Assessment & Moderation Policy

Policy Owner	Academic Director
Contact Officer:	Academic Director
Policy Number:	QTDPO014
Approved by:	Teaching and Learning Committee
Date Approved:	August 2012
Last Reviewed:	August 2016
Related Documents:	Awards and Graduation Policy Assessment & Moderation Process Assignment Cover Sheets Assessment and Student Progression Manual – Curtin University Disability Policy Late Submission Guidelines Unit Outline Template

1. Overview

1.1. The aim of this policy is to ensure fairness, validity and reliability of marking and assessment across the range of courses delivered or overseen by Curtin College.

2. Organisational Scope

2.1. This policy should be applied to all units and in particular in all cases where there is more than one set (class) of a particular unit and/or where Curtin University is running the same unit.

3. Definitions

3.1. **Assessment**: refers to the process of gathering and collating information about students (tests; assignments; projects; examinations) on which to base a judgment about final grades within a unit.

3.2. **Board of Examiners:** A review panel that determines the academic progression status of students.

3.3. The **College**: Refers to Curtin College and its partner providers.

3.4. **Compassionate and Compelling Circumstances:** circumstances beyond the control of the student that have occurred since the student has accepted an offer to study at Curtin College and have significantly impacted on the student's well-being or progress.

3.5. Curtin School liaison contact – the person nominated by Curtin University as the contact person for advice on any aspect of the school's units which are taught at the College

3.6. **Moderation:** the quality assurance process of ensuring that lecturers delivering the same unit award grades in a comparable manner – both within a study period and across different study periods.

3.7. **Partner Provider** - an institution that provides a course which is CRICOS registered as being offered by Curtin College, who, for the purposes of this document oversees all matters relating to the delivery of those courses

3.8. **Program Coordinator:** a Curtin College staff member with responsibilities to coordinate and manage the teaching delivery, assessment and moderation process for each unit in their designated program.

3.9. **Service Taught Unit:** a unit in which Curtin College students are enrolled in a Curtin University taught and assessed class. In service taught units, Curtin University's Assessment and Moderation Policies and Processes will apply.

3.10. **Unit:** A discrete component of study within a course.

3.11. **Unit Controller**: an employee of Curtin College who has sole responsibility for delivery and assessment of a unit taught at Curtin College and who reports to the Curtin College Program Coordinator.

3.12. **Unit Coordinator:** an employee of Curtin College whose role it is to ensure the delivery and assessment of all classes of a unit complies with the College's Diploma (Stage One) Unit Outline or the corresponding unit at Curtin University in accordance with the Curtin University provided Unit Outline. The Unit Coordinator reports to the Curtin College Program Coordinator.

3.13. **Unit Outline:** A document containing essential and administrative information about a unit of study, including details of learning outcomes, assessments and schedules

4. Policy Principles

4.1. The underlying principal central to this policy is that all students should receive fair and equitable treatment in terms of marking and assessment both within the College, its partner providers and between the College and the University.

4.2. The College adopts as a guide to best practice in assessment, the Curtin University's Principles of Assessment as detailed in Curtin's Assessment and Student Progression Manual March 2014. These Principles include:

- Assessment practices will be subject to quality processes
- Assessment aligns with intended learning outcomes
- Assessment addresses Curtin graduate attributes
- Assessment practices have a substantial impact on student learning
- Assessment provides high quality and timely feedback to students
- Courses and units include a variety of assessment types
- Assessment is inclusive and equitable
- Assessment is valid and reliable
- Information about assessment is readily available
- The amount of assessed work is manageable

4.3. The College engages in activities to moderate assessments between multiple classes of the same unit and appropriate activities to validate its assessments in order to meet its contractual obligations to ensure comparability in marking standards with Curtin University.

5. Policy Content

5.1. For units with more than one lecturer a Unit Coordinator is to be appointed. This Unit Coordinator will ensure that sample marking and cross marking are carried out to ensure marking standards are comparable across all classes of a unit, at all locations. A comprehensive marking rubric/guide should be produced for major assessments and all marking should adhere to such marking rubric/guide. Deadlines for assignments should not be extended unless coordinated by the coordinator in consultation with all lecturers. Where there is only one lecturer each will be designated as a Unit Controller responsible for ensuring all assessments abide by the Principles of Assessment listed above and will receive a duty allowance in recognition of responsibilities.

