



Student Assessment Policy

1. PURPOSE

- 1.1. To provide guidelines for the assessment of students that creates consistency within higher education delivery and ensures the integrity of assessment.

2. APPLICATION

- 2.1. This policy applies to all full-time and part-time students and teaching staff who are enrolled in and teaching higher education courses of study.

3. EXCEPTIONS

None

4. DEFINITIONS

5. POLICY STATEMENT

- 5.1. Formal assessment must enhance effective learning and contribute, both short-term and long-term, to improved teaching and learning practices.
- 5.2. Assessment must align with the intended learning outcomes based on pre-specified criteria rather than norm-referenced approaches, and supported by appropriate teaching and learning activities.
- 5.3. Assessment tasks will concurrently focus on the discipline and ensure that students develop a wide range of capabilities, and be in accordance with the Higher Education Graduate Attributes.
- 5.4. Assessment practices will have a substantial impact on student learning with respect to appropriate academic practices and promote ethical academic conduct.
- 5.5. Assessment provides high quality and timely feedback to students, promoting improvement and facilitating a positive attitude to future learning.
- 5.6. Courses and units will include a variety of assessment methods to allow a range of learning outcomes to be appraised.
- 5.7. Assessment will be inclusive and equitable ensuring that they do not disadvantage any group or individual.
- 5.8. If a student wishes to appeal against the assessment strategies of a particular unit, the appropriate process (outlined in *Student Assessment Procedure*) should be followed.
- 5.9. In cases of late assessment:
 - 5.9.1. All assessments for which students are required to submit work will have a due date and time specified on the Unit Outline.
 - 5.9.2. Accepting late submission of assignments or other work will be determined by the Unit Coordinator and be outlined to the student prior to the assessment due date.

- 5.9.3.If late submission of an assessment is not accepted by a particular unit, students will receive a penalty of 100% after the due date and time
- 5.9.4.If late submission of assignments is accepted, students will be penalised by 10% per calendar day for late submission. An assessment more than seven calendar days overdue will not be marked.
- 5.10. Moderation of marked assessments is required for all assessment tasks and will occur informed by peer review and discussion.
- 5.11. In units which do not offer examinations, the opportunity to resubmit a final assessment, or part thereof, maybe offered to students where a final unit grade is between 45 – 49% as a Supplementary. The final awarded grade shall be converted to a Pass (50%) as per the *HE Grading and Resulting Policy*

6. PRINCIPLES

- 6.1. Develop guidelines for the assessment of students to promote the integrity of the Higher Education courses of study and ensure equality for students, through moderation and the appeals process.
- 6.2. Ensure a degree of consistency and standardisation in operation of assessments.

7. RELATED DOCUMENTS

- 7.1. *Student Assessment Procedure*
- 7.2. *Higher Education Graduate Attributes*
- 7.3. *HE Grading and Resulting Policy*

8. OWNERSHIP and CONTACTS

Policy Owner	General Manager Training Services 1
Contact	Manager of Higher Education
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Approval Authority	Academic Board
Review Date	Maximum 3 years following approval

9. REVISION HISTORY

Version No.	Approved/ Amended/ Rescinded	Date	Approval Authority	
5.0		13 June 2016	M HE	Change policy owner
5.1	Approved	19 Aug 2016	HE Standing Committee	Added 5.11