

ASSESSMENT IN ACADEMIC PATHWAY PROGRAMS POLICY

SECTION 1 - PURPOSE AND CONTEXT

- (1) Within the Academic Pathway Programs, a criteria and standards-based approach to student assessment is used. Criteria and standards-based assessment requires that criteria be identified and performance standards be described so that students know the level of performance required for each assessment task.
- (2) In addition to the policy, procedures and guidelines, UWSCollege has developed a Teaching and Learning - Fundamental Code, which it expects staff and students to uphold.

SECTION 2 - DEFINITIONS

- (3) For the purpose of this policy:
 - a. “Academic Pathway Programs” - include Associate Degrees, Diplomas and Foundation Studies courses unless otherwise stated in the policy.
 - b. “Assessment Tasks” - include, but are not limited to: essays, tests, examinations, laboratory, clinical or field practicum, projects, compilations, productions, presentations, performances, web-based discussion.
 - c. “Cohort” - refers to all students correctly enrolled in a unit of study.
 - d. “Criteria” - are specific performance attributes or characteristics that the assessor takes into account when making a judgement about the student response to the different elements of the assessment task.
 - e. “Fair Assessment” - is assessment that is feasible for the students' level of progression through their program, has transparent processes (ie marked according to articulated criteria and standards) and provides timely and constructive feedback.
 - f. “Head of Program or Equivalent” - each discipline area may have a Head of Program, or a person coordinating the program area with another title. Students should be made aware of the relevant person for program at the beginning of their studies.
 - g. “Mixed Cohort Unit” - involves students being taught together, such as a Diploma cohort and a Foundation Studies cohort.

- h. "Moderation" - means regulating the marking of individual markers to achieve consistency in the application of unit objectives, performance standards and marking criteria (Dunn, L, Morgan, C, et al., The Student Assessment Handbook: New Directions in Traditional and OnLine Assessment (2004) RoutledgeFalmer, London, 259.).
- i. "Standards" - are statements describing the level or quality of student performance of criteria, in an assessment task.
- j. "Valid Assessment" - refers to the explicit and clear alignment between intended learning outcomes and the assessment methods used to measure student achievement of those outcomes.

SECTION 3 - POLICY STATEMENT

- (4) Within the Academic Pathway Programs, assessment is based on established criteria and standards, not ranking, and will:
 - a. guide and encourage effective student learning. Assessment tasks will align with learning outcomes which reflect unit objectives and relevant graduate attributes;
 - b. fairly, validly and reliably measure student performance of intended learning outcomes; and
 - c. define and maintain academic standards.
- (5) The number and nature of assessment tasks will be consistent with the unit documentation approved through the Courses and Units Approvals process. Variations will only be permitted to the extent that they are permitted by the Courses and Units Approvals process.
- (6) Where a unit contains a mixed cohort of students, different assessment tasks may be used for the separate groups but they must still align with the unit outcomes.
- (7) All units within the Academic Pathway Programs (Diploma and Associate Degree units as prescribed by UWS) will have:
 - a. learning outcomes that have been informed by the UWS graduate attributes in the context of the overall program and the discipline area;
 - b. assessable tasks developed to measure student achievement of unit learning outcomes;
 - c. standards developed by applying professional judgements about expected levels of student performance on assessment criteria. Standards for Diploma and Associate Degree units will be benchmarked against acceptable levels of performance within the university, discipline and/or profession and Foundation units will be benchmarked against acceptable levels of performance at year 12 level or equivalent; and
 - d. clear criteria and standards of performance developed for each assessment task, based on criteria published in the unit outline, provided to students at the start of the unit. These criteria and standards will be described so that students are informed about the level of performance required for each assessment task.
- (8) Assessment in UWS College Academic Pathway Programs courses Moderation and Quality Assurance.

