



Assessment Policy

Purpose

The purpose of this policy is to provide a set of principles to underpin assessment practice at Macleay College. It outlines the responsibilities and obligations in regard to assessment, and specifies the procedures for the conduct of assessment at Macleay College.

Scope of Procedure

This policy applies to all students enrolled in accredited higher education courses at Macleay College, and the staff who are involved in assessment.

Related Policies

This policy should be read in conjunction with the following college policies:

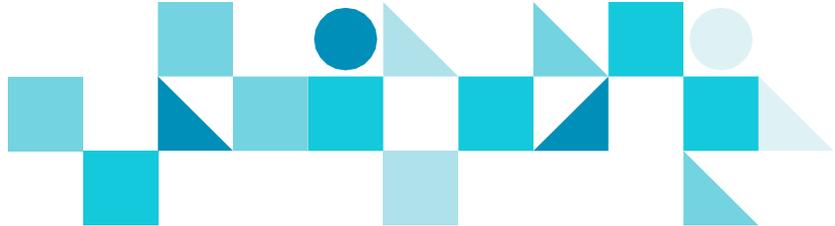
- Misconduct Policy
- Reasonable Adjustment for Students with Disabilities Policy
- Attendance & Participation Policy
- Monitoring Academic Progression Policy
- Grievances & Appeals Policy for Academic Matters

All documents referenced in this policy can be accessed via the [Forms & Policies](#) section at the bottom of the Home Page of the college website and Handbook section of the Moodle Student Portal via www.mymacleay.edu.au/.

Assessment Principles

The following principles underpin assessment practice at Macleay College:

- 1) Assessment is focused on the application of knowledge and skills at the required course level as specified in the Australian Qualifications Framework.
- 2) Assessment complies with the principles of fairness, equity, validity, reliability, flexibility, authenticity and sufficiency.
- 3) Assessment strategies are designed to ensure constructive alignment of tasks with the learning outcomes for a unit of study and provide evidence as to whether the learning outcomes have been achieved.
- 4) The assessment process is consistently applied across Macleay College campuses and its courses
- 5) The assessment process facilitates credit recognition towards AQF qualifications; and recognition of prior learning and recognition of professional experience.
- 6) The assessment process confirms that graduates have satisfactorily achieved the requirements for the award of the qualification.



- 7) Assessment strategies for each unit are validated and reviewed on a regular basis through reference to external consultation ie. Course Advisory Panels and feedback from relevant Faculty staff.
- 8) Students are provided with clear and transparent information on course and unit of study assessment requirements.

Responsibilities

Students

Students have a right to:

- clear and consistent information on assessment
- timely feedback on assessment papers
- review their marked assessment papers
- academic skills support
- appeal against an aspect of the assessment process

Students have a responsibility to:

- maintain high standards of academic honesty and integrity
- abide by assessment and related policies and procedures
- complete the online Academic Honesty module
- submit assessment tasks by the due date and attend examinations
- attend classes and advise tutors when unable to do so for an extended period of time
- provide supporting documentation when applying for special consideration
- appeal an assessment decision made on the basis of procedural anomalies or errors

Macleay College

Macleay College has a responsibility to ensure that:

- assessment practices are clear and consistently applied across the institution
- assessment information is provided to students and faculty in a timely manner
- assessment feedback is provided to students in a timely manner
- assessment tasks reflect the relevant learning outcomes of the unit and the level of the course
- retain marked examination papers for review if required
- marked examination papers are made available for students to review
- review assessment results and moderate if required
- student privacy is maintained on assessment matters
- assessment appeals are convened in a timely manner



Assessment Tasks

An overall assessment strategy for each unit is developed to reflect the integration and application of skills and knowledge and constructively align tasks with the learning outcomes for that unit.

Assessment tasks may include: examinations, essays, assignments, presentations, and projects.

Students are given detailed assessment information in the unit outline and assessment briefs on the Student Portal in week one of the trimester. Students must set out and submit their work according to the instructions given in the assessment brief. Students must keep a copy of all assessments submitted for marking.

