Assessment Policy and Procedures

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Government Legislation Standards for Registered Training Organisations (RTOs) 2015
Responsible Officer CEO

1. Purpose
This policy establishes the Institute’s framework for quality assurance in assessment, responsibilities and obligations for assessment, quality assurance, and procedures for the effective conduct of assessment practices.

2. Scope
The scope of this policy includes assessment conducted in each of IKON Institute’s teaching locations. This policy addresses matters related to:

- Management of the Assessment System
- The Responsibilities and Obligations of Assessment
- Quality Assurance: Adjustment, Moderation, and Validation
- Procedures: Recording, Extensions, Overdue Assessments, Re-submissions
- Assessment Grading Criteria.

3. Principles
- The IKON Institute of Australia develops and implements assessment strategies to facilitate student learning and to assess achievement against learning outcomes or competency aims.
- Assessment supports student-centred approaches to learning and the achievement of graduate attributes.
- Assessment practices include the provision of constructive and timely feedback to students to provide students with a measure of their progress against stated learning outcomes and assist in their preparation for future assessment.
- Assessment tasks are equitable for all persons regardless of delivery or location, taking account of disability and cultural and linguistic needs.
- IKON Institute will validate its assessment strategies by reviewing and evaluating assessment processes, and will document any action taken to improve the quality and consistency of assessment.
• A variety of assessment methods must be employed in any particular subject, with no assessment method comprising more than 50% of the total assessment.

4. Management of the Assessment System
4.1 The Academic Board oversees the management, review and monitoring of assessment to ensure that fair, effective, consistent and appropriate assessment practices are in place.
4.2 The Academic Board reviews the assessment plan proposed for each Course of Study and Unit of Study to ensure the weighting and timings of assessments are fair, equitable and consistent with the aims, objectives and content of the Course of Study and/or Unit of Study and also with the specifications outlined in the accredited course or National Training Package.

5. Responsibilities of staff and students
5.1 The Head of Faculty is responsible for:
• conducting assessment validations and moderations including ensuring consistent standards across delivery sites.
• ensuring that all students, trainers and assessors are aware of their obligations during a study period.
• providing advice on the requirements of assessment to lecturers/trainers.
• monitoring the efficacy of assessment tasks set for particular units and courses.
• ensuring that assessors are appropriately qualified and can demonstrate current industry skills
• ensuring lecturers/trainers give students appropriate details such as: types of assessment, instructions, length (words/duration), weighting, and submission timeframes in Subject Booklets at the commencement of the unit.
• approving reasonable adjustments to assessment to ensure equity for disadvantaged students.
• ensuring that lecturers/trainers and assessors continue to develop their knowledge and skills and industry knowledge and this is reflected in IKON Institute’s Professional Development log.

5.2 Subject lecturers/trainers and assessors are responsible for:
• developing, reviewing and revising subject assessment plans annually
• ensuring that the assessment plan for a subject aligns with the Principles set out above, including that assessment plans provide for early formative feedback to students
• providing students with detailed information about assessments, their deadlines, word limits, the weighting of the assessment work towards the final grade and the penalties to be applied if the deadlines are not met in a Subject Booklet at the commencement of the unit
• giving students constructive and timely feedback on assignments according to the submission timeframe and returning an assessed assignment to a student within 3 weeks of submission
• reporting on student progress and assessment outcomes in an honest, clear and objective manner based only on relevant data within the time frame prescribed by the Institute.

5.3 Students are responsible for:
• being aware of all requirements to pass or achieve competency in a unit of study
• being aware of how to seek assistance and advice, in particular in relation to problems in meeting assessment timeframes, withdrawal from a course and/or unit of study and special consideration due to illness or other circumstance
• practicing academic integrity and avoiding plagiarism, cheating or collusion
• submitting each assignment with an Assignment Cover Sheet and comply with the writing and referencing any conventions advised by IKON in the Student Orientation Handbook.
• accepting fair, helpful and timely feedback on assessment tasks including evaluation of performance and progress in a unit of study.
• being aware of the Academic Integrity Policy and Procedure and the Student Grievance Policy which includes the procedure for appealing academic decisions.

