Policy: Student Assessments

Policy Statement

All assessments undertaken by students must comply with relevant accreditation requirements and are congruent with the Graduate Attributes. In addition, all assessment processes must be valid, fair, flexible and reliable.

Scope

This policy applies to all courses conducted by Academies Australasia Polytechnic.

Learning outcomes

All assessments must demonstrate the achievement of learning outcomes reflected by the courses’ objectives.

Types of assessment

For degree level courses, there must be summative and formative assessment tasks for each unit, with the exception of units that are project-based or skill-based.

For VET level courses, appropriate assessments must be designed to assess competencies for each unit.

Criteria for assessment

- The criteria for assessment must be given to students in writing, including an explanation of how these criteria will be applied.

- The criteria for assessments should also be given to the students at the beginning of the course, whenever possible.

Timing of assessment and feedback

- All teaching staff must provide appropriate feedback as promptly as possible on all assessments.

- Teaching staff must also be available for consultation with students after the return of marked assessment tasks.
• When assessment items are relevant to the final examination, they must be marked and returned to students before the final examination, allowing sufficient time for students to benefit from the feedback.

Submission and backup

All assignments must be submitted by the deadline specified in the course’s outline, accompanied with an appropriately signed Assignment Cover Sheet. Late submission of any assignments will carry a late submission penalty, with the exception of assignments submitted under Special Considerations. Late submission penalties must be clearly specified either in the course’s outline or program-wide documentation.

It is the responsibility of the student to keep a backup copy of the submitted assignments. This responsibility must be clearly indicated on the course outline as well as Assignment Cover Sheet.

Retention of assessment materials

• A minimum 10% per unit per cohort, or at least 3 samples of marked assignments, whichever is greater, must be retained for audit and record purposes. The samples selected should consist as a minimum, the following categories:
  o For Higher Education: one each of assignments awarded with a “High Distinction”, a “Failed” and a “Pass” mark,
  o For VET programs: one each of assignments awarded with a “Above-average”, a “below-average” and an “Average” mark
• In the event that a student is receiving any government funding, all of his/her assignments must be kept for audit purposes;
• All unclaimed assessment items must be retained for six months after the end of the study period;
• Examination scripts should be kept for a period of twelve months following the end of the examination period.

Change Control

<table>
<thead>
<tr>
<th>Date</th>
<th>Reason</th>
<th>Completed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>27/01/2015</td>
<td>Deleted AAPoly’s address or changed logo. Some organizational references were also updated.</td>
<td>Esther Teo</td>
</tr>
</tbody>
</table>

Manual: Academic
Approved by: Academic Board, CEO
Responsible by: Academic Head
Access: All staff and students

Date of Approval: 24/09/2012
Version: 4.1
Latest update: 27/01/2015
Next Review date: 27/01/2016