



Australian Graduate School of Leadership

Policy register

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| Policy name | Assessment | | |
| Version | 1.0 | Status | Approved by Board of Directors |
| Communication | To all staff, students and prospective students | Date | 21 January 2013 |

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| Related Policies | <ul style="list-style-type: none">• Academic Misconduct• Subject Outlines• Grading• Special Consideration• Progression, Exclusion and Graduation |
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1. Preamble

Assessment of students in subjects contributes to their learning by indicating the areas that AGSL considers important in terms of content, performance and learning outcomes.

A single assessment task may be formative and/or summative. A formative assessment task is designed to enhance student learning and optimise learning outcomes. A summative assessment task affects the final grade in a subject and is used to gauge a student's understanding of course materials and attainment of subject outcomes. Summative assessment shall not measure skills or knowledge that are not part of pre-requisite knowledge for admission to a course, or not covered in the subject or its pre-requisites.

2. Scope

The Assessment policy applies to all students enrolled in subjects.

3. Definitions

| Term | Definition |
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| Assessment | Assessment in a subject at AGSL is the process of determining – 1. whether a student has achieved the objectives of the subject and 2. the level of their performance. |
| Assessment item | An individual component of assessment, such as a project or a final test |

4. Principles

Assessment at AGSL is based on the principles that–

- it certifies the achievement of a standard of knowledge in the content of the subject
- it demonstrates reliably and accurately the level of a student’s performance in a subject
- it is valid for the content and delivery methods of the subject.

Each subject will contain assessment items of both formative and summative nature.

Students undertaking assessment requirements, whether under examination conditions or not, are expected to conduct themselves in an ethical and honest manner.

Students are to be assessed using a combination of normalised and criterion marking, with marks and grades being awarded by referencing a combination of predetermined standards and the performance of other students in the subject. For class sizes of more than 30 students, it is to be expected that the number of students who are awarded passing grades will normally decrease from PS to HD and the number of students being awarded passing grades will normally exceed the number of students being awarded failing grades.

The pass/fail mark limit shall be set in a subject such that:

- there is no set failure rate
- the marks or standards required to pass the subject do not change as a result of subject review
- the marks or standards required to pass the subject are communicated to students at the beginning of the session.

The assessment requirements must take into account the total workload required for a subject, which normally should not exceed one quarter of a full workload per eight point subject.

The Academic Board is responsible for approving the assessment schema of a subject.

AGSL regards assessment items and their resulting marks and feedback as confidential and private. No person involved in the process shall divulge to any unauthorised person any information about assessment items or grades in any subject without the express permission of the student or group of students submitting the assessment work. Assignments which are by their nature public (e.g. presentations, group work) shall not be made available to a wider audience (e.g. by video or audio recording) without the express permission of the student or group of students.

5. Procedures

In general, assessment in subjects offered by AGSL will be based on –

- a two-stage project (or equivalent), and
- a final test.

The timing of assessment items will ensure that student workloads remain relatively constant throughout the teaching period.

The Academic Board may approve a different pattern of assessment in a subject where the content or the method of delivery or both makes it appropriate.

Each subject description is to set out the assessment methods to be used for the subject so that students know in advance what is expected of them.

The Registrar will specify the arrangements made for each examination, including the timing and location. A student who is unable, for religious or other reasons, to sit for an examination at the specified time or location, may be permitted to defer sitting for the examination to another time. The student is to inform the Registrar of their circumstances in requesting the change of arrangements.

Assignments

An assignment is any piece of work listed in the subject outline that a student is required to complete to satisfy the requirements of the subject. AGSL recognises the

importance of providing students with timely feedback on the submitted assessment items. All assignments submitted during a session shall be returned to students in a timely manner and shall contain a grade or mark and, in the case of formative assessments, adequate feedback.

Students must be provided access to all marking criteria used to assess their assignments well in advance of the submission date.

Assignments are to be submitted by students into AGSL's Participant Administration and Support System (PASS). Marks and feedback are to be entered by faculty members into PASS for transmission to students. In the event of any technical difficulties, assignment submissions, marks or feedback may be emailed to the Registrar or their delegate and the date and time of the email will be recorded as the submission date.

The subject outline will contain the due date for assignments. Assignment marks and feedback will normally be returned to students within 21 days of the assignment due date, for assignments submitted on-time, or 21 days after this assignment has been submitted, for assignments submitted late. Where a lecturer becomes aware that marks and feedback may be returned later than this timeframe, the lecturer is to consult with the Registrar. Students enquiring about the return of assignment marks and feedback should contact the Registrar or their delegate.

Assignment turnaround times are to be monitored by the Registrar and significant or persistent delays of more than the 21 day turnaround limit on marking are to be reported to the Executive Dean and Academic Board.

Examinations

Examinations will be held in weeks 12 and 13 of the session. Examination timetables are published by week 10 of the session. A student who may not be able to complete the examination at the published time is to contact the Registrar to discuss their situation and make alternative arrangements.

AGSL examinations are designed to assess a student's ability to source, assess, examine, analyse and apply relevant theoretical information, rather than how well students can remember or rote-learn course and subject content. Accordingly, examinations are normally to be of an open-book nature.

Supplementary Examinations

Supplementary examinations are alternative examinations granted on the grounds of extenuating circumstances or misadventure that prevented the student from effectively completing the scheduled examination. Where a student experiences extenuating circumstances or misadventure that prevented the student from effectively completing the scheduled examination they may apply to sit a supplementary examination by submitting an application for special consideration to the Registrar (see Special Consideration policy).

A supplementary examination shall have the same weight in determining the final grade of a subject as the original examination and shall be of a standard of difficulty equivalent to the original examination.

Additional Assessment

A student who marginally fails a subject or fails a compulsory assessment item but otherwise achieves an aggregate mark in the subject that is over the pass/fail barrier will be offered the opportunity of completing an additional assessment item that, if completed to the required standard, will result in the student passing the subject. A “marginal fail” means where a student has failed by less than five percent of the total marks available in that subject. An additional assessment is only available where a student falls marginally short of the minimum passing grade for a subject and is not available where a student falls marginally short of any other passing grade (i.e. an additional assessment item may only increase a final grade to PS or SY).

Plagiarism Detection

Assignments, exams or any other type of assessment item submitted by a student may be submitted to a plagiarism detection service.

6. Responsibilities

The following committees are responsible for the application of the policy -

Academic Board