

Policy Title

Assessment Policy

Preamble

This policy is consistent with the following legislation and regulation:

- The Australian Qualifications Framework
- The Tertiary Education and Quality Standards Agency Act (2011)
- The Higher Education Standards Framework (Threshold Standards) 2021 Standard 1.4 Learning Outcomes and Assessment
- The Deakin University Assessment (Higher Education Courses) Procedure and the Deakin University Agreement (2017)

Purpose

This Policy articulates the overarching principles guiding the implementation of assessment within Deakin College's regulated qualifications. It affirms the central role of assessment in supporting student learning and upholding academic integrity, and it promotes the use of assessment practices that are effective, transparent, and equitable, in alignment with Australian Higher Education quality standards.

Scope

This policy governs assessment in all courses provided at Deakin College.

Policy

1. Principles

Deakin College ensures that the following principles underpin assessment:

1.1. Deakin College assessment tasks:

- are opportunities to demonstrate, improve and promote subsequent learning through feedback that is clear, informative, timely and relevant;
- promote student engagement and understanding as well as encourage a desire for lifelong learning.

1.2. Deakin College assessment processes:

- ensure fairness, validity and reliability of marking and assessment across all units and courses;
- clarify the requirements for learner success;
- develop in students the ability to evaluate the quality of their own work in order to equip them to function as professionals with a commitment to lifelong learning;
- provide diagnostics, formative feedback and summative judgements about performance;
- ensure that students are inducted into university assessment practices and cultures; and
- formally certify achievements for external audiences.

1.3. Deakin College assessments:

- assist in evaluating the effectiveness of the teaching process and facilitating continuous improvement;
- provide accountability to the University, accrediting bodies, employers and the wider community;
- Provide students with diagnostics, formative feedback and summative judgements about performance.

2. Assessment Tasks

- 2.1.** Are communicated clearly to students;
- 2.2.** Detailed in the approved Unit Outline;
- 2.3.** Provide a balance between formative and summative assessment;
- 2.4.** Progressively build students' knowledge and skills;
- 2.5.** Confirm that learning outcomes specified for each course in the Unit Outline are achieved at the appropriate standard;
- 2.6.** Include the types and weighting of assessment tasks, mode of submission and any hurdle requirements;
- 2.7.** All assessment components and marking guides are to be checked for accuracy prior to being included in the unit;
- 2.8.** All assessments tasks and marking guides must be provided to Academic Managers by Unit Coordinators at the request of the Academic Manager.

3. Assessing student work

- 3.1.** Assessment methods may take a variety of forms: the key criterion for choice among methods should be appropriateness to the learning outcomes, and may include individual or collaborative tasks or both;
- 3.2.** Student performance is assessed against predetermined standards and criteria not against the performance of other students;
- 3.3.** A marking rubric for each assessable task involving academic judgement must be developed and may be provided to students with the assessment task. Previous exam papers and marking guides may be available to students to practice prior to the current trimester exam/test/assessment;
- 3.4.** Feedback to students who submit their work on time will usually be provided within 15 working days of the due date. Feedback should be:
 - meaningful and formative, and clearly linked to the assessment criteria;
 - aimed at assisting learning, rewarding achievement, providing encouragement; explaining results; and
 - enabling of students to improve their understanding and performance.
- 3.5.** The student may request the Unit Coordinator or proxy to review their assessment result or provide additional feedback on performance. They may also request in writing to the Unit Coordinator to have their work remarked when the student can demonstrate the work has not been initially marked in accordance with the marking

criteria. Where there are academic grounds for a remark the Unit Coordinator will organise remarking and finalise the student result.

- 3.6. Where an assessment has a weight of 5% or more of the total unit grade and is manually marked and a mark of between 20% and 49% is awarded, the assessment will be second-marked.
- 3.7. Where an assessment has a weight of 5% or more of the total unit grade and is manually marked and mark of between 95% and 100%, the assessment may be second-marked at the request of the Unit Coordinator.
- 3.8. Where a second mark is deemed appropriate, the final mark for the individual assessment is calculated as follows:
 - a. a second marker provides an independent mark for the assessment;
 - b. if the original and second marks differ by 10 percentage points or fewer of the total available marks, the final mark awarded is the average of the two. A rubric reflecting the final mark will be provided to the student. The original marker is responsible for completing the rubric;
 - c. if the original and second marks differ by more than 10 percentage points, the assessment is referred to a third marker. The final mark is the median of the three marks. A rubric reflecting the final mark will be provided to the student. The original marker is responsible for completing the rubric.

All marks must align with the approved marking criteria. Where one of the three markers has not reasonably applied the criteria, the final mark will be the average of the remaining two marks, as determined by the Unit Coordinator.