- a. the assessment system for each unit including gradings will be monitored by someone other than the course teacher to ensure it reflects formal assessment levels. The monitor will normally be the relevant discipline coordinator or coordinator of program;
 - b. where a unit involves more than one class the assessed coursework tasks and the assessment criteria applied must be consistent across all classes;
 - c. course work results given by course teachers in each unit must undergo a moderation process each term, involving all teachers in the unit and an independent review and validation of the results. The independent review and validation should be carried out by the relevant discipline coordinator or program coordinator.
 - d. moderation of assessment tasks and final examinations will occur:
 - i. before marking to ensure markers have a shared understanding of standards
 - ii. after marking to ensure markers have applied standards consistently. This may involve check marking at random and/or reviewing borderline results
 - e. moderation meetings including lists of attendees must be documented.
 - f. exam papers must be approved by more than one person with relevant experience. This should be the discipline coordinator and coordinator/head of program. A record of approvals must be kept for each exam period and the exam approval template used. Where Associate Degree and Diploma units have equivalents at UWS approval will also be required from the UWS Unit Coordinator.
 - g. marked examination papers must be subject to an independent review and validation process. Such a review is to be conducted by the coordinator or head of program. The results of the review must be documented. Where Associate Degree and Diploma units have equivalents at UWS a review will be conducted by the UWS Unit Coordinator.
 - h. exam results in each unit must undergo a moderation process each teaching session involving all teachers engaged in exam marking and an independent review and validation of the results by the coordinator and/or head of program.
 - i. the pattern of results including the percentage of students recording each grade in each unit will be recorded and be subject to analysis over time.
 - j. changes made to the results given by teachers must be documented and recorded accurately. A nil return should also be used.
 - k. no changes are to be made to results after students have been given either assessment marks or final grades unless such changes are the result of a review of grade/change of grade.
- (9) Mathematical scaling of marks for an assessment task is not permitted after students have received marks for that assessment task but in exceptional circumstances the final marks for a unit may be adjusted for the whole cohort.

Part A - Responsibility for Assessment

Senior Academic Staff

- (10) It is the responsibility of all senior academic staff who oversee units and programs, to ensure in their area of responsibility that:
- a. assessment methods and practices of all teaching staff, including part-time and sessional staff, comply with this policy;
 - b. correct and timely processes are followed by UWSCollege;
 - c. where units are taught across more than one campus/mode the assessment tasks and marking are to be equivalent;
 - d. quality processes are implemented to:
 - i. ensure timely and constructive feedback on assessment tasks; and
 - ii. promote consistency in marking standards across units and academic programs
 - e. assessment tasks are aligned with learning outcomes and provide students with a variety of tasks that assess their knowledge and skills; and
 - f. assessment tasks are staged so that students are not over-loaded and have sufficient time to absorb and make use of assessment feedback in subsequent assessment tasks in the unit. Normally, one assessment task will be administered within the first half of the teaching session.

Teaching Staff

- (11) Teaching staff carry out their teaching responsibilities under the authority of their immediate supervisor. Teaching staff are responsible for:
- a. providing students with a units outline and learning guide;
 - b. ensuring assessment tasks are designed to measure students' achievement of relevant learning outcomes; and
 - c. developing clear criteria and standards against which the level of student performance in the assessment task can be measured.
- (12) In developing assessment tasks, teaching staff are to:
- a. ensure assessment methods are valid for the relevant field of education; and
 - b. assess the performance of students' work fairly, objectively and consistently against the criteria and standards.
- (13) In providing feedback to students, teaching staff are to:
- a. ensure that feedback is timely and:
 - i. justifies the mark given against the stated assessment criteria and standards; and

- ii. identifies what could have been done to achieve a higher mark
- b. ensure adequate records of marks and any relevant comments on individual student assessment tasks are kept;
- c. maintain the principles of the UWS Privacy Policy in relation to students;
- d. ensure deadlines for the submission of examination papers to the Course/Unit Coordinator are met; and
- e. in instances of suspected student cheating, collusion and/or plagiarism, ensure actions taken are consistent with UWS Misconduct - Student Academic Misconduct Policy.

