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| **Policy Owner** | PIBT Academic Director / ACBT College Principal | |
| **Contact Officer:** | Deputy Principal |
| **Policy Number:** | QTDPO018 – ACBT |
| **Approved by:** | Senior Management Group (4/7/2016); Quality Assurance Council (30/6/16) |
| **Date Approved:** | 04 July 2016 |
| **Last Reviewed:** | June 2016 |
| **Related Policies**  **Related Documents:** | Attendance Policy  Complaints and Appeals Policy  Progress and Graduation Policy  Academic Staff Pack  Assessment Guidelines: Disability & Equity  PIBT Academic Governance  PIBT Unit Coordinator – Lecturer Handbook.  Academic Misconduct: Staff Guidelines  Academic Misconduct: Student Guidelines |

1. **Overview**
   1. This Policy describes the processes associated with measuring student learning outcomes.
   2. To identify who has responsibilities for assessment and the application of principles relating to student assessment at PIBT and at Partner Provider.
2. **Organisational Scope**
   1. This policy applies to all PIBT students and Partner Provider students enrolled in pathway courses..
3. **Definitions**
   1. **Academic Director:** For the purposes of this policy, this refers to the Partner Provider College Director / Principal in consultation with the PIBT Academic Director and/or Partner Programs Director.
   2. **Academic Misconduct:** Means any conduct by a student in relation to academic work that is dishonest or unfair and includes but not limited to plagiarism, unauthorised collaboration, sharing assignments, cheating in assessments, fraudulently submitting the work of another person, purchasing assignments or paying another person to write an assessment, theft of other student’s work and/or any other fraudulent assessment practices.
   3. **APA Referencing:** Referencing format created by the American Psychological Association.
   4. **Assessment:**  A set of processes that measure the outcomes of students' learning, in Trimesters of content knowledge acquired, understanding developed, and analytical skills gained.
   5. **Assignment and Report Cover Sheet:** Standard form used by students to submit any assessment (except examinations and tests). Students use this form as proof of submission and to certify that the submission is their own work.
   6. **Board of Examiners:** A review panel that determines the academic progression status of students.
   7. **Deferred Exam:** Where a student is unable to attend their final or a mid-Trimester exam/quiz assessment/presentation because of a medical condition or other extenuating circumstance, a deferred assessment may be offered subject to the rules of application.
   8. **English Good Practice Principles:** Refers to the principles for English language proficiency as determined by the regulatory authorities.
   9. **ECU Coordinator:** The person nominated by the relevant ECU Faculty to be responsible for moderation of university-linked units and ensure that the standards of ECU are communicated to PIBT lecturers.
   10. **Examiner:** Person nominated to set the exam or assessment tool for each unit.
   11. **Extension:** A request for additional time to complete an assessment. Generally (unless approved) late assessments will incur a 5% penalty per day up to one week. After one week, any late submission will be awarded zero.
   12. **Formative assessment:** Assessment designed to provide learners with feedback on progress. It can also be referred to as **ongoing assessment**.
   13. **Grade:** A grading schema for student achievement. Note: PIBT has based its grading schema on protocols as defined in the Edith Cowan University (Admission, Enrolment and Academic Progress) Rules.
   14. **Graduate Attributes:** Refers to the generic skills that can be used to further life-long learning and engagement with the community. These skills include the ability to communicate, ability to work in teams, critical appraisal skills, ability to generate ideas and cross-cultural and international outlook.
   15. **Moderation:** A process which consists of a variety of strategies adopted within an institution to ensure that grades awarded within each unit of study are comparable between lecturers teaching the same unit in a given trimester and between lecturers teaching the same unit across different trimesters
   16. **Norm-referenced assessment:** Where a student's performance is assessed against other students within the same unit cohort.
   17. **Ongoing Assessment:** See Formative Assessment
   18. **Partner Provider:** an institution that provides a course which is accredited as being offered by PIBT, who, for the purposes of this document oversees all matters relating to the delivery of those courses. In this policy, Partner Provider refers to the Australian College of Business and Technology (ACBT)
   19. **PIBT:** Unless otherwise specified, where PIBT is used exclusively in a section to describe a policy in this document, it refers to all Higher Education courses run at PIBT.
   20. **PIBT Unit Coordinator**: The person nominated by PIBT to be responsible for moderation of accredited units and ensure that the standards of PIBT are communicated to all lecturers.
   21. **Plagiarism:** To knowingly or unknowingly present as one's own work, ideas/writings of another without appropriate acknowledgment or referencing. It includes paraphrasing text without acknowledging source, paraphrasing text inadequately, copying another student's assignment or copying a visual representation (cartoon, line drawings, photos, paintings, computer programs)