4. **The Academic Board of Studies** is responsible for overall quality assurance in assessment across the College and receives or delegates reception to a subordinate committee:
 - trimester reports on student assessment and results; and
 - the annual audit of the delivery of Deakin College units to ensure comparability of assessment and results profile with Deakin University units (Agreement Schedule 5).
5. **The Board of Examiners** is the committee with the responsibility for decision-making for summative assessment decisions, as well as decisions related to the recommendations of moderators and authorising the publication of student results. (Refer to the *Board of Examiners Procedure*).
6. **Extensions of Time for Assessment Items**
 - 6.1. Student may apply for an extension to an assessment due date by completing and submitting the *Request for Extension of Assessment Due Date form* to the Unit Coordinator or their delegate. Requests must be submitted on or before the original due date and must be based on circumstances that significantly impact a student's ability to complete the assessment by the due date. These may include, but are not limited to, serious health issues, injury, disability, bereavement, or other compassionate or compelling circumstances. All applications must be accompanied by relevant and verifiable supporting documentation.

- 6.2. The Unit Coordinator may approve an extension up to the final teaching week of the trimester. Extensions beyond this period may only be granted with the approval of the Academic Manager.

7. Special Consideration

- 7.1. Alternative assessment arrangements are provided for students on a valid Access Plan. These arrangements must be equivalent in academic standard to assessment provided for other students enrolled in the unit.
- 7.2. A student may apply for special consideration if their performance in a piece of assessment is compromised due to serious illness, accident, disability, bereavement, or involvement in physical or civil disturbance.
- 7.3. Special consideration applications for assessments during the trimester will be determined by Academic Coordinators or as delegated by the Academic Director. Special consideration applications for end of trimester exams will be determined by the Academic Managers or as delegated by the Academic Director.
- 7.4. Refer to the *Special Consideration Procedure*.

8. Conceded Pass

- 8.1. The Board of Examiners may award a conceded pass grade in a unit where all of the following conditions are met:
- the student is one credit point short of completing their course
 - the student has been awarded a mark between 45% and 49% (inclusive) for the unit for which the pass conceded grade is being considered
 - the student has received a fail grade for no more than the two other units in the course; and
 - The Board of Examiners will consider the recommendations of the Academic Director when deciding whether to award a pass conceded grade.

9. Supplementary Assessment

- 9.1. The Board of Examiners may determine that a student undertake supplementary assessment for a unit where the criteria for a conceded pass have not been met, and the student is within one credit point of course completion. Only the student's most recent attempt at the unit will be considered; previous attempts will not be taken into account.
- 9.2. Following a review of assessment outcomes, the Academic Director may approve a supplementary assessment for an individual assessment task.
- 9.3. Where a supplementary assessment is granted and successfully completed, the maximum final mark that may be awarded for the unit is 60%.

10. Assessment Results

- 10.1.** Students will be able to access the outcomes of within-trimester assessment tasks via the student portal within fifteen (15) working days of the assessment due date.
- 10.2.** It is the responsibility of each student to monitor their academic progress throughout the trimester and to seek support from relevant Deakin College staff as required.

11. Appeals Against Outcome

- 11.1.** A student who believes that the outcome of a review of results or a request for extension has been unfairly determined by Deakin College may lodge an appeal in accordance with the *Appeals Policy and Procedure*.

Related Policies

Course and Unit Review Policy
Academic Progress Policy
Academic Integrity Policy
Appeals Policy

Procedure

Assessment Procedure
Moderation Procedure
Examinations Procedure
Special Consideration Procedure
Board of Examiners Procedure

Definitions

Key Term or Acronym	Definition
Board of Examiners	Includes senior Deakin College academic representatives who have oversight of assessment and student results.
Academic Integrity	Upholding the principles of honesty and ethical conduct in the learning environment with respect for and acknowledgement of the work of other authors.
Assessment	An evaluation of a student's academic performance in each of the assessment tasks prescribed for a course or unit (including examinations), by whatever means has been determined. Assessment includes: <ul style="list-style-type: none"> • formative assessment: assessment that provides feedback on student learning and the effectiveness of teaching; • summative assessment: assessment used to measure the level of a student's success in achieving learning outcomes, which contributes to a student's final grade and/or mark for a unit of study.
Examination	A centrally organised, time-limited, summative assessment task conducted during the official examination period.
Grade	A descriptive indicator of a student's achievement in an assessment task or a unit, awarded as part of a marking process.
Hurdle requirement	A condition, other than the overall mark, that must be met in order for students to be able to pass a unit.

Mark	A numerical indicator of a student's achievement in an assessment task or a unit, awarded as part of a marking process.
Marking rubric	A description of expected levels of performance in the essential criteria associated with an assessment task.
Moderated Results	Results that have gone through a process to ensure that performance by students enrolled within a unit is assessed to the same standard.

Status and Details

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Implementation Officer	Academic Manager (Burwood, Waterfront, Waurn Ponds), Campus Director (Jakarta)
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