



Student Assessment Policy

Purpose	Sets out the Institute's approach to student assessment.
Location	The policy is maintained on the Pydio - File Sharing Platform (http://ee.edu.au)
Responsible executive	Academic Dean
Responsible office	Academic Office
Contact officer	TBA
Effective date	30 November 2016
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Modification history	Jun 2013 (V1), Nov 2016 (V2) Jun 2018 (V3)
Related documents	Assessment Appeals Policy
Authority	Approved by Council

1 Purpose

It is the policy of Elite Education Institute to regard assessment as integral to the maintenance of Academic standards at unit and course level. Assessment must be fair, equitable, reasonable, transparent and valid. In the unit outlines learning outcomes are clear and carefully designed assessment tasks allow students to demonstrate progress towards attaining these outcomes.

2 Scope

All students of Elite Education Institute.

3 Definitions

Students of Elite Education Institute includes domestic and international students.

Assessment gives feedback to students on their learning and provides a basis for the measurement and certification of their academic achievements.

Types of Assessment

Assessments can be of three main types:

- Diagnostic: to provide information on students' prior knowledge at the start of a unit.
- Formative: this is a type of assessment that takes place during a period of learning. The major purpose of formative assessment is to provide frequent feedback on how a student is progressing. It also helps teaching staff to diagnose learning needs, and to design, negotiate and modify learning activities.
- Summative: this is the assessment of performance at the end of a period of learning. It is the collection of information through the formal assessment components of a unit, in order to improve teaching and learning, but also to contribute to a student's final grade.

4 Procedures

4.1 Assessment must be:

- (i) implemented using standards-based assessment
- (ii) well managed to provide efficiency and accountability to all stakeholders



- (iii) reviewed regularly for effectiveness in achieving desired outcomes and quality assurance procedures
- (iv) based on a culture of academic integrity that is supported across the Institute
- (v) designed to promote purposeful, higher order learning skills of analysis, synthesis and validation
- (vi) designed to provide the first assessment task no later than week 4 with feedback provided to students by week 6. This policy is to be applied to the timing of assessments in the unit outlines for all units.

4.1.1 Methods of assessment need to be consistent with the learning outcomes being assessed, capable of confirming that all specified learning outcomes are achieved and that grades awarded reflect the level of student attainment.

4.1.2 On completion of a course of study, students will have demonstrated the learning outcomes specified for the course of study, whether assessed at unit level, course level, or in combination.

4.1.3 Review and improvement activities of assessment includes regular external referencing of the success of student cohorts against comparable courses of study, including the assessment methods and grading of students' achievement for selected units of study within courses of study.

4.2 Unit Requirements

A unit description must be provided to students at the beginning of a teaching period detailing assessment details including the type of task, the due submission date, the weighting of the task and its purpose in terms of learning outcomes.

4.3 Examinations

Procedures for the conduct and supervision of invigilated examinations during designated examination periods are detailed in the Institute's Rules. Before examinations, each unit coordinator is expected to:

- (i) review the examination paper for purposes of quality assurance
- (ii) provide detailed information to students about the type, length, format and syllabus areas to be examined
- (iii) provide wherever practicable, access to past examination papers or other opportunities to enable students to prepare for and practice for their examination
- (iv) provide feedback to students on their performance if requested

4.4 Confidentiality and security.

Principles of privacy, confidentiality and security are to be maintained throughout the administration of student assessment especially relating to examination papers and student scripts; and the confidentiality of assessment results and access to grades and authority to disclose grades to students.

4.5 Prevention and Detection of Plagiarism



The Institute will take steps to prevent and detect plagiarism. These may include manual searches of resources, as well as the use of electronic text matching software (e.g. Turnitin) to compare work submitted for assessment against electronic text on the publicly accessible internet, in published works, on commercial databases, and in previously submitted student assignments.

