

Policy Owner	Associate Dean / ACBT College Principal
Contact Officer:	Examinations Officer
Policy Number:	QACP 02
Approved by:	Academic Board of ACBT
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Related Policies	Attendance Policy Complaints and Appeals Policy Progress and Graduation Policy
Related Documents:	Academic Staff Pack Assessment Guidelines: Disability & Equity Lecturer Handbook Student Handbook Academic Misconduct: Staff Guidelines Academic Misconduct: Student Guidelines

1. Overview

- 1.1. This policy described the process associated with measuring student learning outcomes.
- 1.2. To identify who has responsibilities for assessments and the application of principles/ by laws relating to students' assessment at ACBT.

2. Organizational Scope

- 2.1. This policy applies to the students enrolled in ACBT pathway courses.

3. Policy Principles

- 3.1. ACBT practices are designed to facilitate teaching and learning to maintain standards that are commensurate with those required for students to transition into university-level studies.
- 3.2. ACBT will employ suitably qualified staff, infrastructure and management processes to ensure quality courses, learning and instruction.
- 3.3. ACBT will ensure comparability and moderation of assessments between different classes and different lecturers within the same unit.
- 3.4. ACBT will provide clear guidelines to students on what constitutes successful achievement in an assessment.
- 3.5. ACBT will ensure fair and open assessment practices and where applicable apply the appropriate disability guidelines.
- 3.6. ACBT staff will embed some or all of the Graduate Attributes and English Good Practice Principles into the delivery of their unit and assessment of student learning outcomes.
- 3.7. Board of Examiners meeting is convened at the end of every semester/trimester to review results and identify students who require counselling and/or academic support as per the Progress and Graduation Policy.

4. Policy Content

- 4.1. ACBT monitors, records, informs and assesses the progress of each student in each unit of the course in which the student is enrolled in accordance with this policy.
- 4.2. The Associate Dean and the College Principal, working within approved Academic Board bylaws, have responsibility for assessments process in all units offered in respective discipline areas.
- 4.3. Students are informed of assessment requirements and assessment weightings for each unit via the unit outline issued at the beginning of each semester.
- 4.4. All assignments must be submitted using a signed ACBT's Assignment and Report Cover sheet.
- 4.5. English- Foreign language dictionaries are permitted in all assessments, including examinations unless specifically precluded in advance. In such cases, the students will be given sufficient time in advance.
- 4.6. Examination Manager/ College Principal undertake that the marks presented to the Board of Examiners represent each student's assessed performance and are based on continues assessments including the End semester/trimester assessment. The Examination Manager/ Principal carries this out by ensuring that;
 - 4.6.1. Academic staff are familiar with the relevant rules of Academic Misconduct (including plagiarism) within this policy;
 - 4.6.2. Academic staff provide unit outline with information that compiles with the SLQF and TVEC guidelines and the provision of this policy;
 - 4.6.3. Assessment methods and practices comply with the approved accreditation documents and the provision of this policy;
 - 4.6.4. Academic staff carry out all assessments fairly, objectively, consistently and in a timely manner across the student group for each unit;
 - 4.6.5. The grading system has been applied as per the Grading Scheme set out in this policy;
 - 4.6.6. All academic staff whether full-time, part-time, or casual will make themselves available to students to discuss assessment results;
 - 4.6.7. Student services of ACBT keeps a copy of Unit outline for each unit;
 - 4.6.8. Examination answer scripts remain the property of ACBT.
 - 4.6.9. Examination answer scripts are kept for one semester/trimester after the examination week has ended. Unclaimed assignments are distributed in the final week of the semester/trimester. When such assessments are not collected within 3 days, staff will ensure they are transferred to a secure destruction facility.
 - 4.6.10. Referencing: All students will be expected to follow the APA style of referencing, unless otherwise recommended by the ACBT Academic Board.
- 4.7. Moderation and Comparability of Assessments
Where two or more lecturers are involved with the same unit, it is essential that assessment between groups are comparable – treatment in one group must be the same as treatment received by another group. Shared marking, detailed marking keys, regular meeting, etc., help achieve comparability.

