procedure</p> <p>Learning and Teaching Plan</p> <p>Student Grievance and Complaint Policy and Procedure</p> <p>Student Progress Policy and Procedure</p> <p>Assignment Cover Sheet</p>
Related Legislation	<p>AQF Qualifications Pathway Policy</p> <p>Education Services for Overseas Students (ESOS) Act 2000</p> <p>Higher Education Standards Framework 2015, Part A: Standard 1.3 (Orientation and Progression), 1.4 (Learning Outcomes and Assessment) and 5.3 (Monitoring, Review and Improvement)</p> <p>National Code 2018, Standard 8</p> <p>Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</p>
Audience	Public

1. Assessment Design

- 1.1 Assessment items for each unit will be designed in accordance with the course learning outcomes and graduate attributes, and will be the responsibility of the Lecturer.
- 1.2 When designing assessment tasks, the Lecturer will ensure that:
 - a. The assessment types have been developed for each unit against the unit content to assess students' achievement of the learning outcomes;
 - b. The assessment criteria will be provided for each unit, and assessment tasks are to contain the appropriate level of complexity for the year level and to reflect an appropriate workload for the unit based on the credit points allocated;
 - c. All units must have a unit outline that details unit rationales, learning outcomes, content, delivery and assessment. Further details such as mapping to learning outcomes, weighting and assessment details must also be provided.
- 1.3 Assessment details will be made available to students at the commencement of each semester. Final student results will be published after they have been ratified by the Academic Board.

2. Assignment Referencing and Submission

- 2.1 Students must use the Harvard referencing system when referencing a direct source or paraphrasing another person's work.
- 2.2 Cover pages for assignments should contain the following information:
 - a. Student name and number;
 - b. Unit code and name;
 - c. Lecturer's name;
 - d. Title of assignment; and
 - e. Due date.
- 2.3 Students must keep a copy of all assignments submitted for assessment.
- 2.4 *Moodle* contains the following statement for students to accept when submitting assignments.

This assignment is my own work, except where I have acknowledged the use of the works of other people. It is my responsibility to ensure that academic integrity is adhered to in all submissions of assignments, including group assignments. Serious consequences will result from plagiarism.

- 2.5 Students will receive a 10% decrease in the total mark allocated for the assessment item for every 24-hour period the assignment is late (including weekends and public holidays). Each 24-hour block is recorded from the time the assignment is due. For example, a student, who has submitted a piece of work for an assessment item late by three days and was scored a mark of 60 out of a possible mark of 100, receives after penalty a mark of 30 out of 100 (a mark of 10 is deducted per day as a penalty for each student from the mark obtained). After eight days past the due date the assessment item will not be accepted for submission and will receive a mark of 0%. This is to allow the rest of the cohort to receive feedback in a timely manner. If an extension has been applied for and granted before the assignment due date, then the penalty does not apply. If students fail to hand in their assignment by the granted extension date, the 10% decrease in marks applies from the granted extension due date.

- 2.6 It is the responsibility of lecturers to notify students of the penalty applied. The notification should include the mark, the penalty and the final mark after the penalty.
- 2.7 Applications for an assessment extension or for special consideration must follow the subsequent process:
- Students are to request an extension or special consideration in writing from the Lecturer. Appropriate written methods are either via email, or using the *Assignment Cover Sheet* before the assessment due date; and
 - Submit appropriate evidence of the reason for your extension or special consideration (for example, a medical certificate).
- 2.8 The student will be notified, in writing, of the request decision.
- 2.9 If the request has been approved, the student is required to attach a copy of the approval notification to the assessment at the time of submission.
- 2.10 Penalties will apply if assessments are submitted late and an extension request or consideration has not been granted (see items 4.18 – 4.20 above).

3. Absence for In-class Assessments

Failure to attend the assessment may result in a zero mark for the assessment task. Students must notify the unit coordinator in writing of their intended absence from a class. The lecturer will determine whether the reason for absence is valid. If students encounter extenuating circumstances and cannot notify the lecturer prior to the in-class assessment, students must show just cause for special consideration within 48 hours following the assessment task.

4. Marking and Response to Assessment

- 4.1 Feedback on assessments will be provided to students within 14 working days of submission of the assessment item.
- 4.2 Return of marks
- Marks for assessments submitted on time will normally be returned to students within 14 working days after submission of the assessment.
 - For group assessments, all group members will be awarded the same mark, or, in some instances, there will be a version of peer reviewed adjusted marking that determines the individual marks.
 - Specific dates for release of grades are published in the Stanley College website and in *Moodle*.
- 4.3 All lecturers will ensure that they adhere to the Marking Guidelines referenced in the *Student Assessment* policy when developing and marking assessment items, and providing feedback to students.
- 4.4 Students receive all results online through *Moodle*.

5. Assessment Moderation

- 5.1 Pre- and post-assessment internal moderation processes will be undertaken in all units on a regular basis determined by the Learning and Teaching Committee (LTC).
- 5.2 Lecturers are required to submit items for pre and post assessment moderation, including:
 - a. Lecturer designed assessment items and marking scheme; and
 - b. A copy of the task and related information.
- 5.3 Techniques to be adopted for moderation include:
 - a. Shared development of criteria-based rubrics/marketing guides
 - b. Peer review of assessment design
 - c. Sample marking of select assessment tasks
 - d. Co-examiner marking of sample and or fail/borderline assessments
- 5.4 Lecturers must also submit all assessment results in an Excel spreadsheet to the Program Manager. The Program Manager will check all results and investigate reasons for any student who does not have a result.
- 5.5 Lecturers will be required to scrutinise the work of other lecturers during the moderation process in a fair manner.
- 5.6 The VP Higher Education will ensure that moderation processes are implemented and submit a Moderation Report to the Academic Board for review.