Students

(14) Students have a responsibility to:

- a. familiarise themselves with the UWSCollege policies on Assessment and Examinations;
- b. ensure they read and understand the assessment requirements and note the due dates and methods for submission of assignments provided in the learning guide, seeking clarification from their teacher or program coordinator if required;
- c. follow the teacher's guidelines and instructions for format and submission of assignments; and
- d. when enrolling in a unit after teaching has commenced, to obtain the relevant information on assessments in the unit from the teacher, coordinator or Head of Program.

(15) Students are required to:

- a. inform the teacher if they have difficulty accessing computer hardware and/or the required software when assignments are to be submitted electronically;
- b. keep a hard copy of their assessment material as well as the email that accompanied its submission, if submitted electronically; and
- c. notify relevant staff (e.g. teacher, Head of Program and/or Coordinator) as soon as possible prior to, or at the beginning of, the teaching session if they wish to have special requirements accommodated.

(16) In relation to assessment tasks, students must:

- a. undertake all assessment tasks ethically, including avoiding any action or behaviour which would unfairly advantage or disadvantage any student, in accordance with the UWSCollege Academic Pathway Programs Academic Misconduct Policy;
- b. submit, on time, their own individual work;
- c. collect all marked assessment tasks in sufficient time to learn from the feedback provided; and
- d. ensure they understand the requirements, including timetables, for examinations and other assessment tasks.

Part B - Number and Weighting of Assessments

- (17) Assessments that carry a weighting towards the final mark for the unit will be advised in the unit outline and will be consistent with the documentation approved through the UWS Courses and Unit Approvals process.
- (18) Determining the amount of assessment given should rely on a balance between effective measurement and effective learning; assignments should be comprehensive enough to measure achievement, but not so excessive as to detract from learning.
- (19) Normally there will be more than one assessment task from which the final mark and grade for a unit is derived. A specific weighting for each item of assessment must be nominated (e.g. 25%). The weighting will not be expressed as a range (e.g. between 20 and 35%). Normally a unit will not have more than one formal examination during the official examination period, unless approved by Academic Senate through the Courses and Units Approval process.
- (20) The maximum weighting for any one item of assessment will be 65% unless otherwise approved by Academic Senate through the Courses and Units Approval process.
- (21) Group work will carry a maximum weighting of 30% unless otherwise approved by Academic Senate through the Courses and Units Approvals process.
- (22) UWSCollege reserves the right to require a student to pass a particular assessment task or tasks in order to pass a unit (even if the total mark achieved is more than 50%). Where this is the case, it will be clearly stated in the documentation approved by Academic Senate through the Courses and Units Approvals process for the unit and on the information provided to the student in the unit outline.

Part C - Final Grades

- (23) Students will be advised in the learning guide how all final marks and grades are to be determined.

Diplomas and Associate Degrees

- (24) Normally a student will receive a final mark and grade in relation to how well they have performed against the assessment criteria and standards (refer Table 1). In some units a student's work may be assessed in relation to how well they have performed against the assessment criteria and standards without a percentage mark being awarded (refer Table 2).
- (25) For all grades in Table 1, a final mark in a unit will be determined on the scale of 0 to 100%.
- (26) There are some units, including some professional competency units, where individual assessment tasks may receive marks but the final grade will not receive a mark, for example, where components require achievement at a very high level to be deemed "satisfactory". The standards required for the achievement of a "satisfactory" final grade for these units will be included in the learning guide.

- (27) Performance standards will be allocated in the learning guides provided to students. UWSCollege uses the following final grades for both Diploma and Associate Degree courses:

Table 1 - Final Grades for units receiving a mark

Grade	Notation	Percentage or Descriptor
High Distinction	H	85-100
Distinction	D	75-84
Credit	C	65-74
Pass	P	50-64
Fail	F	0-49
Compulsory Fail	CF	A student has failed a compulsory component of a unit. If a student receives a CF grade; they have failed the unit irrespective of the percentage mark achieved.