5.2. The University will provide the Unit Outline for each Diploma (Stage 2) unit, if requested, at the commencement of a new academic year. Additionally where agreed, the university will provide internal assessments and a final exam (where appropriate) with marking guides. Where a new Curtin University unit is to be taught for the first time at Curtin College, the University will provide the Unit Outline, requisite teaching materials and all assessment items as per agreement. In general the College will introduce a new unit six months after commencement of the unit at the University.

Where internal assessments and final exams are not provided by the University the Unit Controller or Unit Moderator will be responsible for setting assessments. The College will collect samples of all assessments as specified in agreement with the University to facilitate the validation of assessments by University academics to ensure parity. The assessment validation process for each course will be coordinated by the Program Coordinator and the Academic Director shall present an annual report on this process to Program Advisory Committees and at meetings of the Academic Board. The University will provide feedback to the College on the sample assessments through the designated faculty representative.

5.3. The unit outline must be followed closely and if during a study period a variation to the assessment details specified in the Unit Outline is deemed necessary, this can only occur if agreed to by all students. Program Coordinators will review each Unit Outline posted to Moodle to ensure appropriate assessment details including specific dates are detailed and that assessments abide to the Principles of Assessment detailed above. The assessment structure for all units is to be entered on the Moodle Gradebook prior to commencement of the study period. Marks to be recorded progressively on Moodle as they become available. Students to have access to these progress marks via the student portal.

5.4. At the conclusion of each study period each lecturer will complete a marks validation report confirming that they have followed the Principles of Assessment in assessing all students in their class. In addition a Grades Recommendations report will be completed to provide advice to the Board of Examiners (BoE) on any recommended adjustments to grades.

5.5. Program Coordinators will review the grades submissions for each unit in their program prior to the Board of Examiners to ensure that the grades distribution is appropriate and any grade anomalies are referred back to the lecturer for review. The BOE is to confirm the final grade for each student including any supplementary assessments and conceded passes.

6. Service Taught Units

6.1. The Curtin College Board of Examiners will note any irregularities or apparent anomalies in the service taught units such as pass rates compared to other units or compared to previous pass rates. The Curtin University faculty representative to be contacted for follow up investigation into any grade anomalies for service taught units. The University will determine the awarding and timing of supplementary assessments (if available) for service taught units. Curtin University's policies on assessment and moderation are to apply in all service taught units.

7. Deferred and Late Assessments

7.1. All lecturers must follow the appropriate guidelines for late and deferred assessments to ensure consistency in dealing with students across all units.

7.2. For guidelines in dealing with applications for late submission or penalties for late submission, lecturers must follow the Curtin College's policy on Late Submission Guidelines, which is also summarized in the Unit Outline Template. Due to the complexity and variability of student requests it is desirable that all requests for an extension of time for the submission of an assignment be determined by the Lecturer or Unit Moderator or Program Coordinator and in the case of extenuating circumstances the Academic Director or Program Coordinators will decide outcome based on supporting documentation from the student.

7.3. In regard to deferred assessments the following principles must be followed:-

7.3.1. A student requesting a deferred assessment (i.e. requesting another opportunity to sit a test or examination) must submit an application to reception or by e-mail on the form Application for Deferred Examination/Test Due to Illness accompanied by a medical certificate or letter from a counsellor and this application to be reviewed by the Academic Director. This application must be submitted within 2 days following the missed assessment with a valid medical certificate (statements signed only by a Pharmacist are not normally accepted – Academic Director to determine) or letter from a counsellor. This policy to be clearly noted on all Unit Outlines. Applications for a deferred assessment received more than 2 days after the missed assessment date are to be determined at the discretion of the Academic Director and can be accepted up to 5 days after the date where the student is able to provide an acceptable explanation as to why he or she was not able to submit the application prior to the assessment date.

7.3.2. The circumstances that can justify a deferred assessment include student injury, illness, family issues, commitments to elite sport, commitments to assist with emergency service activities, unavoidable and unexpected work commitments.

7.3.3. Where a deferral of an assessment is on the basis of religious reasons, a letter of support from Curtin's Multi-Faith Services is acceptable. Students who declare that they are Seventh Day Adventists are to be allowed deferred assessments for all Saturday scheduled assessments.