Students must make a reasonable attempt in all assessment events in order to be eligible to complete the unit and must achieve a combined result of at least 50% to pass the unit.

Penalty for Late Submission

Late submission of assessment items will not be accepted without an approved extension or without approved extenuating circumstances or special consideration. Students should consult with their lecturer as early as possible if they are unable to meet a due date, and submit an Application for Special Consideration if necessary.

An assessment item submitted after the assessment due date, without an approved extension or without approved extenuating circumstances, will be penalised. The standard penalty is the reduction of the mark allocated to the assessment item by 10% per calendar day late of the total mark applicable for the assessment item.

An assessment item will not be accepted without an approved extension or without approved extenuating circumstances more than five (5) calendar days after the assessment due date. In such an instance the assignment will be awarded zero marks.

Examinations

Students can gain access to information on their examination via the Student Portal. The exam timetable is posted to the portal in Week 8 of the trimester.

Examinations will vary in length and type. Examinations however will be no more than three hours duration for a 6 credit point unit.

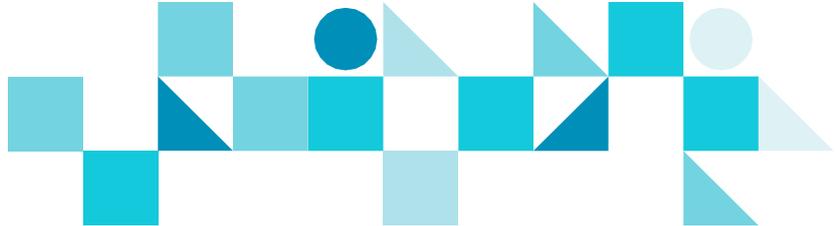
Attendance at Examinations

Attendance at examinations is compulsory. Failure to attend examinations with no satisfactory explanation may result in failure for that unit. Incorrectly reading or misunderstanding the examination timetable will not be accepted as a compassionate or compelling reason for failure to attend an examination.

Admission to the Examination Room

Students are required to display their current student identification card for entry into the examination room. Students will not be able to sit their exam if they cannot produce a current and valid student identification card. Students should go to Student Services to replace lost or stolen student identification cards prior to the examination.

On entering the examination room students should go directly to their seats and follow the instructions of the Exam Invigilator. Students are not permitted to read or begin their exams until they are instructed to do so. Students must place their student identification cards on their desk while they are doing their exam.



Reading Time

Ten minutes reading time is provided at the beginning of the examination. During reading time, writing is not permitted. If a student arrives late to an examination they will not be permitted to enter the examination until reading time has ceased.

Student Conduct

Students may not communicate with any person(s) except the Exam Invigilator(s) during an examination. Should students need to communicate with an Invigilator, they should raise their hand and wait for the Invigilator to attend to them. Any student who is found to be talking, cheating, behaving in a disorderly manner or otherwise disrupting an examination will be subject to the penalties outlined in the college Misconduct Policy.

Material or Equipment in the Examination Room

No material or equipment other than that specified on the examination paper may be brought into the examination room. Dictionaries are not permitted unless otherwise specified on the examination paper, or where approval has been granted by the Head of Faculty prior to the examination.

It is the responsibility of students to ensure that calculators brought into the examination room meet the specifications set. Students should check with their lecturer prior to the examination if they are in doubt.

Students must not borrow or lend equipment to fellow students during examinations.

Students must ensure that any mobile phone or pager in their possession is switched off and placed under the examination table. Exam Invigilators will confiscate, for the period of the examination, any mobile or pager that is not switched off or causes disturbance in the examination room.

Students may not copy the examination paper or remove it from the premises.

Leaving the Exam Room

Students who need to leave the examination room during the examination must notify the Invigilator. Students will only be readmitted to the exam room if they have been under approved supervision during the full period of their absence.

