

AC005 Assessment Policy and Procedure

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Responsible Officer	CEO

1. Purpose

This policy establishes the Ikon Institute of Australia'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 of Australia'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. Related Forms

Student Orientation Handbook

4. Related Policies

To be read in conjunction with the Glossary of Terms
AC004 Academic Integrity Policy
S002 Student Grievance Policy
S005 Student Code of Conduct and Misconduct Policy

5. Principles

- 5.1 The Ikon Institute of Australia develops and implements assessment strategies to facilitate student learning and to assess achievement against learning outcomes or competency aims.
- 5.2 Assessment supports student-centred approaches to learning and the achievement of graduate attributes.
- 5.3 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.
- 5.4 Assessment tasks are equitable for all persons regardless of delivery or location, taking account of disability and cultural and linguistic needs.
- 5.5 Ikon Institute of Australia will validate its assessment strategies by reviewing and evaluating assessment processes, and will document any action taken to improve quality and consistency of assessment.
- 5.6 A variety of assessment methods must be employed in any particular subject.

6. Management of the Assessment System

- 6.1 The Academic Board oversees the management, review and monitoring of assessment to ensure that fair, effective, consistent and appropriate assessment practices are in place.
- 6.2 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.

7. Responsibilities of Ikon Employees and Students.

- 7.1 The Head of Faculty is responsible for:
 - ensuring that all assessments are in accordance with the Principles of Assessment (i.e. the Principles of Assessment are: validity, fairness, reliability, flexibility, currency);
 - conducting assessment validations and moderations including ensuring consistent standards across delivery sites;
 - ensuring that all students and Academic Staff are aware of their obligations during a study period;
 - providing advice on the requirements of assessment to Academic Staff;
 - 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 Academic Staff give students appropriate details such as: types of assessment, instructions, length (words/duration), weighting, and submission timeframes in subject materials at the commencement of the unit;
 - approving reasonable adjustments to assessment to ensure equity for disadvantaged students;

- ensuring that Academic Staff continue to develop their knowledge and skills and industry knowledge and this is reflected in Ikon Institute of Australia's Professional Development log.

7.2 Subject Academic Staff 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, at the commencement of the unit;
- giving students constructive and timely feedback on the assignments according to the submission timeframe and returning an assessed assignment to a student within three (3) weeks of submission (for assignments submitted on time);
- 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 Ikon Institute.

7.3 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 circumstances;
- practicing academic integrity by avoiding plagiarism, cheating or collusion;
- submitting each assignment in compliance with the writing and referencing conventions advised by the Ikon Institute of Australia in the Student Orientation Handbook, or in the relevant course and/or unit of study documentation;
- 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.

8. Examinations

- 8.1 Attendance at tests and examinations is compulsory. Failure to sit for these at the set time and date without written permission from the Subject Academic Staff will result in 0% being recorded for this assessment.
- 8.2 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.
- 8.3 Students who are ill on the day of the examination and are able to provide medical evidence to support that may defer the examination or elect to attempt the examination, nonetheless. They must, however, so declare that to the examination supervisor 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 the examination, will only be considered if the diminished capacity was so declared.

- 8.4 Conduct of examinations. Having entered the examination room, a student shall not:
- be in possession of any books, note, diagrams or programmable calculators/dictionaries or any electronic devices or materials other than those which the Subject Academic 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.
- 8.5 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.
- 8.6 No student shall be admitted to an examination after half an hour from the time of commencement of the examination.
- 8.7 No student shall be permitted to leave an examination room before the expiry of half an hour from the time the examination commences.
- 8.8 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.
- 8.9 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 up for a replacement examination or assessment as soon as practical.

9. Quality Assurance: Responsibility, Adjustment, Moderation

Responsibility

- 9.1 The Academic Board is responsible to the Board of Governors for monitoring the quality and standards of assessment across the Ikon Institute of Australia, and across its delivery sites.
- 9.2 The Heads of Faculty ensure that feedback and input on assessment processes from assessors, academic staff, students, and external advisors is collected, collated, analysed, and acted upon.

- 9.3 Heads of Faculty are responsible for reporting results from assessment quality monitoring to the Academic Board at least annually.
- 9.4 The Ikon Institute of Australia uses internal and external monitoring and evaluation to inform the process of continual improvement of courses, delivery processes, and assessment strategies.
- 9.5 The Ikon Institute of Australia ensures that the provision of facilities and assessment materials meet the requirements of the accredited courses and the units of study.