Unit Coordinators will be appointed for each unit to ensure comparability of assessments and marking. The role of the Unit Coordinators is outlined in the Lecturer Handbook.

- 4.7.1. Grades awarded within each unit of study must be comparable between lecturers teaching the same unit in a given semester/trimester and between lecturers

teaching the same unit across different semesters/trimeters.

- 4.7.2. Moderation and comparability ensures fairness to students and credibility of grades as they determine a student's prospect for further education.
- 4.7.3. Comparability is assured if:
- Unit is clearly defined through learning outcomes. Content and performance criteria
 - Lecturers structure their teaching programme on the basis of the accredited unit outline
 - Lecturers structure their assessment/ programme on the basis of the approved assessment structure described within the accredited unit outline.
 - Lecturers communicate regularly with respect to tests, assignments, examinations and criteria used in grading these assessment instruments.
- 4.7.4. Moderation is achieved through
- A clearly defined unit outline and compliance with this outline in semester/triimester of content, and learning objectives;
 - The development of common assessment support materials
 - Regular moderation processes by lecturers involved in teaching same unit; and
 - The supervisory roles of the academic staff to ensure that moderation procedures are in place and that they are implemented in an effective manner,

4.8. Academic Misconduct

- 4.8.1. ACBT complies with university-level protocols in applying the rules of academic misconduct:
- 4.8.2. As honestly an academic integrity are highly valued at ACBT, academic misconduct is viewed as a serious offense. All staff are informed about the policy through their Academic Staff Pack during staff induction. All students are informed through the Student Handbook, orientation workshops, or the ACBT website and in their unit materials.
- 4.8.3. Academic misconduct includes plagiarism, cheating and dishonesty in assessment. It also includes, unauthorised collaboration, cheating in examinations, fraudulently submitting the work of another person, purchasing assignments or paying another person to write an assessment, theft of other student's work or any other fraudulent assessment practices identified by the Academic Compliance Manager. Staff are expected to be critical of student work, looking for plagiarism/cheating and reporting it when applicable.
- 4.8.4. Plagiarism means to knowingly or unknowingly present as one's own work, ideas/writings of another without appropriate acknowledgment or referencing, including paraphrasing text without acknowledging source, paraphrasing text inadequately, copying another student's assignment, copying a visual representation (cartoon, line drawings, photos, paintings, software code).
- 4.8.5. ACBT reserve the right to monitor plagiarism through the use of Turnitin (or similar) software. Student work will be uploaded and recorded onto this database as part of our plagiarism checks.
- 4.8.6. If academic misconduct is suspected, the lecturer shall interview the student(s)

to determine the nature and extent of the problem, inform the student(s) of the seriousness of the situation and provide remedial counselling. If convinced that ACBT regulations have been breached, the lecturer shall complete an “Academic Misconduct form” and notify the Programme Coordinator /Examinations Manager for follow up.

- 4.8.7. Academic Misconduct – refer to the Student Misconduct Policy for further information relating to the penalties that apply for breach of academic misconduct.

4.9. Late Submission and Non-Submission of Assessments

4.9.1. Students who wish to defer assignments must make applications in writing with written evidence to support special consideration where possible. Advance applications for an Extension of up to one week, should be directed to the lecturer. Applications for an Extension for a period exceeding one week or in cases where the assessment weighting is significant (over 25%) should be referred through the Programme Coordinator.

- 4.9.2. Late submissions (without prior approval) shall incur a penalty;
- Up to 24 hours after the due date/time: 10% (out of 100%) is deducted
 - Up to 48 hours after the due date/time: 20% (out of 100%) is deducted
 - Up to 72 hours after the due date/time: 30% (out of 100%) is deducted
 - Assignments submitted after this will receive zero marks

Exceptions may be made in exceptional circumstances:

- An exception will usually be granted when the student provides a medical certificate to the Manager Examinations), or
- An exception may be granted when the student provides a written explanation to the Manager Examinations, in the case of personal circumstances, which have the potential to significantly impinge on the student’s performance.
- All written evidence must be submitted within 3 days of the prescribed due date of the assessment task.
- In the event of an absence from a lecture, students should complete an ***Explained Absence Form*** and attach the required evidence to this form and hand it to the Manager Examinations.

