

ASSESSMENT POLICY

PURPOSE AND CONTEXT OF ASSESSMENT

Purpose

The purpose of this policy is to articulate the philosophy and principles which guide the SCD approach to the assessment of student learning. It informs the procedures used in student assessment and feedback.

It is relevant to all undergraduate and postgraduate coursework units and programs, including cross-institutional enrolments.

Context

Currently, the approach to assessment at SCD is under review. Historically, the SCD has adopted a norm-referencing approach to assessment, as illustrated in pages 79-86 of the 2011 SCD Handbook. A Working Party of Academic Board is exploring the value and advantages of changing that approach to criterion-referenced and standards based assessment. Accordingly, this Policy statement presents the current practice, with the proviso that there is impending change (including, from Semester 1 2012, a change from norm-referencing to criterion-referencing).

POLICY STATEMENT

The current approach to assessment is continuous and progressive (page 79 of the 2011 SCD Handbook). This will be maintained as a principle in the proposed revised policy.

Assessment is an integral component of the student learning experience. The curriculum has been designed to maximize that learning experience, which is aimed at more than just obtaining a grade. Current Australian and international practice will inform the shape of the new policy.

PRINCIPLES OF QUALITY ASSESSMENT

The following principles underpin current assessment practice and will be pivotal within the revised assessment policy:

1. Assessment is essential in the student learning process.
2. Assessment is a critical component of course unit design.
3. Assessment tasks should be diverse and should also recognize student diversity.
4. Assessment methods should be reliable, valid, consistent and fair.
5. Assessment should be both formative and summative.
6. Assessment must provide timely feedback.
7. Assessment practices should promote ethical academic conduct.

Approved by Academic Board 110411, adopted by Council 270411

RESPONSIBILITY FOR ASSESSMENT

<i>Faculty</i>	All faculty have a responsibility to ensure that assessment tasks conform with SCD Policy and principles of assessment.
<i>Students</i>	All students must complete all assessment requirements as set, and conform with SCD Policy requirements.
<i>Member Institutions</i>	Member Institutions must comply with SCD Policy and ensure staff and students are well informed of their obligations.
<i>SCD</i>	Through its Academic Board, SCD will ensure that Assessment Policies and Procedures are reviewed regularly and conform with current best practice.

REQUIREMENTS FOR COURSEWORK PROGRAMS

The demand hours, credit points and weighting of assessment items currently in operation are to be found on pages 78-82 of the 2011 SCD Handbook.

These will be reviewed as part of the current Assessment Policy review.

MONITORING OF ASSESSMENT

Each individual course unit outline will specify details of specific assessment tasks and the learning outcomes being assessed.

Course unit outlines are monitored by Course unit Coordinators, and Discipline Coordinators. Each MI moderates the assessment results internally before submission to the Academic Standards Committee. The Assessment Monitoring subcommittee of the SCD Academic Standards Committee monitors all assessment results and grade distributions at the end of each teaching semester, reporting to Academic Board.

MODERATION OF ASSESSMENT

Discipline Moderation and Institutional Moderation procedures require external moderators to review quality assurance issues including reporting on quality of assessment.

GRADINGS CRITERIA AND GRADE DESCRIPTORS

The current Gradings Criteria and Grade Descriptors can be found in Section 3 of the 2011 SCD Handbook. This information is conveniently available in the document *Student Result Procedures: Assessment and Monitoring*. As indicated above, these are under review by an Academic Board Working Party.

ASSESSMENT PROCEDURES

Examination procedures, late submissions, remarking, penalties and notification to students are all covered in Section 3 of the 2011 SCD Handbook.

ACADEMIC INTEGRITY

Students are expected to adhere to high standards of academic integrity and honesty. Failure to do so may constitute academic misconduct.

The SCD policy and procedures relating to academic misconduct can be found in Section 3 of the 2011 SCD Handbook.

STUDENT APPEALS

The SCD policy and procedures relating to appeals regarding assessment can be found in Section 3 of the 2011 SCD Handbook.

KEY ASSOCIATED POLICIES AND PROCEDURES

Appeals Policy and Procedures

Discipline Moderation Policy and Proforma

Extension Policy

Free Intellectual Inquiry Policy

Grading Student Performance Policies and Procedures

Monitoring Procedures

Student Disability Policy