

Assessment Procedure 2016 August 01

Applies to students enrolled in units commencing on or after 1 August 2016

Policy Supported:	Assessment Policy 2016 August 01		
Audience:	Staff, Students		
Related Procedures:	Assessment Policy Exemption Procedure		
Supporting Documents:	Assessment Guideline 2016 January 01		
Contact Officer:	Secretary to Educational Policy Review Committee	Phone:	See Campus Directory

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Preamble:

This *Assessment Procedure* supports particular clauses in the *Assessment Policy*. For convenience, the procedure is arranged in the same order and under the same main headings as the policy – the relevant policy clause number has been provided.

Objectives:

1. To identify and clarify the roles and responsibilities of staff and students in implementing the *Assessment Policy*; and
2. To provide transparent and accountable processes.

Implementation Steps:

1. GROUP ASSESSMENT (*Assessment Policy Clause 3.0*)

Where assessments involve group projects, Unit Coordinators are responsible for (further information is found in *Assessment Guideline 2.0*):

- 1.1. Managing the planning, development and implementation of processes and procedures for learning through group work.
- 1.2. Ensuring that Unit Information and Learning Guides and/or unit website contains:
 - 1.2.1. An explanation of the purpose of the group project and how it helps achieve the stated Learning Outcomes of the unit.
 - 1.2.2. Explicit procedures for establishing roles and responsibilities of group members.
 - 1.2.3. Mechanisms for assessing the contributions of individuals to group projects (e.g. self and peer assessment).
 - 1.2.4. Procedures for the resolution of disputes or for dealing with defaulting group members.

- 1.2.5. Clearly defined criteria that establish the competencies students are expected to demonstrate both individually and collectively.

2. PROVISION OF INFORMATION TO STUDENTS ON ASSESSMENT (*Assessment Policy Clause 5.0*)

The advice on assessment in the Unit Information and Learning Guide and/or unit website must provide clear information on:

- 2.1. All assessment components, including tasks and topics, word limits and weightings as appropriate.
- 2.2. The links between assessment components and the Learning Outcomes.
- 2.3. Due dates and submission details for assignments and other assessable components. Submission and receipt of assignments must be consistent with the *Assessment Policy* (Clause 5.1).
- 2.4. Information on resubmissions, extensions, and late submission: including any provision for resubmission of assignments; the procedures for obtaining extensions, if any, and any penalties for late submission, with or without an approved extension.
- 2.5. The criteria for the assessment of each component including any requirements regarding presentation and referencing style.
- 2.6. The University's system of grading, *Assessment Policy* (Clause 7.0).
- 2.7. The use of Formal Moderation, if applicable, must be made clear together with the rationale (see *Assessment Guideline* Clause 3.3 and Attachment 2 of the *Assessment Guideline* for further details).

Including, where applicable:

- 2.8. Any mandatory pass requirements or requirement to attempt and submit all assessment items in accordance with the *Assessment Policy* (Clauses 2.1.4 and 2.1.5);
- 2.9. Any rules governing attendance requirements; a pedagogical explanation for these, and advice on what action a student should take when they cannot attend due to exceptional circumstances and how any such non-attendance will be dealt with. These rules must be consistent with the *Assessment Policy* (Clause 2.1.6);
- 2.10. Details of any exemptions from the *Assessment Policy*, as approved under the *Assessment Policy Exemption Procedure*;
- 2.11. A statement regarding Academic Integrity covering the following:
 - 2.11.1. A statement requiring students to adhere to academic integrity in all assessment tasks of the unit.
 - 2.11.2. Information on academic integrity as it relates to assessment.
 - 2.11.3. Advice regarding student use of the University's plagiarism detection software.
 - 2.11.4. That Unit Coordinators reserve the right to submit any assignments to the University's plagiarism detection software if they suspect plagiarism.
 - 2.11.5. That, if required, students must be able to provide assignments in an electronic format which is able to be checked through the University's plagiarism detection software.
- 2.12 The possible use of adjustment of group means in a unit (Clause 3.2 of the *Assessment Guideline*).