Table 2 - Final Grades for units not receiving a mark

Grade	Notation	Descriptor
Satisfactory	S	Student has met standards at an appropriate level within a specific time.
Unsatisfactory	U	Student has not met defined standards at an appropriate level within a specified time. Only used for ungraded assessments.
Practicum Fail	PF	Student has failed to satisfy standards for practicum assessment and will not progress further in the unit (and course if the unit is compulsory). A PF grade must be approved by the Program Coordinator and submitted with supporting documentation.
Withdrawn (without academic penalty)	W	Student provides evidence of serious illness or misadventure experienced after the relevant census date.
Absent - Fail	AF	Student has not officially withdrawn from the unit and has failed to complete one or more of the compulsory assessment requirements for the unit.
Continuing	Y	Unit continues over more than one teaching session (including non standard teaching sessions) and final assessment has not been made.

Temporary Grades

- (28) All temporary grades should be finalised before the main census date following the initial application of the grade. Where a result is not finalised within the timeframe, an AF grade (absent fail) will be recorded. In certain circumstances an I grade or N grade may continue

past the relevant census date when approved by the relevant Manager. The outstanding result will be finalised by the end of the next teaching session.

Table 3 - Administrative Grades

Grade	Notation	Descriptors
Fail - discontinued	E	A student has withdrawn from the unit after the relevant census date without authorisation
Incomplete	I	Assessment tasks incomplete due to illness or misadventure
Deferred Exam	J	Due to illness or misadventure, with formal approval granted for the student to sit an alternative to the formal scheduled exam
Result Pending	N	Grade still to be finalised
Re-assessable Fail	R	Re-assessable fail (with the provision for further assignment or other work), which must be converted to Pass or Fail
Academic credit - Specified	K	Academic credit for specified core or elective units
Academic credit - unspecified	L	Academic credit for non specified core or elective units
Aggregate Pass	Z	Awarded on compassionate grounds because of inability to complete unit

Supplementary Assessment in the Final Unit of an Associate Degree

- (29) Students who have received a fail grade in a final unit of their Associate Degree may apply to the relevant Manager or nominee to undertake a supplementary assessment task for that unit, if the student has passed all other units within the program.
- (30) The final unit is a unit taken in the teaching session when the student would have been able to complete their course but for failure in that unit.
- (31) Granting of a supplementary assessment task is not automatic. The student must have completed all assessment tasks for the final unit and failed only one assessment task. Application must be made in writing to the relevant Manager or nominee within five (5) working days of the official notification of results.
- (32) The supplementary assessment task will take the form, as closely as possible, of the assessment task that was failed. The supplementary assessment task must be approved by the Head of Program and/or Coordinator or nominee. Upon successful completion of a supplementary assessment task, the final grade awarded for the unit can be no higher than a Pass. Where the supplementary assessment task is poorer, the original mark will stand. The grade for the supplementary assessment must be finalised in accordance with the timeline developed annually by the Academic Program in conjunction with the UWS Graduation and Assessment Unit.
- (33) There can only be one supplementary assessment.

Foundation Studies Grades

(34) The following table provides the grading schema for Foundation Studies units:

Table 4 - Foundation Studies Grades and Grade Points

Grade	Full Grade Name	Percentage	Grade Points	Pass/Fail	Included in GPA Calculation Y/N
A	Excellent Pass	85 – 100	10	P	Y
B	Very Good Pass	70 – 84	8	P	Y
CPlus	Good Pass	60 – 69	7	P	Y
C	Satisfactory Pass	50 – 59	6	P	Y
D	Moderate Pass	40 – 49	4	P	Y
E	Marginal Achievement	30 – 39	2	F	Y
F	Fail	0 – 29	0	F	Y
W	Withdrawn (W/O Academic Penalty)			WITHDRAWN	N
AF	Absent Fail		0	F	Y
Y	Continuing			INCOMP	N
FD	Fail Discontinue		0	F	Y
I	Incomplete			INCOMP	N
Z	Aegrotat Pass			P	Y
R	Re-assessable Fail			INCOMP	N
J	Deferred Exam			INCOMP	N
X	REMOVED			WITHDRAWN	N
N	RESULT PENDING			INCOMP	N

SECTION 4 - PROCEDURES

Support to Teaching Staff in Developing Assessment Tasks

(35) To assist them develop criteria and standards-based assessment tasks, teaching staff may wish to refer to the UWS Assessment Guide.