6. Examinations
6.1 Attendance at tests and examinations is compulsory. Failure to sit for these at the set time and date without written permission from the Subject Lecturer will result in 0% being recorded for this assessment.
6.2 In the event of illness, a student must contact the Education Support Officer prior to the commencement of the examination and is required to submit, within 24 hours of the completion of the examination, a medical certificate or documentation supporting such illness.
6.3 Students who are ill on the day of the examination and are able to provide medical evidence to support that they may defer the examination or elect to attempt the examination, nonetheless. They must, however, so declare that to the Invigilator at the commencement of the examination. Subsequent appeals in relation to diminished capacity to the Academic Committee requesting a supplementary examination before finalising the result of that examination will only be considered if the diminished capacity was so declared.
6.4 Conduct of examinations
Having entered the examination room, a student shall not:
• Be in possession of any books, notes, diagrams or programmable calculators / dictionaries or any electronic devices or materials other than those which the subject lecturer has specified may be taken into that particular examination; or
• Directly or indirectly give assistance to any other student; or
• Directly or indirectly accept assistance from any other student; or
• Permit any other student to copy from or otherwise use his or her examination papers; or
• Use any examination papers of any other students; or
• By any other improper means whatever obtain or endeavour to obtain, directly or indirectly, assistance in his or her work, or give or endeavour to give directly or indirectly, assistance to any other student.

6.5 When a student is alleged to have committed a breach of any of the above provisions, a written report will be prepared and submitted to the Head of Faculty and such misconduct shall be dealt with under the Student Code of Conduct Policy.
6.6 No student shall be admitted to an examination after half an hour from the time of commencement of the examination.
6.7 No student shall be permitted to leave an examination room before the expiry of half an hour from the time the examination commences.
6.8 No student shall be re-admitted to an examination room after he or she has left it unless during the full period of the absence the candidate has been under approved supervision.
6.9 Students are required to obey any instructions given by an examination supervisor for the proper conduct of the examination.
• In the event of a fire alarm or other unexpected emergency requiring an evacuation of the building during the conduct of an examination or assessment, the examination shall be immediately suspended and the examination room locked. All papers and personal effects are to remain in the room.
• The supervisor of the examination or assessment will make the decision about whether or not to resume the examination or assessment following the “all clear” based on the particular circumstances.
• If the examination or assessment is cancelled, the examination will be declared invalid and a new time and date will be set for a replacement examination or assessment as soon as practical.

7. Quality Assurance: Responsibility, Adjustment, Moderation

Responsibility
7.1 The Academic Board is responsible to the Board of Governors for monitoring the quality and standards of assessment across IKON Institute, and across all its delivery sites.
7.2 The Heads of Faculty ensure that feedback and input on assessment processes from assessors, academic staff, students, and external advisers is collected, collated, analysed and acted upon.
7.3 Heads of Faculty are responsible for reporting results from assessment quality monitoring to the Academic Board at least annually.
7.4 IKON Institute uses internal and external monitoring and evaluation to inform the process of continual improvement of courses, delivery processes, and assessment strategies.
7.5 IKON Institute ensures that the provision of facilities and assessment materials meet the requirements of the accredited courses and units of study.

Adjustment
7.6 Assessment tasks may be subject to Reasonable Adjustment where a student has a specific disability or special need.
7.7 Adjustments are measures or actions taken in order to provide substantive equality for students with a disability or special need.
7.8 The obligation on IKON Institute to implement any adjustments is subject to provision by the student of appropriate of the need for adjustment, and timely and relevant advice of the student’s individual requirements.
7.9 In determining the reasonableness of an adjustment to assessment, the Head of Faculty will consider the vocational and professional outcomes of the course in order to ensure assessment decisions are appropriate.