   22. **Standards-referenced Assessment:** Where a student's performance is compared to a pre-determined criteria or set of learning objectives. Students are graded according to a set of performance criteria without any reference to any other students within that unit. Also referred to as **Summative** or **Criterion-referenced assessment.**
   23. **Supplementary Exam:** Where a student fails the last unit of an Associate Degree course, he/she may be offered a supplementary (repeat) exam. PIBT does not offer supplementary exams except for those who fail the final unit in their Associate Degree by less than 5%.
   24. **TEQSA (Tertiary Education Quality and Standards Agency):** is Australia’s regulatory and quality agency for higher education.
   25. **Unit**: A discrete component of study within a course.
   26. **Unit Outline**: A statement giving fundamental details about the unit. It usually includes an overview of the unit content materials, assessment tools, assessment weightings, due dates of assessment, textbook details and recommended readings. At ECU, this is sometimes referred to as a **Unit Plan**.
   27. **University-linked Program/Unit:** A unit of study in the PIBT Diploma, Advanced Diploma or Associate Degree.
4. **Policy Principles**
   1. PIBT / Partner Provider practices are designed to facilitate learning and maintain standards that are commensurate with those required for students to transition into university-level studies.
   2. PIBT / Partner Providers will employ suitably qualified staff, infrastructure and management processes to ensure quality courses, learning and instruction.
   3. PIBT / Partner Providers will ensure comparability and moderation of assessments between different classes and different lecturers within the same unit.
   4. PIBT / Partner Providers will provide clear guidelines to students on what constitutes successful achievement in an assessment.
   5. PIBT / Partner Providers will ensure fair and open assessment practices and where applicable apply the appropriate disability guidelines.
   6. PIBT / Partner Provider staff will embed some or all of the Graduate Attributes and English Good Practice Principles into the delivery of their unit and assessment of student learning outcomes.
   7. A Board of Examiners meeting is convened at the end of every trimester to review results and identify students who require counselling and/or academic support as per the *Progress and Graduation* Policy.
5. **Policy Content**
   1. PIBT / Partner Provider monitors, records, informs and assesses the progress of each student in each unit of the course in which the student is enrolled in accordance with this policy.
   2. The Academic Director, working within approved Academic Council protocols, has responsibility for assessment processes in all units offered in collaboration with PIBT but may be advised by the PIBT Partner Programs Director and PIBT Course Coordinators representing their respective discipline areas.
   3. Students are informed of assessment requirements and assessment weightings for each unit, via the unit outline issued at the start of each trimester.
   4. All assignments must be submitted using a signed PIBT or Partner Provider’s Assignment and Report Cover Sheet, unless submitted electronically using *Turnitin*.
   5. English – Foreign Language dictionaries are permitted in all assessments, including examinations unless specifically precluded in advance. In such cases, the students will be given at least one week notice.
   6. The Academic Director undertakes that the marks presented to the Board of Examiners represent each student's assessed performance and are based on at least three assessments. The Academic Director carries this out by ensuring that:
      1. Academic staff are familiar with the relevant rules of Academic Misconduct (including plagiarism) within this Policy;
      2. Academic staff provide Unit Outlines with information that complies with the respective TEQSA Accreditation document or the outline provided by the ECU Unit Coordinator (University-linked units) and the provisions of this Policy;
      3. Assessment methods and practices comply with the approved TEQSA (or equivalent) Accreditation documents (University-linked units) and the provisions of this Policy;
      4. Academic staff carry out all assessments fairly, objectively, consistently and in a timely manner across the student group for each unit;
      5. The grading system has been applied as per the Grading Schema set out in this Policy.
      6. All academic staff whether full-time, part-time or casual will make themselves available to students to discuss assessment results;
      7. PIBT / Partner Provider Student Services keeps a copy of unit outlines for each unit;
      8. Examination scripts remain the property of PIBT (except for Pre-Foundation courses in which case they remain the property of the Partner Provider).
      9. Examination scripts are kept for one trimester after the examination week has ended. Unclaimed assignments are distributed in the final week of the trimester. Where such assessments are not collected within 3 days, staff will ensure they are transferred to a secure destruction facility.
      10. Referencing: All students will be expected to follow the APA style of referencing, unless otherwise directed by the Academic Director in line with recommendations of the PIBT Academic Council.
   7. **Moderation and Comparability of Assessments**