7.3.4. Where the grounds for applying for a deferred assessment are work commitments, a letter from the employer clearly supporting the student's claim is required.

7.3.5. Any dispute about the documentation required is to be determined by the Academic Director

7.3.6. The Academic Director must notify the student of the outcome of their application within three working days of the decision by e-mail to the student's College e-mail account. Such advice must also include details on the date, time and conditions of the deferred assessment. These details are also to be noted in the student database, Maze and confirmed to the respective Program Coordinator.

7.3.7. If a student is advised that their application has been unsuccessful they must be informed of their right to appeal and instructed on how to proceed with such an appeal. The appeal must be lodged in writing within five working days of being advised that that an application for a deferred assessment has been unsuccessful. The Appeal must be considered by someone suitably qualified other than the Academic Director. The Academic Director is to advise the student of the outcome of the appeal within three working days from the date of the decision.

7.3.8. A student who is successful in their application for a deferred assessment must be provided with a reasonable opportunity to sit the deferred assessment free of clashes with a student's on-going commitments. If a student fails to complete a deferred assessment for a reason that is not acceptable (Academic Director to determine), no further opportunity will be provided.

7.3.9. For assignments or other submitted work an extension of time will normally be up to seven working days after the initial due date/time unless the circumstances warrant a longer delay.

7.3.10. Where a deferred assessment is not likely to be completed before the BoE, the student shall receive an interim grade of GNS or DNS. Once the grade has been finalized the respective Program Coordinator is to complete a Change of grade Form to advise Academic Services of the new grade.

7.3.11. Where compassionate and compelling circumstances are on-going and extend into the next study period, at the Academic Directors' discretion, such students will be encouraged to defer their enrolment and in the case of local students, to withdraw. The College will provide written confirmation that a student who has deferred or withdrawn due to on-going compassionate and compelling circumstances, will be allowed to return to complete the deferred assessments at a time when their personal circumstances permit.

8. Retention of Records

8.1. All items submitted or completed by a student for the purpose of assessment or evaluation, in the Certificate IV program, will be scanned and the copies retained for a period of six months following the end of the students' enrolled period with the College, with the exception of final exam papers which will be retained in their original format. At the end of the retention period, the items will be destroyed.

8.2. The College will retain final exam papers for all Diploma units for one subsequent study period only after which the items will be destroyed.

8.3. To facilitate the validation of College assessments, the College will collect samples of all assessed work in Diploma (Stage 2) units, as specified in the agreement with the university and save these to a Dropbox account or arrange for regular moderation feedback reports. This practice will facilitate an annual report summary and review of the College's assessments, by Curtin Academics. The moderation feedback reports will be reviewed at Academic Board and Program Advisory Committee meetings. The relevant Program Coordinators will discuss the feedback with their lecturing teams and ensure appropriate adjustments to marking standards/moderation are undertaken where required. Following this review and feedback by Curtin Academics such records will saved in the relevant folder.

9. Administrative procedures

9.1. The Academic Director and Program Coordinators will ensure that all Unit Coordinators, Unit Controllers and lecturers are made aware of the requirements of this policy. These requirements are documented in the Curtin College/Curtin University contract and are re-enforced in staff meetings, Teaching Staff handbook and moderation meetings.

9.2. In order to comply with the Higher Education Standards Framework (specifically Standards 1.4 and 5.3), the Academic Director and Program Coordinators will ensure Validation and Moderation reports are completed and saved in the relevant folder for each unit, each study period.

9.3. The Student Advisors will ensure that Program Coordinators and lecturers are notified of students with special needs and the types of support required for these students upon receipt of medical notes from medical practitioners

Version	Improvements made:
V3.1 Aug 2016	• Updated definitions due to change of title of Program Managers to Program Coordinators and Unit Moderators to Unit Coordinators. • Definition for Faculty Coordinator replaced with Curtin School Liaison Contact • Deleted definition for Unit Moderator • Updated definition of Unit Coordinator • Updated content to more accurately reflect actual moderation practice. • Updated Course Advisory Committees to Program Advisory Committees
V3.0 April 2015	• Item 5.1 Deleted specific reference to Certificate IV and Diploma programs, as the appointment of a Unit Moderator is the same for both categories of courses. • Item 8.3 updated to include feedback • Item 9.2 changed position title

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