Adjustment

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

Moderation

- 9.10 Assessment moderation is the review of assessment decision-making to ensure consistency in grading.
- 9.11 Academic Staff will meet to discuss assessment processes and tasks to identify issues and to ensure consistency, the maintenance of appropriate academic standards, and equivalency across the Ikon Institute of Australia.
- 9.12 Academic Staff will report any issues in assessment processes and recommendations for ensuring consistency to the Heads of Faculty.
- 9.13 Heads of Faculty will moderate assessment and examination results to ensure consistency across courses, units of study, and the Ikon Institute's delivery sites.

10. Procedures for Implementation

- 10.1 Academic staff are required to make assessment decisions and formally record those decisions in the student management system for each unit of study, for submission to the Education Support Officer at the conclusion of each study period, within the prescribed time period.
- 10.2 Heads of Faculty ensure consistency of student assessment marks through moderation processes.
- 10.3 The Education Support Officer enters student assessment results into the student's assessment record.

Assignment Submission and Extensions

- 10.4 All assignments have a due date; students are advised of all due dates at commencement of each unit of study.

All assignments must be submitted through the Moodle system.

All assignments are due by midnight on their due date. Moodle will not accept assignments after this time.

Students who require an extension of time to complete an assignment, must seek an extension of time through the Moodle system, a minimum of 72 hours prior to the official submission close date. Students will be notified of extension request response within two (2) working days.

- 10.5 Extensions 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.

Applications for extensions of time will only be considered up to the due date of the assignment. After this date, if no extension application has been lodged the assignment will be treated as overdue. The length of the extension will be no more than an additional two (2) weeks from the official due date, unless the Head of Faculty decides that there are special circumstances that warrant a longer extension period.

Compassionate grounds must be verified by evidence from an appropriate third-party, examples include, but are not limited to:

- serious illness or injury (supported by a medical certificate which states that the student was unable to attend classes or study for a specific timeframe);
- bereavement of close family members, such as parents or grandparents;
- 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 a victim of a serious crime (these cases should be supported by police or medical reports.)

An application for extension of time which is not supported by sufficient evidence may not be approved, and the assignment will fall due on the official due date, unless approved by the Head of Faculty. Heads of Faculty may exercise judgement in determining where retrospective compassionate considerations may be appropriate. All such cases will be reported to the Academic Board.

Overdue Assignments and Loss of Marks

- 10.6 Vocational Education

An assignment is overdue when it is not submitted by the due date, or by the agreed extension date. Should the student fail to submit an assignment by the agreed date, a Fail/NYC grade will be awarded.

After midnight of the due date (or extension date), the Moodle system will deem the assignment to be overdue, and will no longer accept submission of the assignment.

Students who fail to submit an assignment, resulting in a Fail/NYC may apply for late assessment at a cost of \$200 per assignment, or resit the subject, at their own cost. (Refer to extension flow chart)

10.7 Higher Education

An assignment is overdue when it is not submitted by the due date, or by the agreed extension date. After midnight on the due date (or extension date), the Moodle system will deem the assignment to be overdue. The assignment will immediately be penalised 5% of the overall mark. An additional 5% penalty will be applied at midnight of each subsequent day. If not submitted within 10 days, the assignment will be automatically assessed as a Fail.

Students who fail to submit an assignment, resulting in a Fail, may apply for late assessment at a cost of \$200 per assignment, or resit the subject at their own cost. (Refer to extension flow chart).

Re-submission or Re-assessment

10.8 Re-submission: should a student fail to pass an assessment during a study period by obtaining a grade of 45 to 49% for an assessment task, then that student may re-submit the assignment. Only one re-submission is permitted per assignment. A fee of \$200 is payable upon request for re-submission.

10.9 Re-assessment: should a student wish to have their assignment re-assessed, a fee of \$200 is payable upon request for reassessment.

10.10 The Education Support Officer will determine a re-submission date, notify the student via email, and edit the new submission date in Moodle.

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

10.12 A student who fails the re-submitted assignment will need to re-sit the subject, full student fees will apply.

Supplementary Assessment

10.13 Should a student fail a unit of study and obtain a cumulative grade between 45 and 49% that student may be awarded a supplementary assessment.

10.14 This may only be awarded at the discretion of the Head of Faculty, after reviewing the student's academic results. A student may only be awarded a Pass for a successful supplementary result.

Appealing an assessment result

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

with marking guidelines. Ikon Institute will review the request within 2 business days. Marking will be kept within Ikon's standard marking timeframes of three (3) weeks.

10.16 The request for a review must be made within ten (10) working days of the release of the Academic Result.

10.17 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.

11. Assessment Grading Criteria

Vocational Education and Training courses

Assessments of all Vocational Education and Training Programs are assessed according to the rules outlined in the applicable training package or accredited course unit of study. Each unit of study is allocated a result as follows:

Competent	C	Competent is awarded to a student who has achieved all of the learning outcomes specified for that unit to the specified standard.
Not Yet Competent	NYC	Not Yet Competent is awarded to a student who failed to achieve all of the learning outcomes specified for that unit 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.

