ASSESSMENT

The Assessment policy is fundamental to your studies at the Academy. While the Key Points provide a useful summary, you should familiarise yourself with the complete policy (available below) and regularly check for updates, as policies are subject to review.

Key Points:

- Assessment is a mix of project work and a test.
- Project work is assessed in stages determined by your tutor.
- When producing and submitting assessment work, pay careful attention to the project brief and any other related documents.
- Assessment work submitted late will not be assessed unless you have an approved extension or Special Consideration.
- Your final assessment can also be affected by poor attendance.
- If you do not pass the final assessment for a unit, you will have to re-enrol in it.

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POLICY AND PROCEDURE: ASSESSMENT

Endorsed by	Academic Board
Date created	October 2007
Revision date(s) and scope	November 2009 – updated, including removal of references to Visual Diary and Journal July 2010 – inclusion of new grades (PC and CS) March 2011 – addition of FL1 and FL2 grades, and removal of NA and NE grades March 2014 – staged assessment; consolidation of former associated Regulations July 2014 – removal of weighted late penalty; addition of UP grade October 2014 – clarification of AW grade January 2016 – change to assessment grade bands, as per Academic Board 15-04
Review date(s)	October 2010 October 2013
Next review date	October 2016

Scope
This policy and procedure applies to all units/courses delivered at the Academy.

Policy Statement
Assessment promotes learning, gives students the opportunity to demonstrate what they have learnt, and is the means for determining whether they have fulfilled the requirements of their course. The Academic Board is ultimately responsible for overseeing the assessment process and ensuring that all assessment undertaken at the Academy is appropriate to the learning objectives of the unit/course delivered.

Procedure
Overview
The method of assessment depends on the course and units undertaken. Assessment is based on projects and a Test of Knowledge and Understanding (ToKU). Projects should align with one or more of the unit's learning outcomes/objectives, and may be written work and/or practical work depending on the unit. The nature and frequency of the projects will be noted in the unit outline. The ToKU should comprehensively test all unit learning outcomes/objectives.

Assessment guidelines for each assessable piece of work will be distributed in class. Students must obtain a final grading of at least 50% to obtain a pass in the unit. Unit grading will be on a scale between High Distinction and Fail. A minimum class attendance requirement also applies for a student to be eligible for assessment (see *Attendance* policy).

Projects
Project briefs outlining the assessment task(s), the submission requirements and due date are distributed in class.
Projects must be securely bound and labelled and include a cover sheet identifying:
• Student's name and student number
• Tutor's name
• Unit name and code
• Class group
• Project number and title
• Due date

Written projects must be formatted and referenced in accordance with the project brief and/or Academy Style Guide, issued to all commencing students and available on the library computers and the online Student Manual.

Tutors will complete a group Project Submission Form for projects and ToKUs as a whole-class submission of work. The form includes a class list. Students who submit their work in class on the due date are to sign beside their name. This will form a receipt of their submission. The tutor will print 'LATE' beside the name of any student who does not submit the work due by the time and date shown in the project brief. The form will be filed in the Administration Office.

Students must keep a backup copy of all submissions. While all possible care is taken with student work, the Academy is unable to accept responsibility in the event of its loss or damage.

Assessment Rubrics
To assist students in preparing their assessments and to clarify expectations, tutors will distribute assessment rubrics related to each task. The rubric will articulate the connection between the task and the relevant learning outcomes/ objectives and will provide a description of the level of quality associated with each grade.

Late Project Submissions
Generally when a student submits work late, they must do so at the Administration Office. Office staff will retrieve the appropriate form, which they will date and initial in the late columns provided, then instruct the student to sign. If the late submission does not receive an extension or Special Consideration it will not be assessed, resulting in a Fail grade and zero (0) marks awarded. Submissions that are approved for an extension or Special Consideration will not be penalised.

Extensions up to 7 days can be approved by the unit tutor or by submitting an application to the Student Progress Committee. Submissions more than 7 days late can only be approved by the Student Progress Committee through an application for extension or Special Consideration.

Project Grades
Tutors grade each project/assessment stage using an 'alpha' system (A – F). This is intended as an indication only; graded assessments may be moderated due to late submission (see above) or for Quality Assurance purposes.