Notification to Students of Assessment Tasks, Due Dates and Feedback

- (36) Any variation in the assessment task/s after assessment information has been provided to students in the learning guide and that affects all students within a unit, will only be made in exceptional circumstances. The relevant Manager is to approve such changes, and all students are to be formally notified in accordance with normal UWSCollege communication protocols.
- (37) Students will be informed of their numerical mark for every component of assessment in the unit unless the component is assessed as satisfactory/unsatisfactory.
- (38) The results of the final examination in a unit will be available from the Coordinator/Head of Program responsible for the unit after the official grades and marks have been provided to students by the University's Academic Registrar's Office.

Submission and Collection of Assessment Materials

- (39) All assessments must be accompanied by a completed assignment cover sheet, which includes a student declaration confirming that the task has been undertaken ethically and that the work does not include plagiarism.
- (40) Students should collect their marked assessment task/s with sufficient time to understand why the mark/grade has been awarded and to learn from the feedback provided by the marker.
- (41) Unclaimed student work for assessment will be retained for a period of one month after the end of the relevant teaching session. Examination papers and final major assessments are kept for a period of 12 calendar months following the end of the relevant teaching session.

Late Submission of Assessments

- (42) Except where an extension has been approved for the submission of an assessment task by the relevant Manager or in line with the Academic Pathway Programs Special Consideration Policy, the following penalties will apply to the late submission of an assessment task:
 - a. a student who submits an assessment task after the due date for submission will be penalised by 10% per calendar day up to 10 days, ie marks equal to 10% of the mark given to the student for the assignment will be deducted as a 'flat rate' from the mark awarded for each calendar day the assignment is late up to 10 calendar days. Saturday and Sunday each count as one calendar day. For instance, if a student achieves a mark of 8/10 and submits the task two days late, the penalty would be $8 \times 20\% = 1.6$, so the mark for the task would be 6.4/10; and
 - b. the assessment will not be accepted after the marked assessment task has been returned to students who submitted the assessment task by the due date.

Part D - Circumstances for Consideration of the Re-marking of an Assessment Task

- (43) Students will be provided with criteria and standards for each assessment task prior to the task being undertaken. Upon receipt of their marked assessment task, it should be clear to

the student, based on their performance against the assessment criteria and standards, why they achieved the mark/grade given, and how they could have achieved a better mark/grade.

- (44) A unit may incorporate routine resubmission of work as part of the assessment process to enable students the opportunity to improve their performance against the criteria and standards.
- (45) If a student does not receive a passing mark for an assessment task and wishes to discuss their result with the unit coordinator, the student should review the quality of their responses against the assessment criteria and standards prior to arranging a meeting with the unit coordinator. Normally, a meeting with the unit coordinator should take place no later than one week after the marked assessment task is available for collection by the student.
- (46) If, at the end of the meeting with the student, the unit coordinator agrees that one or more of the student's responses to the assessment criteria and standards require re-marking, the reasons for the re-mark will be documented. The re-marking of an assessment task should be undertaken by the unit coordinator or similar level academic. Where a re-mark is undertaken all comments from the previous marker should be removed or, where possible, a copy of the submitted assessment task will be provided. Where the assessment task has been a live performance or the assessment of practical or clinical skills, the matter should be referred to the Head of Program and/or Coordinator for approval.
- (47) If, at the end of the consultation, the unit coordinator does not agree that a re-mark is justified the student will be advised that the assessment task will not be re-marked. The student is to be made aware of the provisions for a review of grade at the end of the teaching session in the Academic Pathway Programs Review of Grade Policy.
- (48) The outcome of the discussion with the student will be recorded.

