

Assessment Policy

1. Introduction

This policy applies to all students enrolled in the Certificate, Diploma and non-award courses offered at Deakin College. The Deakin University Assessment policy and procedures has been considered in the drafting of the Deakin College policy.

2. Philosophy of Assessment

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. Assessment shapes the learning that takes place. That is, what students learn and how they learn it should reflect closely the purposes and aims of the unit of study. Assessment provides an opportunity for students to demonstrate the extent to which they have achieved learning outcomes.

3. Aim of Assessment

The aims of assessment include:

- Improving and promoting subsequent learning through feedback that is clear, informative, timely and relevant;
- Promoting student engagement and understanding to encourage a desire for lifelong learning;
- Formally certifying achievements for external audiences;
- Improving the quality of the curriculum (units and courses);
- Evaluating the effectiveness of the teaching process and facilitating continuous improvement;
- Accountability to the University, accrediting bodies, employers and the wider community.

Assessment methods may take a variety of forms: the key criterion for choice among methods should be appropriateness to the learning outcomes. Assessment should be criteria based rather than norm referenced, and may include individual or collaborative achievement or both. The requirements for learner success should be made clear, and the overall strategy should be to 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.

Assessment practices within Deakin College are based on the general principles of criteria based assessment. These are that the desired learning outcomes for a unit of study are clearly specified; assessment tasks are designed to indicate progress towards the desired learning outcomes; and the assessment grade is a measure of the extent to which the learning outcomes have been achieved.

The standard of performance that is required for the award of a particular grade is a judgment that is based on the professional expertise of the various staff who contribute to the assessment process and is informed by experience with accepted standards, including, where appropriate, standards in other institutions. There is no pre-determined distribution of grades as the outcome of assessing a group of students.

At the conclusion of each trimester final results are reported in the grades and percentage bands as detailed in unit outlines.

4. Assessment Requirements

Student learning is gradual and cumulative, with qualitative changes taking place throughout the process. For this reason, the assessment requirements for a unit should enable the teaching staff to engage in both formative and summative assessment. Formative assessment is designed to provide students with feedback and may not contribute to the final mark and grade. Summative assessment does contribute to the final mark and grade. The academic staff member responsible for a unit exercises their professional judgment in using a variety of methods that are relevant, valid, fair and appropriate to the aims and objectives of the unit.

5. Approval of Assessment Requirements and Assessment Tasks

The assessment requirements and assessment tasks for a unit are documented in the Unit Outline. In approving the Unit Outline, either the Deakin University Unit Chair for Diploma level units or the Deakin College Director, Academic Governance and Integrity for Certificate level units will consider the relationship between the assessment methods and the learning outcomes expected for the unit.

Assessment tasks, including examination papers, must not be repeated in subsequent offerings of a unit in a way that compromises academic integrity. [Deakin University Assessment HE Procedure #5]

The range of assessment tasks to be performed by students and the expected learning outcomes for the unit will be specified in the Unit Outline and should be discussed with students at appropriate times throughout the trimester.

6. Weighting of Assessment Tasks

Each unit will have a minimum of two pieces of assessment spread across the trimester.

The maximum weighting of any single assessment task cannot exceed 60%.

The maximum weighting of any group assessment task cannot exceed 50% of the unit total.

7. Hurdle Requirements

A hurdle requirement within a unit is a compulsory piece or part of a unit that must be met in order for a student to be eligible to receive a 'pass' grade. Hurdles do not apply for Certificate level units within Deakin College.

Where students are required to pass all assessment items, or a particular assessment item, in order to pass a unit, this must be clearly specified in the Unit Outline.

Attendance cannot be used as a hurdle requirement without the specific approval from either the Deakin University Unit Chair for Diploma level units or the Deakin College Director, Academic Governance and Integrity for Certificate level units.

Students who fail a hurdle will receive a final result in that unit of no more than 44%.

8. Assessment Advice to Students

All students are provided with access to the approved Unit Outline for each unit in which they are enrolled.

The Unit Outline states the assessment requirements for the unit and must provide details of:

- the purposes, processes, requirements and standards of assessment in a unit,
- clearly articulated assessment criteria for any assessment task that requires academic judgment
- the links between each assessment task and the Unit Learning Outcomes (refer to section 5).
- Due dates and other requirements for assessment tasks.
- Any provision for negotiated assessment tasks and the negotiation process.
- Rules on submission, including extensions, penalties for late submission and final submission date.
- Details of any hurdle requirements
- The period of time within which feedback will be provided.
- The way in which individual assessment items are combined to give an overall grade.
- Reference to plagiarism and collusion including definitions as detailed in the *Academic Integrity Policy* of Deakin College.

The Unit Outline is provided to students via the Deakin College Student Portal. All teaching staff members should ensure that students are aware of how to access Unit Outlines at the commencement of the unit.

If a student enrolls in a unit after the commencement of teaching or for whatever reason is not present when students are given information concerning the assessment requirements of the unit, it is the student's responsibility to find out and access the information via the Student Portal.

9. Changes to Assessment Requirements

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 Director, Academic Governance and Integrity for

Certificate level units. Proposals for the alteration of assessment should be lodged before the next planned offering of the unit.

The Deakin University Unit Chair or the Deakin College Director, Academic Governance and Integrity 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.

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 Director, Academic Governance and Integrity 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.

10. Submission of Assessment Items

A Deakin College Assignment Cover Sheet must be completed and signed when submitting an assessment. All students involved in completing a group assignment must sign the Assignment Cover Sheet. The assignment cover sheet contains important information about privacy, plagiarism and collusion, must be carefully read before signing. It is available from the student portal.

Students must ensure that assignments submitted are their own work and that they have not been submitted for assessment in any other unit (or previous enrolments in the same unit). Material from other sources must be appropriately acknowledged.