Assessment Feedback
Tutors will provide feedback on each stage of assessment as soon as possible following submission, in time for students to incorporate the feedback into subsequent stages, if relevant. Students should be aware that late submission of projects may adversely affect the tutor's ability to offer timely feedback.

At the conclusion of a unit, the tutor will provide written feedback on each student's assessment work across the semester, whenever possible commenting on both strengths and weaknesses.

Appealing Assessment Grades
It is a student's right to appeal the grade awarded for any assessment task. Any student wishing to do so should first consult the tutor, for clarification of the grading. If the student remains unsatisfied they should contact the Assistant Director - Academic. The student will be requested to provide reasons why they believe the grade to be inappropriate, based on the project brief, assessment rubric, feedback or other significant factors. The Assistant Director - Academic shall assess the appeal and determine an appropriate response. If the student is unsatisfied with this response, they may pursue the matter further under the Academy's *Policy and Procedure: Grievance (Academic)*.

Unit Grades and Marks
A final unit grade will be calculated based on marks attained by students for each individual assessment task and their relative weighting, plus any moderation required by the Academy's *Attendance* policy or its Quality Assurance processes (see 'Review of Grades' below). A standard grading system applies to all degree units studied at the Academy. Following a 2015 review by the Course Evaluation and Development Committee, the Academic Board endorsed a change to the range of marks for grades between Pass and High Distinction. The differences between historical grades and current grades will be reflected on all academic records.

Code	Grade	Marks, 2016 onward	Marks, pre-2016
HD	High distinction	80-100%	90–100%
DI	Distinction	70-79%	80–89%
CR	Credit	60-69%	65–79%
PS	Pass	50-59%	50–64%
PC	Pass Conceded	(see Supplementary Assessment below)	
UP	Ungraded Pass	(used for non-credit-bearing units)	
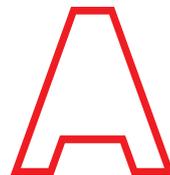
FL1	Fail Level 1	45-49%	45–49%
FL2	Fail Level 2	0-44%	0–44%

Supplementary Unit Grades

'TA' signifies 'to be assessed' ie an element or part thereof is missing.

'SA' signifies 'supplementary assessment', where a grade of between 45% and 49% has been obtained. The student will be offered the chance to re-submit one piece of assessment, specified by the Student Progress Committee in consultation with the appropriate program coordinator. It must be submitted by the due date specified by the SPC. Students who satisfactorily complete the supplementary assessment will be graded PC (Pass Conceded). Students who do not satisfactorily complete the supplementary assessment will have their grade changed to F1 (Fail Level 1).

'CS' signifies 'continuing studies'. A CS grade will be awarded to a student who is unable to complete a unit due to special circumstances that have interrupted that student's studies, and which the Student Progress Committee deems sufficiently extraordinary as to warrant the student to be allowed to continue the unit at a later date, in order to complete any outstanding assessment and/or attendance requirements, without paying fees for that unit a second time. Where the incomplete unit is a mandatory prerequisite, the Academic Board may waive the prerequisite.

'IR' signifies 'Incomplete – Repeat'. An IR grade will be awarded to a student who has failed to satisfy the Academy's attendance requirements and is therefore not eligible for assessment. The student will be required to attend the same unit of study in a subsequent study period and resubmit for all assessment and attendance requirements; where the incomplete unit is a mandatory prerequisite, the Academic Board may waive the prerequisite.

'AW' signifies 'approved withdrawal', indicating that the student officially applied to withdraw from the unit whilst eligible to do so. A withdrawal application will be deemed ineligible if the student has already accrued sufficient absences to be graded IR; in this case the IR grade will stand.

For further information on the effect of attendance requirements on assessed grades, see *Attendance* policy.

Review of Grades

The Student Progress Committee is delegated by the Academic Board to review all grades awarded and to ensure grading is applied consistently across different units and programs, and by different tutors. Following finalisation of grades in each study period the SPC will review grade distributions, recognising that divergence can occur easily with the small group enrolments at the Academy.

For unit cohorts of 14 or more students, a substantial discrepancy is deemed to be any cohort awarded more than 25% of either Fail grades or High Distinctions. For smaller cohorts, responsibility for identifying significant discrepancies lies with the SPC.

Should a substantial discrepancy be identified, it will be addressed via moderation of graded results rather than by additional assessment.