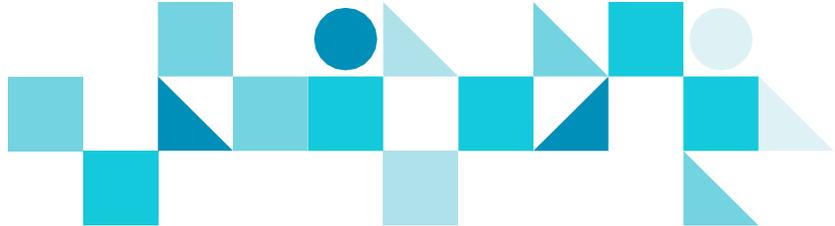
Students who wish to leave the examination early are not permitted to do so until 50% of the total examination time has elapsed.

Special Consideration

Special Consideration for a Missed Assessment

If a student has missed submitting an assessment or sitting an examination due to compassionate or compelling circumstances, i.e. circumstances of serious illness or misadventure beyond their control, they may be eligible for special consideration. Each request for special consideration will be assessed on its own merits. Grounds for compassionate or compelling circumstances may include, but not be limited to:

- serious medical condition or injury
- bereavement of a close family member such as parents, grandparents, siblings, children
- major political unrest or natural disaster that requires immediate travel
- a traumatic experience such as an accident, crime or being a witness to these experiences
- military service or jury service
- severe disruption to domestic arrangements or homelessness.



Submitting a request for special consideration to gain academic advantage is considered an act of academic misconduct and is subject to disciplinary action.

An *Application for Special Consideration* form, with the appropriate supporting documentation attached, must be lodged with the Office of the Registrar within five working days of the missed assessment or exam. An Application for Special Consideration form can be downloaded from the Handbook section of the Moodle Student Portal via www.mymacleay.edu.au/

For more information on applying for special consideration for a missed assessment or exam as a result of compassionate or compelling circumstances, please refer to the college ***Special Consideration Policy***.

Assignment Extension

Students who have a valid reason for not submitting an assignment on time may be granted an extension. The details of the agreed extension and any supporting documentation are recorded on the student record.

Supplementary Exams

Students who have a valid reason for missing a mid-trimester or final examination may be granted a Supplementary exam. Supplementary final exams will be conducted in the week following the release of results.

Reasonable Adjustment

At enrolment students who identify as having a disability are required to complete a '*Request for Reasonable Adjustment*' form and attach relevant supporting documentation about the nature of the disability and the support required. A decision on any adjustment(s) will be made as a result of a consultative process according to the nature of the disability. Each student will be interviewed by the Head of Faculty and advice may be sought from professionals as to the nature of any adjustment required.

For more information on applying for reasonable adjustment, please refer to the college ***Reasonable Adjustment for Students with Disabilities Policy***.

Processing & Publication of Results

Tutors must provide assessment results to the Head of Faculty by the date determined by the Office of the Registrar. The Head of Faculty is responsible for checking that all students registered in a unit receive a grade or, in the instance of no grade being provided, must provide a brief explanation as to why no grade has been provided. Complete results for the program are forwarded to the Office of the Registrar by the date set.

Results are tabled at a meeting of Moderation & Grade Ratification Committee, a sub-committee of the Academic Board, attended by the Heads of Faculty, Office of the Registrar and the Chairman of the Academic Board. The meeting is chaired by the Dean and scheduled after the examination period has ended. The purpose of the meeting is to review and consider any anomalies in results, monitor marker variability and the reliability of assessment task(s). The Committee may decide to ratify the results, moderate the assessment marks or order a remark of the assessment task(s).

After this meeting, the results are uploaded into the student records and authorised for release to students. The Moderation and Grade Ratification Committee presents its findings to the Academic Board each trimester.

All results are made available to students on the Moodle Student Portal accessed via www.mymacleay.edu.au/



Students may request to view their marked examination papers after the results have been released. Requests should be made via email to the Office of the Registrar registrar@macleay.edu.au within 5 working days of the results being released.