Moderation
7.10 Assessment moderation is the review of assessment decision-making to ensure consistency in grading.
7.11 Lecturers/trainers and assessors will meet to discuss assessment processes and tasks to identify issues and to ensure consistency, the maintenance of appropriate academic standards and equivalency across IKON Institute.
7.12 Lecturer/trainers and assessors will report any issues in assessment processes and recommendations for ensuring consistency to Heads of Faculty.
7.13 Heads of Faculty will moderate assessment and examination results to ensure consistency across courses, units of study and IKON Institute’s delivery sites.

8. Procedures for implementation

Recording
8.1 Lecturers/trainers and assessors are required to make assessment decisions and formally record those decisions on an Assessment Marking Sheet (AMS) for each unit of study for submission to the Education Support Officer at the conclusion of each study period within the prescribed time period.
8.2 Heads of Faculty ensure consistency of student assessment marks through moderation processes

8.3 The Education Support Officer enters student assessment marks into the students’ assessment record.

**Extensions**

8.4 Students who require an extension of time to complete an assessment must seek approval from the lecturer/trainer who must indicate the extension date in writing on the coversheet.

8.5 Extension can only be granted due to compassionate or compelling circumstances that are generally beyond the control of the student and which have an impact upon the student’s course progress or wellbeing. These include but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
- major political upheaval or natural disaster requiring emergency travel which has impacted on the student’s studies; or
- traumatic experience such as involvement in, or witnessing a serious accident or witnessing or being the victim of a serious crime (these cases should be supported by police or medical reports).

**Overdue Assessments and loss of marks**

8.6 An assessment is ‘overdue’ when it is not submitted by the due date or by the agreed extension date. Should the student fail to submit an assessment by the agreed date, a Fail grade will be awarded, and this will be recorded on the Assessment Marking Sheet as an overdue assessment.

8.7 An overdue assessment submitted beyond the extension period of one week or a newly agreed extension period, automatically receives a grading of Fail, Incomplete or Not Yet Competent.

Students should note that they need to comply with the word limit requirements for assignments and projects. It is important that they always state the word count for the assignments and projects. 10% tolerance above or below the word limit will be given; meaning that if the word count for an assignment is more than 10% above or below the word limit, for every 1% that the word count exceeds the allowed tolerance, the student will lose 1% of the overall mark for that piece of work.

*Where an assignment is late and no extension has been granted by IKON, 5% of the allocated mark will be deducted for each day it is overdue.*

**Re-submission or Re-assessment**

8.8 Should a student fail to pass an assessment during a study period and obtain a grade of 45 to 49% for an assessment task, and then a student may re-submit the assessment.

8.9 Only one re-submission or re-assessment is permitted per assessment.

8.10 The student and trainer must negotiate a specific timeframe for the re-submission of the assessment task and note and sign the re-submission timeframe on the Assignment Cover Sheet.

8.11 A student may only be awarded a Pass for a successful re-submission or re-assessment result.

**Supplementary Assessment**

8.12 Should a student fail a unit of study and obtain a cumulative grade between 45 to 49% a student may be awarded a supplementary assessment.
8.13 This may only be awarded at the discretion of the Head of Faculty after reviewing the students’ entire academic results. A student may only be awarded a Pass for a successful supplementary result.

**Appealing an Assessment Result**

8.14 If a student is dissatisfied with the assessment result, the student must approach the Subject Lecturer in the first instance to discuss and/or request review of that assessment. In case of review, the student must present a case in writing arguing that the original marking was unfair or inconsistent with marking guidelines.

8.15 The request for a review must be made within 10 working days of the release of the Academic Result.

8.16 If the student remains dissatisfied with the outcome of the review the student can lodge an appeal in writing to the Head of Faculty within 20 working days after receiving the notification of the review outcome. Appeals will be conducted in accordance with the Student Grievance Policy.