It is the responsibility of each student to keep a copy of his/her assignment until it is marked and returned by the Lecturer.

Paper Based Submission

All assignments submitted on paper must include a fully completed and signed Deakin College Assignment Cover Sheet and be handed to the Lecturer of the unit in which the student is enrolled by the specified time on the due date indicated in the Unit Outline unless prior arrangements have been made with the Lecturer.

Bulky assignments should be submitted as advised by the Deakin College Lecturer. Assignment cover sheets must also be completed, signed and attached to these assignments.

Electronic Submission

Students required to submit an assignment electronically must use the student portal assignment submission facility.

Assignments submitted electronically must be in a file format specified in the assignment instructions provided.

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.

Late Submission

Failure to submit an item of assessment by the due date without an application for extension of time from the relevant Unit Coordinator will incur a penalty.

Penalties for Late Submission

Assessment submitted after the due date will be penalised 10% 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 seven working days late will be awarded a mark of zero (0)

11. Assessment Methods

For each assessment task, one of the approved methods of ensuring comparability of assessment must be adopted (see the Deakin College *Moderation of Assessment* policy for details).

A marking guide/scheme for each assessable task involving academic judgement must be developed and provided to students.

Final assessment tasks, including examinations, for which a student receives 49% or less, must be marked by a second marker. Where the two marks differ by 10% or less, the final mark will be the average of the two marks. Where the two marks differ by more than 10%, the assessment task will be marked by a third marker. The final mark will then be the average of the marks given by the two markers whose marks were closest. The same markers should be used for all such cases arising for the same assessment task.

12. Collection/Return of Assessment Items

Marked assignments are normally available for collection in class within fifteen (15) working days of the due date for submission of the assessment item as this provides an opportunity for feedback.

Feedback must be linked to the assessment criteria and be aimed at assisting learning and improving performance.

To ensure that feedback to students is meaningful and formative, it must be clearly linked to assessment criteria and must be aimed at assisting learning, rewarding achievement, providing encouragement, explaining results and enabling students to improve their understanding and performance.

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 after the end of Week Two of the following trimester.

13. Extensions of Time for Assessment Items

Normally, at least 48 hours before the due date a student may submit a written request to their Unit Coordinator via the student portal for an extension of time for the submission of an assessment item on the grounds of serious illness, accident, disability, bereavement or other exceptional circumstances. Applications must be accompanied by valid supporting documentation.

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.

Appeals Against Outcome

Students who feel that their case for Extension has been unjustly considered by the Unit Coordinator may appeal the decision under the provisions of the *Grievance Procedures Relating to Academic Matters policy*.

14. Examinations

An examination is an assessment task where the identity of the student and their ability in the task is authenticated.

All written examination papers will be between 1.5 and 2 hours duration, excluding reading time.

Examination papers must not be re-used and students will not be permitted to re-sit the same examination paper.

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

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.

15. Special Consideration/Deferred Examinations

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.

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.

Special consideration applications will be determined by Course Coordinators, possibly after advice from the Manager, Student Services. If approved, an appropriate form of special consideration is

provided taking into account the circumstances of the applicant and the requirements of the unit concerned.

If a student is prevented from undertaking an end of trimester examination in a particular unit due to serious and exceptional circumstances beyond their control, they may apply for a deferred examination.

Please refer to the Deakin College *Special Consideration and Deferred Examinations Policy* for further information.

16. Supplementary Assessment

Supplementary Assessments are not offered by Deakin College under normal conditions.

17. Assessment Results

Lecturer Responsibilities

To be read in conjunction with the Deakin College *Moderation Of Assessment Policy*.

During a trimester, individual Lecturers will communicate their evaluations of individual assessment items to students with reference to the criteria against which performance has been assessed. 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) working days of student submission via the student portal.

Students deemed to be at risk of failing a unit are reported to Deakin College Student Services.

At the conclusion of the assessment period the unit coordinator recommends a result for each student enrolled in the unit and submits the results to

- a. The Course Coordinator for Certificate IV units or
- b. The Deakin University Unit Chair or nominee for Diploma units

for approval.

Once approval is obtained results are submitted using the Deakin College student portal to the Academic Services Manager for processing.

Any proposed amendments to results must be submitted to the Course Coordinator for Certificate IV 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.

Where deferred exams have been granted, results should be finalized and submitted to the Academic Services Manager within 10 working days after the completion of the deferred exam period.

The Academic Progress and Discipline Committee must authorize the release of results.

Student Responsibilities

Students of Deakin College 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.

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

18. Academic Misconduct

Except where otherwise specified in a Unit Outline, an assessment task to be undertaken must be completed by students working individually.

While undertaking their studies at Deakin College, students must conduct their studies honestly, ethically, and in accordance with Deakin College's accepted guidelines of academic behavior. Any form of academic behavior that is in breach of these guidelines will be considered academic misconduct, and an academic penalty will be imposed.

Further information regarding what Deakin College will consider academic misconduct is available from the *Academic Integrity Policy* located on www.deakincollege.edu.au website.

Policy Title	Assessment Policy	
Policy Owners	Director, Academic Governance and Integrity	
Contact Persons	Robert Close	
Key Stakeholders	All Students at Deakin College; Academic Services; Academic Staff	
Approval Body	Deakin College Academic Board of Studies	Agenda item and meeting date approved Item 12 – Meeting 1 2016
Related Policies	Academic Misconduct; Grievance Procedures Relating to Academic Matters; Special Consideration and Deferred Examinations Policy Moderation of Assessment Policy Satisfactory Course Progress Policy	
Related Guidelines	N/A	
File information	File number N/A	Version number V3.5 - 20/06/2016
Date Effective	27 June 2016	Next Review Date 30/06/2018