

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, Diploma and non-award courses at Deakin College.

Policy

Assessment Policy

Related Documentation

NA

Procedure

1 Approval of Assessment Tasks

- 1.1.** Assessments are considered approved when the components have been verified by a subject matter expert and approved by the Deakin University Unit Chair.
- 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 or the Deakin College Teaching and Learning Committee or as delegated by the Academic Director. 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 Teaching and Learning Committee or as delegated by the Academic Director will determine whether the proposed change to the assessment requirements is consistent with the 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 Teaching and Learning Committee or as delegated by the 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.
- 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 intended to be taken synchronously for a unit are held in locations and the difference between the start times is greater than 2 hours (in synchronous time).
 - Students are sitting deferred examinations.
 - 1.8. 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. When specified by the relevant assessment, a Deakin College Assignment Cover Sheet must be completed and signed when submitting an assessment.
 - 2.2. It is the responsibility of each student to keep a copy of their assignment until it is marked and returned.
 - 2.3. When submitting assignments, students are acknowledging that they have read, understood and accepted Deakin College's policies related to academic misconduct, academic integrity, and similar, and that they are fully aware of the consequences of breaches of these policies.
 - 2.4. When submitting assessment electronically, students are responsible for ensuring they submit the correct file(s). Where students submit incorrect files before the due date, they should email a copy of the correct files to their Unit Coordinator as soon as practicable. Where the due date has passed, students may be able to submit late depending on the specific directions of the assignment, however, late penalties may apply.
 - 2.5. Assessment instructions may specify whether late submissions will be accepted and if any late penalties will apply. Where the assessment instructions do not specify particulars relating to late submission of a given assessment:
 - submission of the assessment after the due date without an approved extension will be penalised 5% of the total marks available for the assessment for each calendar day (not of the mark awarded to the student).
 - a mark of zero (0) will be awarded if the submission is more than five calendar days late without an approved extension.
- 3. Collection of Assessment Items**
- 3.1. When assessment items are returned to students, assessments cannot be collected by anyone other than the author without prior written authorisation. All uncollected assignments may be destroyed two trimesters after the release of results.
- 4. Assessment Results**

- 4.1. The use of the grading nomenclature (Pass, Credit, Distinction etc.) in evaluating individual assessment items is not exclusively used in that a numerical mark must also be attached, as this may limit the ability of the Board of Examiners to exercise its discretion in the awarding of the final marks.
- 4.2. Deakin College Unit Coordinators are responsible for ensuring that student marks for their unit(s) are finalised and accurate by any deadlines prescribed by the Academic Director or delegate.
- 4.3. The Board of Examiners is provided with a list of students in each unit with the recommended grades for each unit.
- 4.4. Any proposed amendments to results must be submitted to the Academic Director or delegate upon completion of an *Amendment to Results form*.
- 4.5. 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 unless approval is granted by the Academic Director or delegate.
- 4.6. Where deferred exams have been granted, results should be finalised and submitted to Academic Services within 5 working days after the completion of the deferred exam period.
- 4.7. A student may request to have the grade awarded in any unit reviewed and must submit a *Review of Assessment Application Form*.
- 4.8. 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.
- 4.9. A Weighted Average Mark (WAM) may be used to assess a student's academic performance in a course of study and to calculate Academic Progression Criteria for entry into Deakin University. The WAM is weighted by taking into consideration the credit points of a completed unit and the result.

Status and Details

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Approval Authority	Other
Implementation Officer	Academic Manager(s), Campus Director (Jakarta)
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