Part E - Matters Affecting Assessment

Special Consideration

- (49) UWSCollege recognises that there will be circumstances beyond a student's control that may impact adversely on their performance. Under such circumstances, a student may make application for Special Consideration for the assessment task/s so affected. Definitions of misadventure and extenuating circumstances relevant to special consideration are provided in the UWSCollege Academic Pathway Programs Special Consideration Policy.

Part F - Official Results

- (50) Official results will be released at the direction of the University's Academic Registrar's Office after being officially endorsed by the UWSCollege Academic Pathway Programs Assessment Committee.

Notification of a Final Grade and Provision of Marks to a Student

- (51) Students will only be advised online of final grades for a unit and subsequent changes of final grades for a unit. Students will not be provided with final grades for a unit by any other means. A final grade is awarded in relation to the total number of marks given for assessment tasks in a particular unit.
- (52) For grades in Table 1 and 4, marks will be recorded on the student management system and may be viewed by accessing the results notice online and on official transcripts. Marks will be provided to the University's Academic Registrar's Office by the UWSCollege Academic Pathway Programs Assessment Coordinator and will be entered on the student management system.

Circumstances when all Grades in a Unit may be Reviewed

- (53) Final grades in a unit are endorsed by the relevant Manager or nominee and forwarded to the UWSCollege Academic Pathway Programs Assessment Committee for approval.
- (54) The Manager or Coordinator may be asked to justify final grades allocated to a cohort.
- (55) If a significant number of students in a cohort receive extremely high or extremely low grades, or if there are significant inconsistencies between groups undertaking the unit in different locations or by different modes, the relevant UWSCollege Academic Committee, on the basis of evidence, may adjust the final marks.

Review of a Final Grade in a Unit

- (56) To seek a review of a final grade in a unit, students must follow the Academic Pathway Programs Review of Grade Policy.

Part G – Academic Transcripts – now called Australian Higher Education Graduation Statement (AHEGS)

- (57) An AHEGS will be provided to Diploma and Associate Degree students.
- (58) An AHEGS may also be requested on payment of a fee. If the student is identified as eligible and approved to graduate, this will be noted on the transcript.

SECTION 4 - GUIDELINES AND REFERENCES

Related Legislation/Policies/Procedures

- a. UWS Privacy Policy
- b. UWSC Academic Pathway Programs Academic Misconduct Policy
- c. UWSC Academic Pathway Programs Special Consideration Policy
- d. UWSC Academic Pathway Programs Review of Grade Policy
- e. UWS Special Consideration Policy

ASSESSMENT IN ACADEMIC PATHWAY PROGRAMS POLICY STATUS AND DETAILS

Status:	Current		
Version:	3		
Effective Date:	13 November 2012		
Review Date:	13 November 2015		
Approval Authority Policy:	UWSCollege Academic Committee		
Endorsed by:	UWSC Academic Management Committee		
Approval Date:	13 November 2012		
Expired Date:	N/A		
Unit Responsible:	Academic Pathway Programs		
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Available On:	Intranet only	<input type="checkbox"/>	Intranet / Internet <input checked="" type="checkbox"/>

Summary of Changes from Previous Version

Reference to Associate Degree Programs

Replace “subject” with “unit”, replace “session” and “semester” with “teaching session” replace “Manager of Program” with “Manager”

Amend Section 3 and 4, deleting clauses

Re-number clauses

Part A - Responsibility for Assessment - position titles amended to Senior Academic Staff

Amendment of position titles as per the new now old UWSCollege structure

Addition of 9 - specific information on Foundation Studies Assessment

Change to Supplementary Assessment in the Final Unit of a Course (now relates to Associate Degree only)

Change to Late Submission of Assessments