Where two or more lecturers are involved with the same unit, it is essential that assessments between groups are comparable – treatment received in one group must be the same as treatment received by another group. Shared marking, detailed marking keys, regular meetings, etc., help achieve comparability.

A PIBT Unit Coordinator will be appointed for each unit to ensure comparability of assessment and marking. The role of the PIBT Unit Coordinator is outlined in the PIBT Unit Coordinator – Lecturer Handbook.

* + 1. Grades awarded within each unit of study must be comparable between lecturers teaching the same unit in a given trimester **and** between lecturers teaching the same unit across different trimesters
    2. Moderation and comparability ensures fairness to students and credibility of grades as they determine a student’s prospects for further education.
    3. Comparability is assured if:
* Unit is clearly defined through learning outcomes, content and performance criteria
* Lecturers structure their teaching program on the basis of the accredited unit outline
* Lecturers structure their assessment/program on the basis of the approved assessment structure described within the accredited Unit Outline
* Lecturers communicate regularly with respect to tests, assignments, examinations and criteria used in grading these assessment instruments
  + 1. Moderation within PIBT is achieved through
* A clearly defined Unit Outline and compliance with this outline in Trimesters of content, and learning objectives ;
* The development of common assessment support materials; and
* Regular moderation processes by lecturers involved in teaching the same unit;
* The designation of a staff member to act as a PIBT Unit Coordinator;
* The supervisory roles of the senior academic staff to ensure that moderation procedures are in place and that they are implemented in an effective manner.
* An annual moderation report is provided to ECU for feedback from their respective ECU Unit Coordinators.
  1. **Academic Misconduct**
     1. PIBT / Partner Provider comply with university-level protocols in applying the rules of Academic Misconduct:
     2. As honesty and academic integrity are highly valued at PIBTand Partner Providers, academic misconduct is viewed as a serious offence. All staff are informed about the policy through their Academic Staff Pack during staff induction. All students are informed through the Student Handbook, orientation workshops, or Partner Provider’s website and in their unit materials.
     3. Academic misconduct includes plagiarism, cheating and dishonesty in assessment. It also includes, unauthorised collaboration, cheating in examinations, fraudulently submitting the work of another person, purchasing assignments or paying another person to write an assessment, theft of other student’s work or any other fraudulent assessment practices. Staff are expected to be critical of student work, looking for plagiarism/cheating and reporting it when applicable.
     4. Plagiarism means to knowingly or unknowingly present as one's own work, ideas/writings of another without appropriate acknowledgment or referencing, including paraphrasing text without acknowledging source, paraphrasing text inadequately, copying another student's assignment, copying a visual representation (cartoon, line drawings, photos, paintings, software code)
     5. PIBT and the Partner Provider reserve the right to monitor plagiarism through the use of *Turnitin* (or similar) software. Student work will be uploaded and recorded onto this database as part of our plagiarism checks.
     6. If academic misconduct is suspected, the lecturer shall interview the student(s) to determine the nature and extent of the problem, inform the student(s) of the seriousness of the situation and provide remedial counselling. If convinced that PIBT regulations have been breached, the lecturer shall complete an Academic Misconduct form and notify the Student Administration Coordinator or Examinations Manager for follow up.
     7. Academic Misconduct – refer to the Student Misconduct Policy for further information relating to the penalties that apply for breach of academic misconduct.
  2. **Late Submission and Non-Submission of Assessments**
     1. Students who wish to defer assignments must make applications in writing with written evidence to support special consideration where possible. Advance applications for an Extension of up to one week, should be directed to the lecturer. Applications for an Extension for a period exceeding one week or in cases where the assessment weighting is significant (over 25%) should be referred to the Partner Provider Course Coordinator.
     2. Late submissions (without prior approval) shall incur a penalty of 5% (of the possible mark) per working day; except that after one week (7 days), the mark for the assessment piece will be 0%. Exceptions may be made in exceptional circumstances:
* An exception will usually be granted when the student provides a medical certificate (to the Manager (Examinations), or
* An exception may be granted when the student provides a written explanation to the Manager (Examinations), in the case of personal circumstances, which have the potential to significantly impinge on the student’s performance.
* All written evidence must be submitted within 3 days of the prescribed due date of the assessment task.
* In the event of an absence from a lecture, students should complete an Explained Absence Form and attach the required evidence to this form and hand it to the Manager (Examinations).
  1. **Disabilities**
     1. The PIBT *Assessment Guidelines: Disability & Equity,* offer flexibility in assessments with respect to students with a disability. Students can be identified as having a disability either on admission (application form), on enrolment (via portal input of information) or via a staff member.
