



EC ASSESSMENT AND MODERATION POLICY

Contents

SECTION A - INTRODUCTION	3
A.1 Purpose	3
A.2 Scope	3
A.3 Definitions	3
A.4 Acronyms	4
SECTION B - POLICY STATEMENT	5
B.1 Principles	5
B.2 Policy	5
SECTION C - GOVERNANCE	8
C.1 Responsibility	8
C.2 Version Control	8
C.3 Legislative and Organisational Context	10
SECTION D - PROCEDURE	11
D.1 Related Procedures	11
D.2 Related Policies	11

SECTION A - INTRODUCTION

A.1 Purpose

This policy outlines the rules of assessment and moderation in the Foundation Studies Program (FSP).

A.2 Scope

This policy applies to all current students enrolled in FSP and UniStart Stage 2 programs delivered by Eynesbury College (EC).

A.3 Definitions

Word/Term	Definition
Assessment	Academic activities to gather and evaluate a student's understanding, knowledge and skills related to their learning program
Assessment and Progress Committee	Internal committee responsible for reviewing and approving final marks for related programs
Chief Examiner	A university academic appointed by Eynesbury College to ensure the validity of the final examination and ensure the reliability of the marking of the examination
Compassionate or Compelling Circumstance	Circumstances beyond the control of the student that have occurred since the student accepted an offer and have significantly impacted on the student's well-being or progress
Course	A single unit of study that counts towards completion of a program
Course Information Booklet	A booklet provided to the students in a course, either in hard copy or online which contains information pertaining to the assessment, content and structure of the course
Deferred assessment	An assessment which a student is permitted to submit or undertake at a later date
Extension	Extra time granted for submission of an assessment item beyond the published due date
External moderation	Review of curriculum and or assessment tasks and student outcomes, by an appropriate academic outside the program/course teaching team
Formative assessment	Assessment tasks which provide feedback to students with the intention of improving performance on current or future tasks. Often (but not always) ungraded
Internal moderation	Activities to ensure consistency of assessment outcomes conducted by teaching staff

Medical certificate	<p>A signed statement from a registered medical practitioner (https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx), health practitioner or approved health specialist certifying a period of time during which a student is/has been affected by a medical condition impacting on their participation and/or attendance.</p> <p>A medical certificate may be issued by the following medical and health practitioners registered under the <i>Health Practitioner Regulation National Law</i>:</p> <ul style="list-style-type: none"> • medical practitioner • psychologist • chiropractor • dentist • optometrist • osteopath • physiotherapist • podiatrist • other health specialists as approved: <p>http://www.medicalboard.gov.au/Registration/Types/Specialist-Registration/Medical-Specialties-and_Specialty-Fields.aspx</p>
Moderation	<p>Process of validating teacher judgement of student achievement. The role of moderation is to ensure appropriate task design and confirms that the teacher has followed the assessment task specifications and has interpreted the criteria for judging performance consistently and appropriately</p>
Program	<p>An approved combination of approved courses in which a student is enrolled</p>
Summative assessment	<p>Activities to evaluate student academic achievement against the standards of the intended learning outcomes</p>

A.4 Acronyms

Abbreviation	Phrase or Word
APC	Assessment and Progress Committee
EC	Eynesbury College

SECTION B - POLICY STATEMENT

B.1 Principles

Assessment has both formative and summative purposes.

Assessment practices within Eynesbury are based on the principles of criteria-based assessment. This means that the desired learning outcomes for a course of study are clearly specified, assessment tasks are designed to indicate progress towards the desired learning outcomes, and the assessment grade is a measure of the extent to which the learning outcomes have been achieved.

B.2 Policy

1 Academic standards

1.1 Foundation Studies Program

- 1.1.1 In conjunction with teachers, the Academic Director will set assessment criteria that conform to these principles and course accreditation requirements.

2 Quality assurance

- 2.1 To assure consistency in, and achievement of, academic standards, Eynesbury conducts both internal and external moderation.
- 2.2 External moderation is undertaken by the Chief Examiner.

3 Assessment

- 3.1 Students will be provided with assessment information at the beginning of their course.
- 3.2 Assignments will be submitted electronically or in hard copy.

4 Deferred assessment

- 4.1 A student may apply for an extension to the submission deadline of an assessment where a compassionate or compelling circumstance has prevented their completion of the assessment task. This must be supported by documentary evidence.
- 4.2 Eynesbury will only accept medical certificates signed by approved health specialists. See A3 definition for certificate criteria.
- 4.3 Deferred assessments will not be granted on the grounds that a student has mistaken the due date.

5 Deferred final examination

- 5.1 A student may apply for a deferred final examination where there is a compassionate or compelling circumstance. This must be supported by documentary evidence.

- 5.2 Eynesbury will only accept medical certificates signed by approved health specialists. See the definition table for certificate criteria.
- 5.3 A student is ineligible for a deferred exam where they have attended the original exam and submitted an exam script without indicating to the invigilator that they are sick and do not wish to have the exam script marked.
- 5.4 There is a fee for a deferred final examination application.
- 5.5 Deferred final examinations will be conducted at the discretion of the Academic Director.
- 5.6 A deferred final examination cannot be deferred to another date. The full range of marks will be used in assessing the result of a deferred examination.

6 Academic Integrity

- 6.1 The **Academic Integrity Policy** must be adhered to.