4.10. Disabilities

4.10.1. ACBT Assessment Guidelines: Disability & Equity, offer flexibility in assessments with respect to students with a disability. Students can be identified as having a disability either on admission (application form), on enrolment or via a staff member.

4.10.2. In the event that a student is identified as being disadvantaged by assessment strategies because of a particular physical and/or sensory disability, they will be referred to the Course Coordinator, Unit Coordinator or Student Counsellor who will seek professional advice (where applicable) and advise all lecturers and the Academic Administrator (for examination purposes) of the disability.

4.10.3. A summary of the professional advice and appropriate intervention strategies will be issued as soon as practicable to staff.

4.10.4. The Assessment Guidelines: Disability and Equity document is included in the

Academic Staff Induction Pack and on the ACBT website.

4.11. Marking Procedure

- 4.11.1. All assessments should be shown to students within two (2) weeks of submission. Students must be advised of their results and be given appropriate feedback.
- 4.11.2. Mid semester/trimester tests do not have to be returned but students must be advised of their results within two (2) weeks and before the next assessment deadline. Students should be given the opportunity to view their paper and discuss their mark with the lecturer.
- 4.11.3. Lecturers should issue assignments during scheduled class time or via electronic format. Where the assessment was submitted by students at the end of the semester/trimester, lecturers may return assessments to the student either at the exam venue or on the last day of the examination week. Uncollected assignments are disposed of within 3 days after the end of semester/trimester to maintain the security of students' work.
- 4.11.4. Lecturers are expected to upload/share assessment marks into the Examination Manager and/or portal on or before two weeks from the date of the exam to allow students to view their marks progressively throughout the semester/trimester.

4.12. Final Examination and Deferred Examination

- 4.12.1. Students are advised of the structure of the exam and provided with a sample exam prior to exam week.
- 4.12.2. Assessments including Examination papers for each unit are set by the lecturer (if more than two classes per unit, assessment including Examination Paper are set by the Unit Coordinator) and moderated by the subject experts appointed by the ACBT Academic Board.
- 4.12.3. Assessments and Final Exam answer scripts will be marked by the lecturers and Final grades will be moderated by the subject experts appointed by the ACBT Academic Board.
- 4.12.4. **Deferred Examinations:** Applications for Deferred Exams must be submitted to the Examinations Manager within 2 working days of the date of the exam. Exceptional applications will then be forwarded to the Principal for approvals.
- 4.12.5. Deferred Examinations are subject to College approval. Students who fail to meet the following requirements will not be eligible to sit a Deferred Examination:
 - Where in-class attendance has been below 80%
 - No evidence of extenuating circumstances has been provided to ACBT.
 - ACBT has deemed that the student cannot pass the unit, even if he/she achieves 100% in the Deferred Examination.
- 4.12.6. Any student who misses the scheduled Deferred Exams is not eligible to sit another Deferred Examination. Under exceptional circumstances, as determined by the Academic Board of ACBT, special dispensation may be given to sit the exam at the end of the following semester/trimester.

- 4.12.7. ACBT does not offer Supplementary Examinations for Foundation and Diploma levels. Academic Board of ACBT will consider supplementary exam if the student
- Passed 15 out of 16 units of Advanced Diploma Units, and the student has achieved a minimum unit mark of 45% for the failed unit that would have been the 16th unit to complete the Award
 - Passed 7 out of 8 units of International University Foundation Units, and the student has achieved a minimum unit mark of 45% for the failed unit that would have been the 8th unit to complete the Award
- 4.12.8. Exam papers and exam answer scripts remain the property of ACBT. Answer scripts will be retained for a period of one Semester before being destroyed in a secure manner.