     2. In the event that a student is identified as being disadvantaged by assessment strategies because of a particular physical and/or sensory disability, they will be referred to the Course Coordinator, Unit Coordinator or Student Counsellor who will seek professional advice (where applicable) and advise all lecturers and the Academic Administrator (for examination purposes) of the disability.
     3. A summary of the professional advice and appropriate intervention strategies will be issued as soon as practicable to staff.
     4. The *Assessment Guidelines: Disability and Equity* document is included in the Academic Staff Induction Pack, on the PIBT website and ACBT website.
  2. **Marking Procedures**
     1. All assessments should be shown to students within two (2) weeks of submission. . Students must be advised of their results and be given appropriate feedback.
     2. Mid-trimester tests do not have to be returned but students must be advised of their results within two (2) weeks and before the next assessment deadline. Students should be given the opportunity to view their paper and discuss their mark with the lecturer
     3. Lecturers should issue assignments during scheduled class time or via electronic format. Where the assessment was submitted by students at the end of the trimester, lecturers may return assessments to the student either at the exam venue or on the last day of the examination week. Uncollected assignments are disposed of within 3 days after the end of trimester to maintain the security of students’ work.
     4. Lecturers are expected to upload assessment marks into the PIBT / Partner Provider portal to allow students to view their marks progressively throughout the trimester.
  3. **Final Examinations** 
     1. Students are advised of the structure of the exam and provided with a sample exam prior to exam week.
     2. Exams for university-linked units are set by the PIBT Unit Coordinator and moderated by the PIBT Unit Coordinator.
* Offshore exam scripts are forwarded to PIBT for marking and moderation.
* Final grades will be moderated and assigned a grade in consultation with an annual Moderation Report submitted to the PIBT Unit Coordinator.
* Sample assessments and a copy of the PIBT Unit Coordinator’s report will be forwarded to PIBT Course Coordinator for feedback and presentation to the Academic Council on at least an annual basis.
  + 1. Deferred Examinations: Applications for Deferred Exams must be submitted to the Examinations Manager within 2 working days of the date of the exam. Exceptional applications will then be forwarded to the Deputy Principal for approvals.
    2. Deferred Examinations are subject to College approval. Students who fail to meet the following requirements will not be eligible to sit a Deferred Examination:
* Where in-class attendance has been below 80%
* No evidence of extenuating circumstances has been provided to ACBT.
* ACBT has deemed that the student cannot pass the unit, even if he/she achieves 100% in the Deferred Examination.
  + 1. Any student who misses the scheduled Deferred Exams is not eligible to sit another Deferred Examination. Under exceptional circumstances, as determined by the College Principal/Deputy Principal Academic Director, special dispensation may be given to sit the exam at the end of the following trimester.
    2. PIBT does not offer Supplementary Examinations for Foundation and Diploma levels. PIBT will consider supplementary exam if the student
* Passed 15 out of 16 units of Advanced Diploma Units, and the student has achieved a minimum unit mark of 45% for the failed unit that would have been the 16th unit to complete the Award
  + 1. Exam papers and exam scripts remain the property of PIBT. Scripts will be retained for a period of one trimester before being destroyed in a secure manner.
  1. **Mid-Trimester Examinations/Assessments**
     1. Mid-Trimester Exams /Assessments for university-linked units are set by the PIBT Unit Coordinator and moderated by the PIBT Unit Coordinator.
     2. Mid-Trimester Exam Scripts at Partner Provider locations are marked by lecturers as part of their teaching contract
     3. Deferred Mid-Trimester Examinations/Assessments (including assignments, quizzes and presentations): Students must submit an Explained Absence Form along with valid documentary proof to the Examinations Manager within 2 working days of the due date. Exceptional applications will be forwarded to the Deputy Principal by the Examinations Manager for approval
     4. Deferred Mid –Trimester Exams/Assessments (including assignments, quizzes and presentations) are subject to College approval. Students who fail to meet the following requirements will not be eligible for any of the deferred assessments
        + - Where in-class attendance has been below 80% and no evidence of extenuating circumstances has been provided to ACBT
          - Where the request has not been submitted within 2 working days
          - Deferred exams/assessments will not be approved for the units where it is already specified in the Unit Outline that students will receive zero if they are absent on the due date.
          - Students are required to attend their allocated presentation dates. Students who do not attend the presentation dates will be marked zero. Approval to defer presentations will be made by the Principal/Deputy Principal only under extenuating circumstances,
          - Assessments with a weighting of less than or equal to 5% will not be granted a deferral.
          - Students cannot defer the deferred exam/assessment a second time – that is, there is no deferral on a deferral
  2. **Board of Examiners**