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	64-74	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.

Pass	P	50-64	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.
Ungraded Pass	UGP		Ungraded Pass is granted when a student can only pass or fail, for example when: a student is granted credit in a subject under the Recognition of Prior Learning process; in group work where the contribution of individual cannot be distinguished; or in compulsory field tours.
Fail	F	49 or less	Fail is awarded if is 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.
Conceded Pass	CP	45-49	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.
Incomplete	I		Incomplete may be awarded in a variety of circumstances, that are currently affecting the recording of marks against the specified assessment criteria in a unit of study.
Withdrawn Failed	WDF		Withdrawn Failed refers to the withdrawal of the student from a unit of study, or an entire course, after the census date.
Withdrawn Not Failed	WDNF		Withdrawn Not Failed refers to the withdrawal of the student for a unit of study, subject, or entire course before the census date.
Subject Exemption	CE		Subject Exemption is awarded where credit or exemption is given to the student in recognition of an individual's formal and informal prior learning.

All students enrolled in higher education courses must obtain a pass grade for the written assignment or exam to pass the subject.

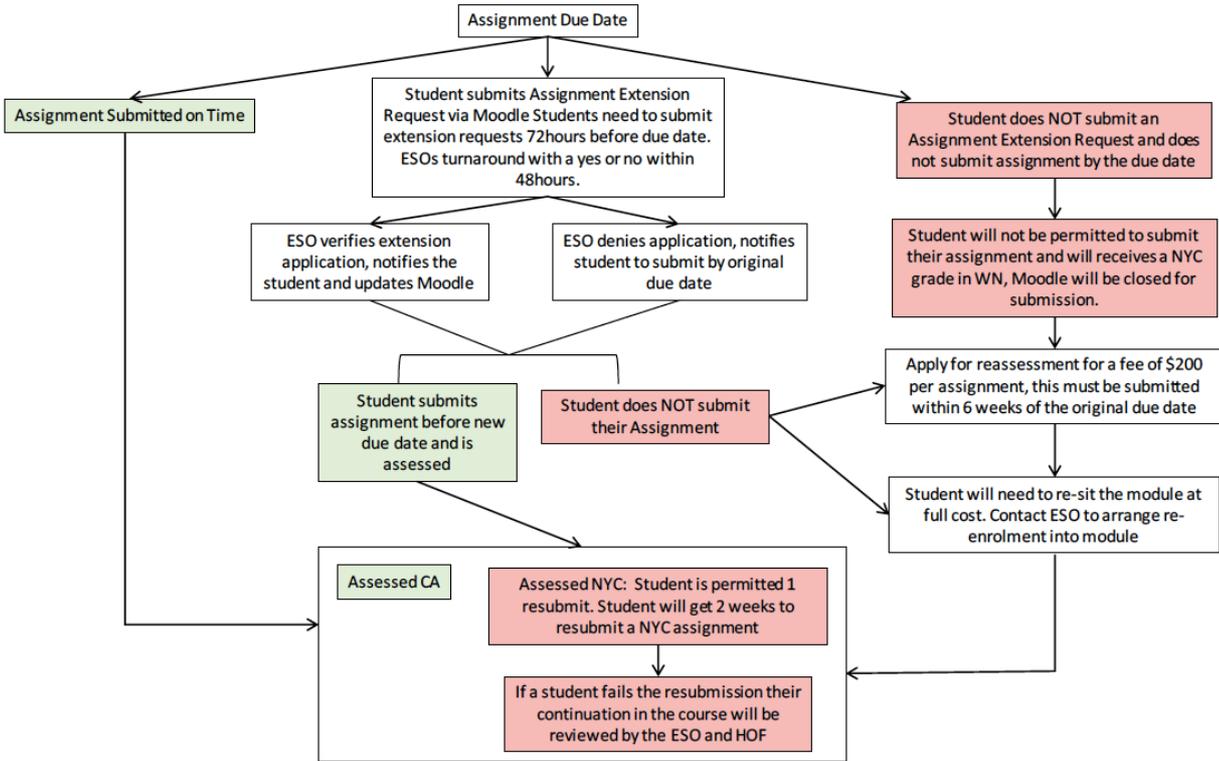
12. Record keeping and confidentiality

- 12.1 Final marks and grades are not deemed official until after the formal review of assessments by the Head of Faculty.
- 12.2 Records of assessment results are stored electronically, and archived for a period of 30 years.

13. Publication

- 13.1 This policy is to be published and provided to students, prospective students and staff on the Ikon Institute of Australia website www.lkoninstitute.edu.au to ensure that all have access to up to date and accurate information.

VET EXTENSION FLOW CHART



HE EXTENSION FLOW CHART