Appealing a Grade or an Assessment Mark

Students may appeal a grade or an assessment mark in any unit. This is considered an academic grievance and as such must follow the four stage resolution process as outlined in the college **Grievance & Appeals Policy**.

Academic grievances may only be made against formal published results or decisions. An academic grievance cannot be made against informal marks or grades that have yet to be approved or published by the Office of the Registrar. There are only four grounds for lodging an academic grievance:

- 1) Performance in an assessment impaired through illness or other factors which the student was unable or, for valid reasons, unwilling, to disclose before the results were awarded. An acceptable explanation is required as to why the extenuating circumstances were not presented prior to the results being awarded.
- 2) An assessment task was not conducted in accordance with the college **Assessment Policy**
- 3) There was a material administrative error in the calculation of an assessment mark or grade.
- 4) Some other material irregularity occurred in the marking of an academic decision such as bias.

Macleay College will not consider academic grievances based on the following:

- the unit structure and assessment method
- student workload or the amount of work the student has done
- the financial implication of failing a unit
- grades received by the student in other units
- penalties imposed for academic dishonesty such as plagiarism.

As per the college Grievance policy, students should informally discuss their concern with their Head of Faculty. Where the informal approach is not appropriate, or the student wishes to take the matter further, the matter may be escalated to the formal grievance stage by lodging a 'Formal Grievance Form' within five working days of results being posted for the trimester in which the unit was undertaken.

A 'Formal Grievance Form' can be downloaded from the Handbook section of the Moodle Student Portal via www.mymacleay.edu.au/.

Completed applications should be lodged with the Office of the Registrar.

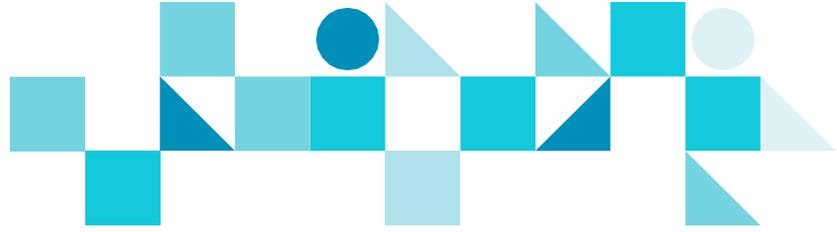
A review of the application will be made of all components contributing to the original assessment by the Head of Faculty. The purpose of this review is to ensure that:

- the assessment process has been fairly applied;
- there has not been a procedural or factual error in the processing of a grade;
- all appropriate components have been included; and
- the marks on which the assessment grade is based have been accurately recorded.

For more information on lodging a formal grievance in relation to an assessment or exam, please refer to the college Grievance & Appeals Policy for Academic Matters.

Repeating a Unit of Study

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In circumstances where a student fails a unit they may reenrol in that unit for a second time. In cases where a student Fails a unit for a second time they will required to show cause as to why they should be allowed to reenrol in the unit for a third time. The decision to allow a student to reenrol for a third time will be made by the Head of Faculty subject to the student agreeing to meet strict conditions around attendance and monitoring of progression. The details regarding the decision will be recorded on the student's file.

Students who reenrol in a unit may not resubmit assignments, or parts thereof, that were previously submitted for that unit.

Eligibility to Graduate

Students must make a reasonable attempt in all assessment events in order to be eligible to complete the unit and must achieve a combined result of at least 50% to pass the unit.

Students who have completed all course requirements are placed on a list of students eligible to graduate. The Office of the Registrar will establish a list of potential graduands for approval by the Dean and Head of Faculty which will be presented to the Academic Board for endorsement and then the Corporate Board who are responsible for conferring the award.

Grading Descriptors

Grades can only be released to students after confirmation by the Moderation & Grade Ratification Committee Meeting. Final assessment results will then be recorded and reported as a Grade on the academic transcript.

