

## STUDENT RESULT PROCEDURES: ASSESSMENT & MONITORING

<b>Approved</b>	Academic Board
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<b>Responsible Officer</b>	Academic Director
<b>Author / Role</b>	P Bolt (Academic Director), N Holm
<b>Related Documents (explicitly cross-referenced)</b>	Coursework Com TORs SCD Appeals Regulations Students at Risk Policy
<b>Higher Education Standards (2015)</b>	
<b>National Code (2018) (if directly relevant)</b>	

### Assessment of Student Performance

- 1) Assessment of student performance in any unit is continuous or progressive and is determined at the end of the semester in which the unit is completed.
- 2) Assessment is based on the following principles:
  - a) The educational model used is that of adult learning. Each class is a community of adult learners, lecturer and students together.
  - b) The desired end is not simply to impart information to students but for them to develop into self-directed, self-motivated learners.
  - c) Their own experience and learning is an essential ingredient in the learning process.
- 3) For the assessment of each course unit:
  - a) there will normally be no fewer than two pieces of evidence, of which at least one will normally be written;
  - b) if a course unit is assessed on only one piece of evidence, a reasoned justification should be given;
  - c) the assessor will be an approved lecturer of that unit in each Teaching Site.

### Demand Hours

Demand Hours are the time to which each student is notionally committed. In the case of full-time students this is 42-45 hours per week. Over a semester a 9 credit point unit is allocated 162 demand hours. A typical breakdown could include 45 hours face to face in the classroom, 50 hours devoted to assessment tasks, and 67 hours set aside for non-assessable tasks.

Demand hours for assessment tasks in the undergraduate program are notionally allocated on the basis of

- 12 demand hours per 1000 words
- 12 demand hours per 15 mins of oral exam/class presentation

Demand hours in 400 and 500 level graduate programs are notionally allocated on the basis of

- 10 demand hours per 1000 words
- 10 demand hours per 15 mins oral exam/class presentation

Demand hours in 600 and 700 level graduate programs are notionally allocated on the basis of

- 8 demand hours per 1000 words
- 8 demand hours per 15 mins oral exam/class presentation

Assessment tasks are generally allocated around 25% of the demand hours of a particular unit.

### Weighting of Assessment Tasks

The overall length of assessment tasks are as follows for a 9 credit point unit:

- undergraduate programs (AQF Levels 5, 6, 7): 4,000 words or equivalent
- postgraduate programs (AQF Levels 8, 9): 5,000 words or equivalent

Assessment tasks are weighted in light of the following tables. Assessment tasks, eg. portfolios, that fall outside the items included in the grid require approval from the relevant Discipline Coordinator.

**AQF Level 5: 9-credit point course units**

%	Assignment	Examination	Oral exam	Evidence of student tutorial participation
60%	1800 words	1.25 hours	25 minutes	Tutorial Presentation: 18 minutes delivery and one page write-up
50%	1500 words	1 hour	20 minutes	Tutorial Presentation: 15 minutes delivery and one page write-up
40%	1200 words	45 minutes	15 minutes	Tutorial Presentation: 12 minutes delivery and one page write-up
30%	Critical review 900 words	30 minutes	10 minutes	Tutorial Presentation: 9 minutes delivery and one page write-up
20%	Critical review or summary 600 words	15 minutes	5 minutes	Tutorial <b>Participation</b> : Written tutorial participation Paper/synopsis/journal 600 words
10%	Summary 300 words	10 minute quiz	5 minutes	Tutorial <b>Participation</b> : Written tutorial participation Paper/synopsis/journal 400 words

**AQF Level 6 and 7: 9-credit point course units**

%	Assignment	Examination	Oral exam	Evidence of student tutorial participation
60%	2400 words	1.5 hours	30 minutes	Tutorial Presentation: 24 minutes delivery and one page write-up
50%	2000 words	1.25 hours	25 minutes	Tutorial Presentation: 20 minutes delivery and one page write-up
40%	1600 words	1 hour	20 minutes	Tutorial Presentation: 16 minutes delivery and one page write-up
30%	Critical review 1200 words	45 minutes	15 minutes	Tutorial Presentation: 12 minutes delivery and one page write-up
20%	Critical review or summary 800 words	30 minutes	10 minutes	Tutorial <b>Participation</b> : Written tutorial participation paper/synopsis/journal 800 words
10%	Summary 400 words	15 minutes quiz		Tutorial <b>Participation</b> : Written tutorial participation paper/ synopsis/ journal 400 words

## AQF Level 8 and 9: 9 credit point course units

%	Assignment	Examination	Oral exam	Evidence of student tutorial participation
60%	3000 words	about 150 minutes	30 minutes	Tutorial Presentation: 30 minutes delivery and one page write-up
50%	2500 words	about 130 minutes	25 minutes	Tutorial Presentation: 25 minutes delivery and one page write-up
40%	2000 words	about 110 minutes	20 minutes	Tutorial Presentation: 20 minutes delivery and one page write-up
30%	1500 words	about 80 minutes	15 minutes	Tutorial Presentation: 15 minutes delivery and one page write-up
20%	1000 words	about 55 minutes	10 minutes	Tutorial <b>Participation</b> : Written tutorial participation paper/synopsis/journal 1,000 words
10%	500 words	about 25 minutes quiz		Tutorial <b>Participation</b> : Written tutorial participation paper/ synopsis/ journal 500 words

### Failure

1. In every course unit, a second assessor will read all failed papers and/or all written work which has contributed to the result. A student will not be failed unless two assessors agree that his/her work has not reached pass level.
2. The Teaching Site will notify the College of the name of the second assessor, who will be a person recognised as competent in the subject.
3. A failed student
  - a. will have the right to appeal to the Teaching Site's Academic Board if he/she claims that an injustice has been done.
  - b. may present a case for a further hearing to the SCD Academic Board, through the Dean.
  - c. may not re-enrol in a unit that he/she has failed twice.

