

Procedure Title

Assessment Procedure

Preamble

Assessment is the process of forming a judgment about the quality and extent of student achievement or performance, and therefore a judgment about the learning itself.

Purpose

Assessment provides an opportunity for students to demonstrate the extent to which they have achieved learning outcomes.

Scope

This procedure outlines the process of assessing students' progression and performance of students enrolled in the Foundation and Diploma courses at Deakin College.

Policy

Assessment Policy

Related Documentation

NA

Procedure

1 Approval of Assessment Tasks

- 1.1.** In approving the Unit Outline, either the Deakin University Unit Chair for Diploma level units or the Deakin College Academic Director for Foundation level units will consider the relationship between the assessment methods and the learning outcomes expected for the unit.
- 1.2.** Proposals to alter the assessment requirements of a unit should be made by the relevant Deakin College Unit Coordinator by lodging a revised Unit Outline to either the Deakin University Unit Chair for Diploma level units or the Deakin College Academic Director for Foundation level units. Proposals for the alteration of assessment should be lodged before the next planned offering of the unit.
- 1.3.** The Deakin University Unit Chair or the Deakin College Academic Director will then determine whether the proposed change to the assessment requirements is consistent with the originally approved assessment requirements and its relationship to learning outcomes and its overall demands on the students.
- 1.4.** Changes to assessment requirements will not normally be considered during a trimester. However, in exceptional circumstances, the Deakin University Unit Chair or the Deakin College Academic Director may approve a variation of detail in the assessment requirements of a unit, providing the relationship between the assessment methods and the learning outcomes expected for the unit are maintained. If change to the published assessment requirements occurs during the trimester students will be notified in written and/or electronic form.
- 1.5.** Examination papers must not be re-used and students will not be permitted to re-sit the same examination paper.

- 1.6. An exam checklist document must be signed and completed by the teaching staff member who creates the exam paper each trimester, to ensure compliance with Deakin College standards and guidelines.
- 1.7. Different examination papers must be used where:
 - Examinations for a unit are held in different time zones and the difference between the start times (in synchronous time) is greater than 2 hours.
 - Students are sitting deferred examinations.
 - Second examination papers must have at least 75% content difference from the other paper in the same unit for the same study period.

2. Submission of Assessment Items

- 2.1. A Deakin College Assignment Cover Sheet must be completed and signed when submitting a hardcopy assessment. The assignment cover sheet which contains important information about privacy, plagiarism and collusion must be carefully read before signing.
- 2.2. It is the responsibility of each student to keep a copy of his/her assignment until it is marked and returned by the Lecturer.
- 2.3. When submitting assignments electronically, students are acknowledging that they have read, understood and accepted Deakin College's policy on academic misconduct, and that they are fully aware of the consequences of cheating and plagiarism, including a mark of zero (0) or a reduced mark for this unit or other relevant penalties.
- 2.4. When submitting assessment electronically, students are responsible for ensuring they submit the correct file(s). Students will not be allowed to resubmit assessments after the due date where incorrect files have been submitted.
- 2.5. Assessment submitted after the due date without an approved extension will be penalised 5% of the total marks available for assessment (not the mark awarded to the student) for each day the assessment is late. Assessment submitted more than five days late without an approved extension will be awarded a mark of zero (0). Day is defined as working days for paper based submissions, and is defined as calendar day for online submissions.
- 2.6. The Unit Coordinator may refuse to accept a late submission where it is impractical or unjustifiable to assess the tasks after the due date.
- 2.7. All new academic staff should be provided with material about using Turnitin at Deakin College as part of their induction program. Existing staff wishing to use Turnitin must be provided with the Turnitin material provided in the induction program.
- 2.8. The Originality Report will show in colour-coded format how similar a submission is to other sources such as journals, websites and other submissions. It also provides a % similarity ranging from 0% to 100%.
 - Where there is a 20% or higher similarity match, the submission should be examined further to check whether or not plagiarism or collusion has occurred.

- The originality report should be interrogated to check which items from the submission match other sources.
- Matching items should be further examined to check whether they are immaterial (headings, bibliography, dates etc.), in quotes (legitimate) or copied without acknowledgement (not legitimate).
- If it is deemed that plagiarism or collusion has occurred the procedures detailed in the Academic Integrity Policy should be followed.

2.9. Students' use of Turnitin

- Students should be encouraged to submit drafts of assessment pieces to Turnitin for feedback on the degree of similarity to other sources prior to final submission.
- Assessments should be timed to permit students to submit at least 2 drafts to Turnitin before final submission. Note that an originality report for a second or subsequent draft can take more than 24 hours to be generated.
- Turnitin can be used to educate students about academic integrity as part of the assignment or essay writing process, as well as to check final submissions. It produces an originality report in which matching text is identified and a percentage is provided.

3. Collection of Assessment Items

- 3.1.** Students who are unable to collect assignments at this time should contact their Lecturer directly to organise alternative collection arrangements. Assignments cannot be collected by anyone other than the author without written authorisation. All uncollected assignments may be destroyed two trimesters after the release of results.

4. Extensions of Time for Assessment Items

- 4.1.** The Unit Coordinator may grant an extension up until the end of examination week of the trimester unless a time limit is specified in the Unit Outline.

5. Assessment Results

- 5.1.** All lecturers are expected to communicate the marks awarded for assessment items completed within trimester to students who are enrolled in their class within fifteen (15) days of the date of submission using the on-line grades system on the Student Portal.
- 5.2.** The use of the grading nomenclature (Pass, Credit, Distinction etc.) in evaluating individual assessment items is not used as this may limit the ability of the Board of Examiners to exercise its discretion in the awarding of the final marks.
- 5.3.** Lecturer must report to Student Services students deemed to be at risk of failing a unit.
- 5.4.** At the end of each trimester, the Deakin College Unit Coordinator is responsible for ensuring that lecturers within their team have finalised all student marks for the unit using the on-line grades system on the Student Portal.
- 5.5.** The Deakin College Unit Coordinator recommends the "grade distribution" to the Deakin University Unit Chair for Diploma level units and to the Deakin College Assessment Committee for Foundation units.

- 5.6. The Board of Examiners is provided with a list of students in each unit with the recommended grades for each unit within the relevant Diploma or Foundation level course.
- 5.7. Any proposed amendments to results must be submitted to the Academic Coordinator for Foundation or the Deakin University Unit Chair as appropriate for approval prior to submitting to an Academic Manager for completion of an *Amendment to Results form*.
- 5.8. Evidence of the relevant approval must be forwarded to the Deakin College Academic Manager(s) by 10 am Thursday of the week after Exam Week.
- 5.9. Students are notified of their final grades for each unit of enrolment via the Results area in the Student Portal. At no time will grades be given verbally either in person or over the telephone.
- 5.10. Where deferred exams have been granted, results should be finalised and submitted to the Academic Services Manager within 5 working days after the completion of the deferred exam period.
- 5.11. A student may request to have the grade awarded in any unit reviewed and must submit a Review of Assessment Application Form located in the Forms area in the Student Portal.
- 5.12. Deakin College may provide a warning to students whose marks within a trimester are such that the student is at risk of receiving a failing grade if their academic performance fails to improve.
- 5.13. A Weight Average (WAM) is used to assess a student's academic performance in a course of study and to calculate Academic Progression Criteria for entry into Deakin University. A student's WAM is calculated by adding the mark obtained for each unit attempted and dividing by the total number of unit attempts.

Status and Details

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