9. **Assessment Grading Criteria**

**Vocational Education Courses**

Assessments for all Vocational Programs are assessments according to the rules outlined in each Training Package and accredited course unit of study. Each unit of study is allocated a result as follows:

<table>
<thead>
<tr>
<th>Competent</th>
<th>C</th>
<th>Competent is awarded to student who has achieved all of the learning outcomes specified for that unit/module to the specified standard.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Yet Competent</td>
<td>NYC</td>
<td>Not Yet Competent is awarded to student who failed to achieve all of the learning outcomes specified for that unit/module to the specified standard. If grading for units of study is utilised, then this must be provided on a separate resulting sheet, and not appear on the official transcript of the student</td>
</tr>
</tbody>
</table>

**Higher Education Courses**

Assessments for Higher Education courses – All Higher Education units of study assessed within each course are graded according to the following criteria and grading scales:

| High Distinction | HD | 85-100 | High Distinction is awarded for work of outstanding quality in achieving all learning outcomes together with outstanding integration and understanding of theory and application of skills. Evidence of in-depth research, reading, analysis, original and creative thought is demonstrated. A consistent academic referencing system is used and sources are appropriately acknowledged. |
| Distinction | D | 75-84 | Distinction is awarded for work of superior quality in achieving all learning outcomes and a superior integration and understanding of theory and application of skills. Evidence of in-depth research, reading, analysis and evaluation is demonstrated. A consistent academic referencing system is used and sources are appropriately acknowledged. |
| Credit | C | 65-74 | Credit is awarded for work showing a more than satisfactory... |
achievement of all learning outcomes and a more than adequate understanding of theory and application of skills. A consistent academic referencing system is used and sources are appropriately acknowledged.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Code</th>
<th>Minimum Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
<td>P</td>
<td>50-64</td>
<td>Pass is awarded for work showing a satisfactory achievement of all learning outcomes and an adequate understanding of theory and application of skills. A consistent academic referencing system is used and sources are appropriately acknowledged.</td>
</tr>
<tr>
<td>Ungraded Pass</td>
<td>UGP</td>
<td></td>
<td>Ungraded Pass is granted when a student can only pass or fail, for example when a student is a granted credit in a subject or module where students are considered, under the Recognition of Prior Learning process to have successfully completed the training, work experience and/or life experience for that subject or module, in group work where the contribution of individual students cannot be distinguished, compulsory field tours.</td>
</tr>
<tr>
<td>Fail</td>
<td>F</td>
<td>49 or less</td>
<td>The grade will be awarded if a student is unable to demonstrate satisfactory academic performance in the subject or has failed to complete required assessment points in accordance with the subject’s required assessment points.</td>
</tr>
<tr>
<td>Conceded Pass</td>
<td>CP</td>
<td>45-49</td>
<td>Conceded Passes are only awarded if the result is the final outstanding unit before a student is eligible to graduate. The student must show the potential to satisfy the achievement of course learning outcomes and an understanding of theory and skill application.</td>
</tr>
<tr>
<td>Incomplete</td>
<td>I</td>
<td></td>
<td>Incomplete refers to a variety of circumstances that are currently affecting the recording of marks against the specified assessment criteria in a unit of study/competency.</td>
</tr>
<tr>
<td>Withdrawn – Failed</td>
<td>WDF</td>
<td></td>
<td>WDF Withdrawn Failed refers to the withdrawal of the student from a unit/subject of study or an entire course after the census date.</td>
</tr>
<tr>
<td>Withdrawn – Not Failed</td>
<td>WDNF</td>
<td></td>
<td>WDNF Withdrawn Not Failed refers to the withdrawal of the student from a unit/subject of study or an entire course before the census date.</td>
</tr>
<tr>
<td>Subject Exemption</td>
<td>CE</td>
<td></td>
<td>Subject Exemption relates to the credit or exemption received by a student in a unit of study/competency through recognition of an individual's formal and informal prior learning.</td>
</tr>
</tbody>
</table>
10. Record keeping and confidentiality

10.1 Final marks and grades are not deemed official until after the formal review of assessments by the Head of Faculty

10.2 Records of assessment results are stored electronically and archived for a period of 30 years.

11. Publication

This policy is to be published for students in the relevant publications and on the IKON Institute of Australia website to ensure prospective students and IKON staff have up to date and accurate information.

Related Forms/Document:
Student Orientation Handbook

Related Policies:
AC004 Academic Integrity Policy
S002 Student Grievance Policy