### Procedures for Monitoring Student Assessment and Results

These procedures are to be read in conjunction with the Coursework Committee Terms of Reference.

The SCD Calendar provides a guide to the timeline for monitoring results at each Teaching Site and then at the SCD Coursework Committee.

- 1) At the Teaching Site level
 

lecturers record their assessment results on the appropriate form

  - a) each lecturer signs the form;
  - b) the Registry Authority of the Teaching Site, or its delegate, checks the results and signs each form;
  - c) the appropriate committee of the Teaching Site
    - i) normally meets at the end of a semester
    - ii) reviews the overall performance of students
    - iii) carries out internal moderation where necessary
    - iv) recommends the final grades for all course units to the Coursework Committee.
- 2) The Convenor of Monitoring Assessment Results
  - a) contacts each Teaching Site to arrange for a meeting to monitor the semester results,

- b) liaises with members of the Coursework Committee to ensure that the Committee is represented at the monitoring meeting.
- 3) The Monitoring Meeting at each Teaching Site
- a) Membership
    - i) Coursework Committee representative
    - ii) The Registry Authority of the Teaching Site
    - iii) At least one other representative of the Teaching Site.
  - b) Role of Coursework Committee Representative
    - i) enable an external overview of the Teaching Site's academic results
    - ii) advise the Teaching Site of any concerns that may arise at the Coursework Committee. However, the representative may not request alteration of results at the Monitoring Meeting.
    - iii) provide the Coursework Committee with an objective evaluation of the results based on the advice given by the Teaching Body
    - iv) identify any concerns in the report to the Coursework Committee
    - v) brief the Coursework Committee on any matters or questions that may arise.
- 4) Monitoring Meeting Procedure
- a) The Teaching Sites will provide signed copies of
    - i) a covering sheet listing all the course units offered for approval (including late and amended results)
    - ii) a table showing the total distribution of grades for course units by sub disciplines only, not by students
    - iii) a compilation of all results sheets for course units conducted within the semester that is being monitored, including student names and SCD student numbers, listed with
      - (1) scores of each assessment task (no fractional marks)
      - (2) final scores
      - (3) final grade recommended
      - (4) confirmation of accreditation of the course unit
      - (5) lecturer's name
      - (6) confirmation of accreditation of the lecturer
    - iv) Exceptional Grade pro-forma attached where necessary
- 5) The Coursework Committee representative will
- a) sign each copy provided by the Teaching Site;
  - b) submit all results to the Academic Director who prepares a summary report for the Coursework Committee.
- 6) Coursework Committee Assessment Results Meeting
- a) normally occurs mid-year and at the end of the academic year, with the possibility of a further meeting prior to graduation for graduating students;
  - b) considers
    - i) the results lodged by Teaching Sites
    - ii) the summary report of the Academic Director;
    - iii) submits those results it considers acceptable to Academic Board for final approval. The report to Academic Board shall include a summary of grades and the Monitor's Report according to the Pro Forma signed by the Coursework Committee representative to each Monitoring Meeting; but amended for submission by Chair of Coursework Committee
  - c) requests action or alteration by the Teaching Site when explanations about Teaching Site results are not considered satisfactory;
  - d) withholds approval until the Teaching Site has given satisfactory explanations;
  - e) requests, when necessary, that assessable work be given to a second examiner, external to the Teaching Site and nominated by the Committee.
  - f) Late Results
    - i) Late results are those that have not been tabled at the Coursework Committee Assessment Results Meeting;
    - ii) Late results are

- (1) presented to the next Coursework Assessment Results Committee meeting by the Teaching Site;
  - (2) accompanied by the reason for lateness
- iii) At the request of the Teaching Site, late results that are required
- (1) as a pre-requisite for an ensuing course unit, or
  - (2) for the purpose of graduation, may be submitted separately to the Coursework Committee through the Academic Director.

7) Amended Results

- a) Amended results are results that have been resubmitted by the Teaching Site in response to advice from Academic Board or Coursework Committee or at the initiative of the Teaching Site.
- b) Amended results are presented separately to the Coursework Committee Assessment Results Meeting on the appropriate form.
  - (1) Amended results should indicate briefly the reason for amendment.

**Status of Results**

Once Teaching Site results have been presented to the Coursework Committee they are regarded as final results, pending Academic Board approval.

The final version approved by Academic Board will be certified and filed

**Concurrent Studies at another Teaching Site**

Where a student has undertaken course units in more than one Teaching Site

- a) the results shall be monitored in the Teaching Site where the course unit was undertaken and submitted with the results of that Teaching Site;
- b) a copy of the results should then be sent to the student's main Teaching Site, whose responsibility it is to notify the student of results.

**Appeals**

- (1) The Coursework Committee is part of a total system which provides the machinery for an Appeals System for undergraduate students, outlined in the SCD Appeals Regulations.
- (2) Where an appeal is referred to the Coursework Committee by the Academic Board the Committee shall:
  - (a) establish an Appeals Sub-Committee from among its membership;
  - (b) authorise the Appeals Sub-Committee to evaluate the evidence placed before it and make a decision on the appeal;
  - (c) report the recommendation of the Appeals Sub-Committee to the Academic Board for final determination;
  - (d) shall deal with each case as it arises.
- (3) It is expected that the Coursework Committee will display a flexibility of procedure in the Appeals Sub-Committee, as is appropriate to each case.