

Policy Title

Assessment Policy

Preamble

The Assessment Policy was approved by the Deakin College Academic Board of Studies on 19 April, 2018.

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 2015) Standard 1.4 Learning Outcomes and Assessment
- The Deakin University Assessment (Higher Education Courses) Procedure and the Deakin University Agreement (2017)

Purpose

This policy governs assessment in all courses provided on all Deakin College campuses.

Scope

This policy governs assessment in all courses provided on all Deakin College campuses.

Policy

1. Principles

Deakin College ensures that the following principles underpin assessment:

1.1. Deakin College assessment tasks:

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

1.2. Deakin College assessment processes:

- ensure fairness, validity and reliability of marking and assessment across a variety of 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 assessment outcomes:

- contribute to improving the quality of the curriculum (units and courses);
- Assist in evaluating the effectiveness of the teaching process and facilitating continuous improvement; and
- Provide accountability to the University, accrediting bodies, employers and the wider community.

2. Assessment Tasks

- 2.1.** Are communicated clearly to students; detailed in the approved Unit Outline for each unit provided to enrolled students and also accessible on the Student Portal;
- 2.2.** Provide a balance between formative and summative assessment;
- 2.3.** Progressively build student's knowledge and skills;
- 2.4.** Confirm that learning outcomes specified for each course in the Unit Outline are achieved at the appropriate standard;
- 2.5.** Include the types and weighting of assessment tasks, mode of delivery and any hurdle requirements;
- 2.6.** Are approved annually by the Deakin University Coordinator and Deakin College Academic Coordinator (Agreement schedule 5) and delegated to Deakin Unit Chairs and Deakin College Unit Coordinators for establishment and required monitoring throughout the academic year.
- 2.7.** Where possible due dates for assessment tasks other than exams must be prior to the final week of any trimester unless the results of that task can be released to students prior to the end of that final week of the trimester;
- 2.8.** All assessments and marking guides are to be checked by another Deakin College academic staff member for accuracy before being given to students; and
- 2.9.** All assessments tasks and marking guides must be provided to Academic Managers by Unit Co-ordinators 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 provided to students with the assessment task. Previous exam papers and marking guides will be available to students to practice prior to the current trimester exam/test/assessment.
- 3.4.** Feedback to students who submit their work in time will usually be provided within 15 working days of the due date. Feedback must 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 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. Where there are academic grounds for a remark the Unit Coordinator will organise remarking and finalise the student result. All failed assessment tasks are remarked.
- 4. The Academic Board of Studies** is responsible for overall quality assurance in assessment across the College and receives:
- 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:**
- The role of the Board of Examiners includes but is not limited to:**
- 5.1.** Reports to the Academic Board of Studies
 - 5.2.** Ensures that assessment tasks are at the appropriate standard in consultation with teaching teams and University Unit Chairs as appropriate;
 - 5.3.** Considers the moderated results provided by the Academic Coordinator for each Diploma from each location;
 - 5.4.** Ensures consistency in the results, including application of penalties;
 - 5.5.** Analyses results and considers the distribution of results;
 - 5.6.** Reviews missing results;
 - 5.7.** Ensures that fail results have been second marked;
 - 5.8.** Earmarks for action unsatisfactory levels of achievement; and
 - 5.9.** Determines the progression status of students and eligibility to graduate.
(Refer to the **Board of Examiners Procedure**)
- 6. Examinations**
- 6.1.** Examinations are designed as assessment tasks where the identity and contribution of the individual student is authenticated. Examinations may be written, computer based, oral or practical.
 - 6.2.** All written examination papers will be of 2 hours duration, excluding reading time. The provision of examinations at Deakin College is detailed in the Examinations Procedure.
- 7. Extensions of Time for Assessment Items**
- 7.1.** A student may submit a written request to their lecturer for an extension of time for the submission of an assessment item up to 48 hours 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.
 - 7.2.** The Unit Coordinator may grant an extension up until the end of the teaching week of the trimester.

8. Special Consideration

- 8.1. Alternative assessment arrangements are provided for students with a disability or health condition. These arrangements must be equivalent in academic standard to assessment provided for other students enrolled in the unit.
- 8.2. 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.
- 8.3. Special consideration applications for assessments during the trimester will be determined by Academic Coordinators. Special consideration applications for end of trimester exams will be determined by the Academic Managers.

9. Conceded Pass

- 9.1 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 not failed any hurdle requirement for that unit;
 - the student has not been awarded a pass conceded grade for any other unit in the course or articulated suite of courses; and
 - the student has received a fail grade for no more than the two other units in the Diploma:
 - The Board of Examiners will consider the recommendations of the Academic Director when deciding whether to award a pass conceded grade.

10. Supplementary Assessment

- 10.1. 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 and was awarded a mark between 40% and 49% (inclusive) for a unit that they attempted in the last 12 months. Consideration will only be given to the student's most recent unit attempt. Previous unit attempts will be disregarded.
- 10.2. The Academic Division Managers may also award supplementary assessment as an outcome of a review of results or where there is other cause for genuine doubt about a student's academic performance in a unit.
- 10.3. Where supplementary assessment is awarded, a mark of no more than 60 % will be given for the unit.

11. Assessment Results

- 11.1 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.
- 11.2. It is a student's responsibility to monitor their academic performance throughout the trimester and seek assistance from relevant Deakin College staff.

12. Breach of Academic Integrity

- 12.1. The identity of students completing summative assessment tasks is verified. The means of verification must be communicated to students and the College may refuse to enable access to or mark the assessment where the identity of the student has not been confirmed.
- 12.2. Lecturers provide students with information on what constitutes a breach of academic integrity at the beginning of a unit.
- 12.3. Students are required to make a declaration when submitting assignments to confirm that the work submitted is their own and that the work has not been submitted for assessment in any other unit or course (at the University or another institution) without the approval of the Unit Coordinator.
- 12.4. In the case of group assessment tasks, each member of the group must make a declaration.
- 12.5. Breaches of academic integrity by students will be dealt with in accordance with the Deakin College Academic Integrity Policy.

13. Appeals Against Outcome

- 13.1. 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 Development Policy
Academic Progress Policy
Academic Integrity Policy
Appeals Policy

Procedure

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

Definitions

Key Term or Acronym	Definition
Academic 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, formal, supervised, 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

Status	Current
Domain	Governance
Effective date	19/04/2018
Review date	30/04/2020
Approval Authority	Academic Board of Studies
Implementation Officer	Academic Manager (Burwood, Waterfront, Waurn Ponds), Campus Director (Jakarta)
Enquiries Contact	Deborah Fitton

**DEAKIN
COLLEGE**
in association with