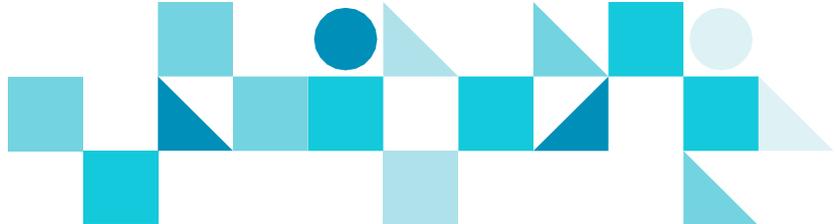
A summary of all grading descriptors is provided at Schedule A.



Grading Descriptors

Grade	Key	Percentile	Description
High Distinction	HD	85-100	<p>Outstanding or exceptional work in terms of understanding, interpretation and presentation.</p> <p>Displays genuine originality and sophistication of thought. Informed, up-to-date, also highly independent and persuasive.</p>
Distinction	DN	75-84	<p>A very high standard of work which demonstrates originality and insight. Informed, up-to-date, sustains a clear, cogent and persuasive argument.</p> <p>Shows evidence of wide reading or listening which has been effectively assimilated. Highly competent in conceptual, discursive and interpretive areas.</p> <p>Evidence of insight into topic and material.</p> <p>Evidence of thinking which goes beyond lectures and tutorial discussion.</p>
Credit	CR	65-74	<p>Demonstrates a high level of understanding and presentation and a degree of originality and insight.</p> <p>Can organise material but argument may lack clarity, or be very derivative, or be poorly structured. Alternatively, it may be good work which goes astray at crucial points.</p> <p>Generally dependent upon lecture and tutorial material.</p>
Pass	PP	50-64	<p>Satisfies the minimum requirements.</p> <p>Adequate and passable.</p> <p>Lacks sophistication but has some understanding of the material and basic skills of argumentation and interpretation.</p> <p>Expression at an acceptable level but not always grammatically correct.</p> <p>Presentation weak.</p>
Conceded Pass	CP	50	<p>Where a student received a mark between 48% and 49.5% for the unit and recommendation was made to the Moderation Committee that the student should be awarded a Conceded Pass of 50%. In making such a recommendation the Head of Faculty will consult with the lecturer to assess the student's mastery of the learning outcomes and their capacity to progress in the program.</p> <p>Where a key assessment component has been undertaken at such a poor level that there is reason to believe an important learning outcome has not been mastered, then there are grounds for the result to stand, and a Fail grade awarded.</p> <p>Only two Conceded Passes are permitted in any award.</p>

Assessment Policy



Grade	Key	Percentile	Description
Fail	NN	0-49	<p>Did not achieve minimum requirements of the unit.</p> <p>Very poor quality work.</p> <p>Little or no evidence of effort or of basic academic or technical skills.</p> <p>Negligible grasp of the material or of relevant issues.</p>
Withheld	W W	n/a	<p>Results may be withheld where students have fees outstanding or have failed to return materials on loan from the library. Results and academic transcripts will not be available until items are returned. This may also delay the eligibility of a student to graduate. Once items have been returned results will be made available.</p>
Advanced Standing	AS	n/a	<p>Credit awarded based on Recognition of Prior Learning (RPL).</p>
Withdrawn without Penalty	WD	n/a	<p>Withdrawal from a unit before trimester census date or approved withdrawal after trimester Census Date without incurring debt for unit and no academic penalty. This grade is awarded by the Appeals Committee or nominee if a student has submitted written advice of withdrawal from the unit prior to census date for the trimester.</p>
Withdrawn with Penalty	WN	n/a	<p>Withdrawal from a unit after trimester Census Date incurring debt for unit and academic penalty (equivalent to a grade of Fail).</p>

Change and Version Control

Version	Date Approved	Authored by	Approved by	Description
1.1	6 August 2019	Associate Dean Teaching and Learning	Academic Board	Change to 'penalties for late submission'