6. Examinations

6.1 Attendance at Examinations

Students are required to attend all examinations. Students will receive a fail for an examination unless they produce evidence of a valid reason for being absent in writing, such as a doctor's certificate for illness, or other evidence of an event that was beyond their control.

6.2 Admission to the Examination Room

- a. Prior to admission to the exam room students must present their student ID. After entry, all students must proceed directly to their seats. Students are not permitted to enter the exam room after 15 minutes from the start of the exam.
- b. The person supervising the examination distributes the exam papers at the commencement of the exam and then collects the completed papers at the end of the exam. Students may hand in papers if they are leaving the exam early. An exercise sheet may be distributed to students and then collected at the end of the exam.

6.3 Conduct of Students

Communication between students during an examination is not permitted. A student should raise their hand if they need to clarify a question on the examination only during perusal time. Any student found cheating or disrupting other students will be required to leave the room and forfeit the chance of completing their examination. Disciplinary action is to be determined by the VP Higher Education.

6.4 **Material or Equipment in the Examination Room**

- a. Students are permitted to bring bottles of water into the exam room.
- b. Students are not to bring anything other than a pen, pencil, paper, and eraser. Bags are to be left with the supervisor. In the case of an open book exam, students are permitted to bring one copy of the prescribed textbook into the exam room.
- c. Unless specifically stated as being required for the exam, electronic devices, including phones and devices that connect to the internet are not permitted and must be turned off and stored in a bag prior to entering the exam room.

6.5 **Leaving the Examination room**

Students may leave the exam room upon completing their exam, but no earlier than 30 minutes before the stated end time.

7. **Supplementary or Deferred Examinations**

7.1 Students who wish to apply for a deferred examination must:

- a. Make a request in writing to the Program Manager; and
- b. Provide evidence to demonstrate:
 - i. Illness;
 - ii. Misadventure; or
 - iii. Other approved reasons.

7.2 Requests will be decided on a case-by-case basis by the Program Manager.

7.3 Students who are offered a Supplementary or Deferred Exam are contacted by the Program Manager by email to their **Stanley College student email address** with the details of the date, time and location of the exam.

7.4 Exams are held in the Supplementary Exam period (following end-of-semester exams) for:

- a. Students who have failed a subject, were within the grade range (**46 – 49%**) and have received and accepted an offer of a Supplementary Exam (solely at the discretion of the Academic Board – see *Section 4.35 – 4.38 Assessment Moderation* above).
- b. Students who have had a request for a Deferred Exam approved. A student can request to defer examinations through illness, misadventure, or other approved reasons. Requests may be made in writing to the Program Manager who must notify the student if the request has been approved.

7.5 Supplementary exams may also be offered in the period following mid-semester exams.

8. **Supplementary Assessments**

8.1 Students may apply in writing to the Program Manager or VP Higher Education for a Supplementary Assessment.

8.2 Students selected will be advised by an email to their **Stanley College student email address** of an offer of a supplementary assessment. The email will include the due time and date for the supplementary assessment.

9. Marking of Supplementary and Deferred Exams/Assessments

- 9.1 The Lecturer is responsible for setting and marking supplementary and deferred exams/assessments. Marks and recommendations for change of grade, where appropriate, are submitted to the Program Manager for review and ratification.
- 9.2 Supplementary Exams and Assessments – If students are approved to sit for a Supplementary Exam or Assessment, the best outcome that can be achieved is a **50% pass grade** for the unit regardless of how well they perform in the Supplementary Exam or Assessment. Students who fail the Supplementary Exam or Assessment will fail the subject.
- 9.3 Deferred Exams and Assessments – the final grade for the unit will be dependent on the mark gained in the exam or assessment.

Special Consideration

- 9.4 A student may apply for special consideration if they fall ill during an examination and need to leave early. Other unforeseen circumstances that may affect a student's results, such as a death in the family, may also be grounds for special consideration. Written evidence must accompany an application for special consideration, such as a medical certificate or death certificate.
- 9.5 The application process for special consideration is as follows:
- Submit a written request to the Lecturer in writing; and
 - Submit appropriate evidence of the reason for your special circumstance (for example, a medical certificate).
- 9.6 The student will be notified, in writing, of the request decision and special circumstances provided (for example, a re-examination or an opportunity for re-assessment).
- 9.7 In urgent or spontaneous circumstances and during emergencies, situations will be handled in a fair and diplomatic manner on a case by case basis.

Assessment Appeals

- 9.8 Students may lodge an appeal for a review of the decision if they are dissatisfied with the assessment outcome. The process is outlined in the *Student Grievance and Complaint Policy and Procedure*.

10. Board of Examiners' Moderation Meeting

The Board of Examiners will hold an examiners' meeting at the end of each semester to ensure that the assessment and determination of performance for each student enrolled in that course is conducted in a fair and equitable manner. The Board of Examiners is responsible for: the ratification of final results; determination of each student's academic status, making determinations on any major discrepancies arising from cross-marking (differences of more than 10% between the original mark and the cross-marked item); approval of supplementary assessment, supplementary assessment or conceded pass; and determination of awards and student prizes. A report from the meeting will be prepared for the Academic Board. The Report should include the identification of trends particularly where statistics suggest areas of concern or improvement.