7 Grade determination and notation

- 7.1 The Eynesbury Assessment and Progress Committee (APC) approves all student grades prior to release. At its discretion, the APC may adjust a student’s final internal assessment upwards by a maximum of 15 points out of 500 (3%).

7.2 Calculation of results

7.2.1 The university assessment is calculated in a series of steps:

- The exam mark and the school mark are combined into a mark out of 100 for each of the elective subjects and Language and Communication. If an additional elective subject is studied, the lowest elective course result is not included in the score calculation.
- International Studies and Clear Thinking and Logic marks are reduced to a mark out of 50, and then combined to give a final score of 100.
- All marks are added to give a total out of 500.
- The aggregate score is calculated as follows:

	Possible Maximum
Language and Communication	100
International Studies	50
Clear Thinking and Logic	50
3 electives	300
<i>4 electives: 3 highest scores</i>	
	500

7.3 Graded assessment symbols

7.3.1 The following grades will be allocated to all assessment items:

Grade	Notional %
A+	95 – 100%
A	90 – 94%
A-	85 – 89%
B+	80 – 84%
B	75 – 79%
B-	70 – 74%
C+	65 – 69%
C	60 – 64%
C-	55 – 59%
D+	50 – 54%
D	40 – 49%
E	0 – 39%

8 Examinations

8.1 Communication before examinations

8.1.1 Students will be advised of their examination time table and be given the Examination Conditions and Instructions.

8.2 Requirements for examinations

8.2.1 Students will be required to abide by the Examination Conditions and Instructions.

8.3 Invigilators

8.3.1 Invigilators will supervise students undertaking examinations.

8.3.2 There will be a Chief Invigilator to oversee examinations.

9 Appeals

9.1 Students who wish to lodge an appeal may do so in accordance with the **Student Grievances and Appeals Policy**.

SECTION C - GOVERNANCE

C.1 Responsibility

Identification	EC Assessment and Moderation Policy
Policy Owner	Academic Director, EC
Approving Authority	EC Academic Board
Initial Issue date	February 2012
Directory Location	Academic Directorate, Policies

C.2 Version Control

Version Number	Summary of Changes	Approved by	Date of Effect	Review Date	Privilege Level
v1.0	Amendments as requested by EC Academic Board (Ref ECAB Minutes, 30/11/11 – Attachment B)	EC Academic Board	2/2012	2/2014	Public
v2.0	<ul style="list-style-type: none"> amend Title of Policy from FSP only to EC. reword scope to encompass all relevant programs for EC excluding EC Academy of English (ECAE) standardise the use of EC throughout the document. C2 Section 7 add: “A modification of the approved exam may be used for some EC intakes without further approval.” “A retrospective approval of results may be required in some EC intakes” 	EC Academic Board	6/2012	6/2014	Public
v2.1	Moved into new template	Quality Manager	6/2013	6/2014	Public
v2.2	University Transition Program removed from scope	Quality Manager	6/2013	6/2014	Public
v2.3	<ul style="list-style-type: none"> editorial updates moved to three year review cycle 	Quality Manager	11/2013	6/2015	Public
v2.4	Minor changes	Quality Manager	4/2014	6/2015	Public
v3.0	Complete review: <ul style="list-style-type: none"> Supersedes the Student Conduct in Examinations Policy. Now included in Clauses 9.1, 9.2, 9.3 of this policy 	Eynesbury Executive Group	9/2014	9/2017	Public

	<ul style="list-style-type: none"> remove procedural content add Calculation of results for FSP in Clause 8.2 add examinations clauses 				
v3.1	Addition of new clause 5.2 regarding fee	Quality Manager	10/2014	9/2017	Public
v3.2	Addition of new clause 5.2 regarding ineligibility for deferred exam if original exam script submitted	Eynesbury Executive Group	10/2014	9/2017	Public
v3.3	<ul style="list-style-type: none"> review by Academic Board alteration to definition of 'Deferred Assessment' 	EC Academic Board	12/2014	12/2017	Public
V3.4	Amendment to Clause 8.1 to include assessment adjustment for marginal students	EC Academic Board	6/2015	12/2017	Public
v4.0	<p>Major review</p> <ul style="list-style-type: none"> Addition of 'Medical certificate', 'Chief Examiner' and 'Moderation' to definition table Addition of new clauses 4.2 and 5.2 regarding medical certificate requirements Definition of deferred assessment changed in line with EIBT policy 'within-trimester removed from title of 4 Clause 5.5 amended Numbering corrected from previous clause 7 (now clause 6) New clause 7.3.1, table put onto one page '... examination conditions' changed to 'Examination Conditions and Instructions' Title of new clause 8.3 changed to 'Invigilators' Clause 8.3.1 amended Reference to prospective students removed from A.2 scope Approving Authority box added to C.1 Addition of new clauses 2.2 and 8.3.2 	EC Academic Board	12/2015	12/2018	Public
v4.1	Update to wording of clause 7.1	EC Academic Board	2/2016	12/2018	Public
v4.2	Remove the last sentence of clause 7.1	EC Academic Board	12/2016	12/2018	Public

C.3 Legislative and Organisational Context

Name
Higher Education Standards
The National Code of Practice 2007
Standards for VET Accredited Courses

SECTION D - PROCEDURE

D.1 Related Procedures

EC Chief Examiner Procedure

EC Final Assessment of Grades Procedure

EC Moderation Procedure

D.2 Related Policies

Academic Integrity Policy

Student Grievances and Appeals Policy