

## **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 Tertiary Education and Quality Standards Agency Amendment Act (2014)
- 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**

#### **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 life-long 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 by another Deakin College academic staff member 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. The request must be received within 5 working days of publication of the 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.
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. A student may submit a request for an extension, by the completion and submission of the *Request for Extension of Assignment Due Date form*. The form is submitted to their Unit Coordinator or delegate, for an extension of time up to and including the day before the due date, on the grounds of serious illness, accident, disability, bereavement or other exceptional circumstances. Applications must be accompanied by valid supporting documentation.
- 6.2. The Unit Coordinator may grant an extension up until the end of the teaching weeks of the trimester. Further extensions may be given at the direction 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 Diploma; 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 conditions for awarding a conceded pass have not been met, but the student is one credit point short of completing their course. Consideration will only be given to the student's most recent unit attempt. Previous unit attempts will be disregarded.

**9.2.** Upon a review of results for an individual assessment item, Academic Managers may award a supplementary assessment.

**9.3.** Where supplementary assessment is awarded, a mark of no more than 60% will be given for the unit.

## **10. Assessment Results**

**10.1.** Deakin College students will be able to access their results for within trimester assessment items through the student portal within fifteen (15) working days of due date for the assessment item.

**10.2.** It is a student's responsibility to monitor their academic performance throughout the trimester and seek assistance from relevant Deakin College staff.

## **11. Appeals Against Outcome**

**11.1.** Students who feel that their review of results or case for Extension has been unjustly considered by the Academic Coordinator may appeal the decision under the provisions of 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**

<b>Key Term or Acronym</b>	<b>Definition</b>
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"> <li>• formative assessment: assessment that provides feedback on student learning and the effectiveness of teaching;</li> <li>• 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.</li> </ul>
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**

<b>Identification</b>	Assessment Policy
<b>Initial Issue Date</b>	19/04/2018
<b>Status</b>	Current
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<b>Implementation Officer</b>	Academic Manager (Burwood, Waterfront, Waurn Ponds), Campus Director (Jakarta)
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