The Board of Examiners is responsible for conferral of awards and establishing students’ progression status. Refer to the *Progress and Graduation* Policy.

* 1. **Assessment Weightings**
     1. In order to facilitate ongoing feedback to students and encourage participation, PIBT lecturers are required to use the following guidelines when determining assessment weightings:
* All units should include a 5-10% participation mark for participating in class activities
* All units will include an diagnostic assessment by Week 4 of trimester (which may or may not have any weighting in the final grade)
* Each unit should include a minimum of three different assessment tools (e.g. Essay, report, blog, wiki, oral presentation, teamwork, model, drawing, poster presentation, mathematics exercises, simulation exercise, programming task, in-class test, final exam)
* Final examination should have a weighting of no more than 60%
* Combined final exam and in-class testing should have a weighting of no more than 70%
* Exceptions may apply in consultation with the Academic Director
  1. **Grades Schema**

The following Grades Schema applies to PIBT pathway courses:

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| **GRADE** |  | **MARK / EXPLANATION** |
| HD | High Distinction | 80 –100% |
| D | Distinction | 70 – 79% |
| CR | Credit | 60 – 69% |
| C | Pass | 50 – 59% |
| N | Fail | 0 – 49% (includes students who withdraw after Week 10) |
| DE | Deferred | Student’s final mark is subject to sitting deferred exam |
| W | Withdrawn | Student has withdrawn from unit/course before Week 10 |
| I | Incomplete | 50 – 100% (Unit not credited as student failed a required assessment component) |
| EX | Exempt | Recognition of prior learning |

* 1. **Appeals**

Where a student disagrees with an assessment, the student shall refer to the *Complaints and Appeals* Policy. If the assessment is inconsistent with this (Assessment) Policy, the student shall complete an Appeal of Final Results form to initiate the informal and formal procedures for an appeal.

1. **Administrative procedures**
   1. This policy is available on the Partner Provider website (<http://www.acbt.net/policies>) for students and distributed to all Academic Staff as part of their Academic Staff Pack at Induction. Administrative staff who provide advice to students on academic progression issues will be provided with the policy by their respective supervisors.
   2. Staff will be informed of any changes or updates to the policy and procedures via email.