4.7 Marking Procedures

- 4.7.1 All assessment tasks should be submitted on time, or else, prior to the due date, students must approach lecturers for extensions. Only in cases of proven hardship or illness will students be granted extensions of time. In all other cases where work is submitted late, there will be a penalty of 5% deduction per day from the total mark that would have been awarded for the assessment task if it had been submitted on time.
- 4.7.2 Plagiarism is a serious offence. Students will be severely penalised in any proven cases. Lecturers should make this explicit to students when addressing assessments at the beginning of each unit and throughout the course. Please refer to the Student Academic Integrity Policy for more information.
- 4.7.3 Assessment tasks should be presented appropriately as outlined by the lecturer at the beginning of the unit. If tasks such as essays are not presented in this manner, lecturers will request that students re-submit their tasks within one week. Accordingly, 10% of marks will be deducted in these cases from the total mark that would have been awarded for the task if it had been presented appropriately in the first instance.
- 4.7.4 In some units, the students must pass the final examination in order to pass the unit (i.e., double pass). If a student does not attend a scheduled examination and no valid reason is given, the student will be graded as 'fail' in that subject. If a student has a valid reason such as illness or hardship, the student may be permitted to apply for special consideration following the policy listed below.
- 4.7.5 In cases where a student fails an examination, the student can request a re-mark of his or her examination and an interview with the Teaching, Learning and Examination Committee (see item Assessment Appeals procedure).
- 4.7.6 All unit examinations must be attempted before the course end date.
- 4.7.7 Students who do not submit assessment tasks without a valid reason approved by the Course Coordinator will not be allowed to sit the final examination.
- 4.7.8 The pass mark in every subject is 50%.
- 4.7.9 Cheating in examinations may lead to an offending student receiving a mark of 0 for the examination. Please refer to **Appendix 1 - EEI Cheating Information & Procedure** for further information.
- 4.7.10 Students are normally unable to repeat a failed subject more than twice (see Student Progression, Exclusion and Graduation Policy). When a student does not meet satisfactory academic performance he/she will be reported to the Department of Immigration and Border Protection (DIBP) as soon as practicable after this has been ascertained. This is in accordance with the National Code of Practice 2007.
- 4.7.11 Marking will take place within one week of the final examination. Where there is any discrepancy, the Course Coordinator will be consulted. Students may follow the assessment appeals process if they are dissatisfied with their results. Results will be posted within fourteen days after the final examination.



- 4.7.12 Lecturers are responsible for the marking of all assessment tasks and examinations. If possible, lecturers will mark the examination papers of another class of students studying the same unit. However, at any time where there is only one class per unit, the class Lecturer will be responsible for the marking of their own students' papers.
- 4.7.13 Marks and grades awarded to students are to be based solely on merit in relation to prescribed academic standards.
- 4.7.14 Examination questions for each unit will be set by the unit lecturer(s), in consultation with the Director of Professional Programs two weeks before the conclusion of each subject.
- 4.7.15 If there is any appeal regarding the results, students need to follow the assessment appeals process. As stated in this policy, if appealed, student examination papers will be remarked and if necessary an external expert in the subject area may be consulted.

4.8 Feedback on Assessment

Feedback is any response made in relation to students' work such as an assessment task, a performance or product. Feedback is intended to inform students on the progress they have made towards achieving the learning outcomes of a unit. It should be constructive and it should point students to ways in which they can improve their learning and achievement. All assessments submitted during the semester, with the exception of final exams will be marked and feedback provided to students within 2 weeks of assessment due date (i.e., assignment, test, etc). Feedback will be provided on electronic copy submissions, paper –based submissions or verbally by the lecturer in class. The Institute promote timely feedback on assessment. Students can use the feedback to improve performance in subsequent assessment tasks.

4.9 Recording and Publishing of Marks and Grades

Students shall be given a numerical mark as well as a grade for each assessment task and for their final result. The Director of Professional Programs and the Administration and Finance Manager are jointly responsible for the accuracy of the uploaded marks and grades.

4.10 The Grading System

Students are assessed for each unit on the following basis:

Grade	Mark %
High Distinction	85-100
Distinction	75-84
Credit	65-74
Pass	50-64
Pass Conceded	45-49
Fail	0-44

Grade	Descriptions
High Distinction 85% - 100%	An outstanding level of achievement. The student has an extensive knowledge and understanding of the unit material and unit objectives beyond the normal expectations of the course; very high level of competence.
Distinction	A high level of achievement. The student exhibits a comprehensive understanding of



75% - 84%	the unit content and unit objectives and can readily apply this knowledge; high level of competence.
Credit 65% - 74%	Substantial level of achievement. The student has a thorough knowledge and understanding of the unit content and unit objectives and is competent in the processes and skills of the course; reasonable level of competence.
Pass 50% - 64%	Satisfactory achievement. The student has demonstrated an acceptable level of knowledge and understanding of the unit content and unit objectives and has achieved a basic level of competence in the processes, skills and knowledge of this unit; adequate level of competence.
Pass Conceded 45-49%	Unsatisfactory achievement. Students who are awarded a PC grade: <ul style="list-style-type: none"> • are not eligible to enroll in a unit which has this subject as a prerequisite. • must have achieved an overall mark of 50% in the other units they are enrolled in that semester • are not permitted to graduate with more than 20% of their total units at the PC grade.
Fail 0 – 44%	Limited achievement in the unit. The student has some knowledge and understanding of the unit content and unit objectives but has not been able to demonstrate a satisfactory level of knowledge, competence or skills; inadequate level of competence.