4.13. Mid Semester Examination/Assessment

- 4.13.1. Mid-semester Exams /Assessments for each units are set by the Unit Coordinator and moderated by the subject experts appointed by the ACBT Academic Board.
- 4.13.2. Mid-Semester Exam answer scripts are marked by lecturers as a part of their teaching contract
- 4.13.3. Deferred Mid-semester Examinations/Assessments (including assignments, quizzes and presentations): Students must submit an Explained Absence Form along with valid documentary proof to the Examinations Manager within 2 working days of the due date. Exceptional applications will be forwarded to the Principal by the Examinations Manager for approval
- 4.13.4. Deferred Mid –Semester/Trimester Exams/Assessments (including assignments, quizzes and presentations) are subject to College approval. Students who fail to meet the following requirements will not be eligible for any of the deferred assessments
- Where in-class attendance has been below 80% and no evidence of extenuating circumstances has been provided to ACBT
 - Where the request has not been submitted within 2 working days
 - Deferred exams/assessments will not be approved for the units where it is already specified in the Unit Outline that students will receive zero if they are absent on the due date.
 - Students are required to attend their allocated presentation dates. Students who do not attend the presentation dates will be marked zero. Approval to defer presentations will be made by the Principal only under extenuating circumstances,
 - Assessments with a weighting of less than or equal to 5% will not be granted a deferral.
 - Students cannot defer the deferred exam/assessment a second time – that is, there is no deferral on a deferral

4.14. Board of Examination

The Board of Examiners is responsible for conferral of awards and establishing students' progression status. Refer to the "***Progress and Graduation Policy***".

4.15. Assessment Weightings

4.15.1. In order to facilitate ongoing feedback to students and encourage participation, lecturers are required to use the following guidelines when determining assessment weightings:

- All units should include a 5-10% participation mark for participating in class activities
- All units will include an diagnostic assessment by Week 4 of the semester/trimester (which may or may not have any weighting in the final grade)
- Each unit should include a minimum of two different assessment tools (e.g. Essay, report, blog, wiki, oral presentation, teamwork, model, drawing, poster presentation, mathematics exercises, simulation exercise, programming task, in-class test, final exam)
- In general, final examination should have a weighting of no more than 50%
- Exemptions to above 5.15.1 may apply in consultation with the Academic Board

4.16. Grade Scheme

4.16.1. The following grade scheme is applies to Advanced Diploma Courses and marks obtained in respect of a course unit will be graded according to a ten-category system:

Range of Marks	Grade	Grade Point Value
85 – 100	A+	4.00
70 – 84	A	4.00
65 – 69	A-	3.70
60 – 64	B+	3.30
55 – 59	B	3.00
50 – 54	B-	2.70
45 – 49	C+	2.30
40 – 44	C	2.00
35 – 39	C-	1.70
30 – 34	D+	1.30
25 – 29	D	1.00
00 – 24	E	0.00

- Pass mark is 50%
- Students should complete all course units that they have registered for and if they fail to produce valid reasons for not completing a

particular course unit a grade of 'E' will be given

4.16.2. The following grade scheme is applies to International University Foundation Programmes

GRADE		MARK / EXPLANATION
HD	High Distinction	80-100%
D	Distinction	70-79%
CR	Credit	60-69%
C	Pass	50-59%
N	Fail	0-49% (Includes students who withdraw after week 10)
DE	Deferred	Student's final mark is subject to sit sitting deferred exam
W	Withdrawn	Student has withdrawn from unit/course before Week 10
I	Incomplete	50-100% (unit not credited as student failed a required assessment component)
EX	Exempt	Recognition of Prior Learning (RPL)

4.17. Appeals

Where a student disagrees with an assessment, the student shall refer to the “**Complaints and Appeals Policy**”. If the assessment is inconsistent with this (Assessment) Policy, the student shall complete an **Appeal of Final Results form** to initiate the informal and formal procedures for an appeal.

5. Administrative Procedures

- 5.1. This policy is available on the ACBT website for students and distributed to all Academic Staff as part of their Academic Staff Pack at Induction. Administrative staff who provide advice to students on academic progression issues will be provided with the policy by their respective supervisors.
- 5.2. Staff will be informed of any changes or updates to the policy and procedures via email