



Student Assessment Procedure

1. POLICY AGREEMENT SUPPORTED

Student Assessment Policy

2. PROCEDURAL DETAILS

2.1 Staff Responsibilities when creating formal assessment:

- 2.1.1 The assessment must contribute to the student learning process
- 2.1.2 Provide students with an understanding of the standard of work expected for assessment
- 2.1.3 Reasonable adjustments (such as modification of assessment tasks, processes or format) must be made for students with a verified disability, medical or other condition in accordance with the Disability Access and Inclusion Plan
- 2.1.4 The assessment must enable the assessor to make a fair judgement of a student's level of achievement
- 2.1.5 The amount of assessed work should be at a manageable standard for students, and should be appropriate to the credit awarded for that task.

2.2 Formative and/or summative feedback must be given to the student within a reasonable timeframe, and provide the opportunity for the student to understand and benefit from understanding the reasons for the assessment.

2.3 Assessments should not be reused in a form that provides unfair advantage to successive students, and should differ by a minimum of 25% from previous assessment tasks.

2.4 The use of only one type or mode of assessment is not appropriate and care should be taken to ensure a range of techniques are employed so that any single type or mode does not excessively dominate.

2.5 Other than where required by the relevant professional body, an assessment must not be worth more than 50% of the unit mark.

2.6 Assessment Communication:

- 2.6.1 Details of the assessment tasks including required word counts, weighting, due dates and marking criteria must be made available to students in advance.
- 2.6.2 Students will be informed as to when and how they will receive feedback on each assessment task.

2.7 Marking:

- 2.7.1 Where multiple markers are used, assessors are to be provided with sufficient information to ensure comparability of marking. Assessors should be provided

with the assessment criteria and relative weightings in advance of the marking task.

- 2.7.2 Where multiple markers are used, unit coordinators will ensure they are available to assessors to provide clarification should this be required.
- 2.7.3 Marks for each assessment are to be accurately recorded and stored securely.
- 2.7.4 Any changes to student marks for an assessment task must be approved by the relevant unit coordinator.

2.8 Moderation of Results:

- 2.8.1 Upon completion of the marking the unit coordinator will conduct a review of the results, using a range of methods, to ensure fairness and identify anomalies. Such methods include:
 - (a) Spot checking of random samples of student work to ensure consistent application
 - (b) Second marking of random or selective sample of student work to allow for comparison
 - (c) Second marking student work deemed to be at a grade borderline
 - (d) Statistical analysis of results to see if there is substantial variation between markers
- 2.8.2 Scaling of students to a normal distribution is not appropriate within a criterion referenced framework.

2.9 Exemptions to Assessment Requirements:

- 2.9.1 Requests for exemption require the support of the Portfolio Director, or the Manager Higher Education, and the Course Coordinator.
- 2.9.2 Requests for exemption should be presented to the Portfolio Director, or the Manager Higher Education, and include an educational justification explaining why the proposed exemption is needed for the assessment in question.
- 2.9.3 The Portfolio Director, or the Manager Higher Education, may ask for more evidence, or refer the matter as appropriate to others.
- 2.9.4 Exemption requests not supported at Portfolio level, or by the Manager Higher Education, will be considered rejected.
- 2.9.5 Where exemption is approved, the Unit Outline and assessment instructions will indicate to students that the assessment in question has special approval.

2.10 Special Consideration:

- 2.10.1 Special consideration will take the form of one or more of the following:
 - (a) Deferred assessment
 - (b) Variation to the assessment deadline
 - (c) Provision of a replacement or additional assessment opportunity
 - (d) Exemption from a certain assessment and reassignment of marks to other assessments
 - (e) Consideration of an increase in marks of up to 5% of the marks available for the unit

- (f) Withdrawal without academic penalty
 - (g) Aggregation or averaging of marks obtained for completed assessment tasks to achieve a final percentage mark for the unit.
- 2.10.2 In determining the appropriate form of special consideration to apply, assessors must observe the principles of equity and academic integrity.
- 2.10.3 Adjustment of marks may be considered following a successful application for special consideration in the following circumstances only;
- 2.10.3.1 The student's circumstances are judged on the basis of evidence available to have had a severe impact on their academic performance in work for assessment.
 - 2.10.3.2 No other outcome is considered feasible and adjustment of marks is a last resort
- 2.10.4 An adjustment of a mark can only occur at the end of the relevant teaching period.
- 2.11 Submitting Applications for Special Consideration:
- 2.11.1 Applications for special consideration must be submitted at the earliest possible date to the unit coordinator
 - 2.11.2 If the student is unable to submit an application the student must provide a valid reason for not submitting with supporting documentation as referred to in Section 2.12
 - 2.11.3 The application must be made within three working days after the assessment date
 - 2.11.4 If the applicant experiences a worsening of their situation on the basis of which they have already submitted their application, the applicant may submit a further application
 - 2.11.5 A student who submits a false application for special consideration to gain an unfair advantage in assessment is subject to appropriate disciplinary action.
- 2.12 Supporting Documentation:
- 2.12.1 An applicant for special consideration must provide appropriate documentary support for their application.
 - 2.12.2 The kind of documentary support that is appropriate in a particular case depends on the nature of the circumstances that form the basis of the application. It may include, but is not limited to:
 - a) A report from a medical practitioner or other health professional;
 - b) A written statement or report from a social worker or councillor
 - c) A statutory declaration
 - 2.12.3 Documentation provided by a medical practitioner or other health professional should include:
 - a) The date when their assistance was first sought by the applicant;
 - b) A professional assessment of the severity of the impact of the applicant's condition or circumstances on their preparation for, or performance in, work for assessment;

- c) The likely duration of the applicant’s circumstances or condition
- 2.12.4 Unit Coordinators who require additional information must seek it from the applicant directly, and not contact the report providers.
- 2.13 Assessing Applications for Special Consideration:
- 2.13.1 It is the responsibility of the Unit Coordinator to decide whether special consideration is granted under this policy and, if it is, which of the forms it will take.
- 2.13.2 Decisions made under this policy must be guided by common sense, compassion, cultural sensitivity and logic.
- 2.13.3 The Unit Coordinator must be aware that granting special consideration on grounds that are not of the significant kind contemplated by this procedure may represent an equity issue in relation to other students.
- 2.14 Outcome of Application:
- 2.14.1 If an assessor grants an application for special consideration they determine which of the forms (see section 2.9.1) will be granted.
- 2.14.2 A Unit Coordinator may determine a form(s) of special consideration other than the one(s) requested by the applicant but only those forms set out in section 2.9.1 are available.
- 2.14.3 The Unit Coordinator must notify applicants of the outcome of the application irrespective of the outcome as soon as possible and within ten working days of receipt of all documentation.

Version No.	Approved/ Rescinded	Date	Approval Authority	
4		20 July 2016	M HE	Review of reporting responsibility
4.1	Approved	19 Aug 2016	HE Standing Committee	Added assessment differentiation 2.3 Reconfigured numbering