4.11 Allocation of Final Grades

All students must complete all the subjects of any award courses, currently the Diploma and Bachelor Degree and Graduate Certificate (to be approved by TEQSA) to receive a successful final grade.

4.12 Academic Transcripts

All students will receive an official Academic Transcript containing the following information: Year; Unit Code; Credit Points; Unit Name; Grade; and Total Credit Points achieved.

4.13 Special Assessment Policy

4.13.1 A student who has been prevented through illness or other unavoidable and unforeseen circumstances from satisfying the normal assessment requirements for a unit may apply for special treatment of his/her assessment. The student must apply to the Teaching, Learning and Examination Committee if they want to receive a special consideration. Students must apply by filling in the "Request for special consideration" form and supply the necessary documentation to support their request.

4.13.2 As stated above, only students with extenuating and compelling circumstances can resit the examination. Extenuating and compelling circumstances may or may not include:

- (i) Illness (supported by medical certificates)
- (ii) Family trauma (supported by evidence such as a death certificate)
- (iii) Other Emotional Issues (Supported by a letter from the Student Services Manager).

4.13.3 The Teaching, Learning and Examination Committee will convene to consider applications for special consideration and this may include an interview.



- 4.13.4 Where a re-examination is authorised, students may be required to pay a \$250 fee for each subject/unit re-examination.
- 4.13.5 A retake is available to those students who achieve a mark of 30 to 49% in a unit providing that they have passed all other assessment tasks in that unit. The retake can consist of one or more of the following:
- Participation in an intensive schedule of study
 - Resubmission of an assignment
 - Submission of a replacement assignment on a different topic
 - Sitting for an examination in the inter-semester break but prior to the commencement of the next semester.

5. Procedure for Managing adherence to the Assessment Policy

The Academic Dean will be responsible for ensuring that the Assessment Policy is adhered to.

- The Course Coordinator will require the unit coordinator to report at the commencement of the teaching period details of assessments and dates of such assessments for each unit on offer.
- An audit will be conducted in Week 3 for 7 weeks block or in Week 8 for 14 weeks trimester to check adherence to the Assessment Policy.
- At the end of the teaching period, a second Audit will be undertaken by the Course Coordinator to check that the Policy was followed. This Audit will be conducted following moderation results becoming available and before the Teaching, Learning and Examination Committee (TLEC) meets to ratify the grades awarded for the Unit.
- The Course Coordinator will be present in an ex-officio capacity at the TLEC meeting where they will report on the second Audit before the students' marks are discussed and grades awarded.
- The Academic Dean will report to the Academic Board the results of the Examiners meeting and action required to rectify any non-adherence to the Assessment Policy.

ELITE EDUCATION INSTITUTE

Cheating in examinations:

Attachment to the Student Assessment Policy

1. Prevention

- 1.1 The relevant academic staff member must be present for the first 15 minutes of the exam and then be on call during the exam
- 1.2 Five minutes before the commencement of an examination the Invigilator is to state clearly the following instructions:
 - Mobile phones must not be brought into the examination room unless they are switched to “silent” and left in their bag at the front of the room. No student is to have a mobile phone in their possession during the examination. The same rules apply to pre-written notes (unless open-book examination).
 - Students can request a toilet break after the initial 30 minutes of the examination. The toilet break has to be of reasonable duration and no extension of the examination duration will be granted if toilet breaks are taken. No more than one student at a time can be absent from the room at any one time. No bags can be taken out of the examination room.
 - Any case of cheating that is proved to the satisfaction of a committee convened (see item .2) to examine accusation of cheating will result in a mark of zero for the offending student in that examination.
 - Further penalties, including repeating the subject, suspension or cancellation of enrolment, may be imposed by the committee, depending on the student’s previous record.

2. Suspicion

- 2.1 Any suspicion of cheating must be dealt with as soon as possible after the examination in question.
- 2.2 A committee convened to examine an accusation of cheating will normally consist of
 - Academic Dean (Chair),
 - Campus Coordinator,
 - Senior Administrative Staff member.
- 2.3 The accused student will be required to submit a report of the incident prior to the meeting and be available to attend the meeting.
- 2.4 The reporting Invigilator will be required to submit a report of the incident prior to the meeting and attend the meeting.
- 2.5 Witnesses, if any, will present reports, and may be required to attend the meeting.
- 2.6 The accused student may have a support person (e.g. friend or relative) present to assist in the presentation of their case. If the accused wish to have a support person attending the presentation, a written notice has to be submitted prior to the commencement of the presentation (minimum of 1 week prior).