3. SUBMISSION AND RECEIPT OF ASSIGNMENTS

- 3.1. Unit Coordinators must make sure that procedures for submission and return of assignments ensure student confidentiality.
- 3.2. Online submission of assignments: Online submission and return of assignments is encouraged. Where the Unit Coordinator specifies that assignments must be submitted online, the required format for the electronic submission of assignments must be specified in the Unit Information and Learning Guide and/or unit website (e.g. PowerPoint, Microsoft Excel or PDF).
 - 3.2.1. Students are required to tick the 'Assignment Declaration' checkbox on the LMS before they can submit their assignment.
 - 3.2.2. The student's electronic file should be named according to the requirements specified in the Unit Information and Learning Guide and/or unit website. The file name should be at the Unit Coordinator's discretion, but should be kept simple. The LMS system will automatically name files when multiple assignment submissions are downloaded in bulk by appending the Student's first and last names and student number onto the original file name. If assignment files are accessed individually, it is helpful for the file to be named with the student number and last name as a minimum. For example:
 - (a) SMITHJ_12345678
 - (b) SMIJ_12345678_FDN115
- 3.3. Hardcopy submission of assignments: If students have been given approval from their Unit Coordinator to submit hard copies of assignments, then a standard assignment cover sheet with a student declaration, must be available for download through the unit website.
 - 3.3.1. Discipline Groups and/or staff responsible for marking assignments must have a process for recording receipt of each submitted assignment.
 - 3.3.2. Discipline Groups must ensure that procedures for the secure distribution of assignments to the appropriate marker are in place.
 - 3.3.3. Unit Coordinators must securely return assessed work that was submitted in hardcopy; including in person (in class, or from their own office), through the designated office, or through tutors/demonstrators in class. Where students are picking up assignments through the designated office, students must produce suitable photo ID to receive their assignment.
- 3.4. Where assignment submission deadlines are strictly enforced, the Unit Coordinator and/or the Discipline Group must have a mechanism in place to ensure that assignments submitted by the deadline specified in the Unit Information and Learning Guide and/or unit website can be reliably identified. Similarly, the time and/or date of submission of late assignments should be accurately recorded.
- 3.5. Unit Coordinators should specify in the Unit Information and Learning Guide and/or unit website the procedures that apply to late submission of assignments.
 - 3.5.1. Unit Coordinators should only accept late submissions without penalty if a formal extension has been applied for and granted.
 - 3.5.2. In the interests of equity, the latest date to which an extension should be granted is no later than the day before assignments submitted on time are to be returned.

- 3.5.3. Unit Coordinators can use their discretion to apply penalties if and when late submissions are accepted without a formal extension. A guideline of 10% of the maximum possible mark per day or part thereof is suggested (day here refers to all days, not only University Business days).

4. ENSURING FAIR ASSESSMENT (*ASSESSMENT POLICY CLAUSE 6.0*)

4.1. Formal Moderation

Unit Coordinators are responsible for ensuring that moderation is consistent with *Assessment Guideline 3.3* and relevant contractual arrangements.

4.2. Reviewing Marks and Re-marking

- 4.2.1. Initially, students should discuss any concerns with the staff member who marked their work or the Unit Coordinator. A request for a re-mark should be made to the Unit Coordinator within 10 University Business Days of when the mark was released. The Unit Coordinator may elect to arrange a re-mark. Any such re-mark authorised by the Unit Coordinator will be final.
- 4.2.2. Where a request for a re-mark is not granted by the Unit Coordinator, the student may submit a formal request to the Head of Discipline within a further 10 University Business Days.
- 4.2.3. In submitting a written request to the Head of Discipline, a student must include:
- (a) The student's full name and their student number
 - (b) The name and code of the unit
 - (c) The basis and rationale for a re-mark, in line with the grounds for re-mark as set out in clause 4.2.4 below.
 - (d) Support for these claims.
 - (e) Any other supporting documentation.
- 4.2.4. A re-mark will only be undertaken where a student can demonstrate one of the following grounds:
- (a) The mark for the assessment activity was not based on the published marking guidelines.
 - (b) The marking demonstrated bias affecting the assessment.
 - (c) The marking demonstrated inconsistency with advice from staff teaching the unit.
- 4.2.5 The following are not valid grounds for a re-mark:
- (a) The Learning Outcomes of the unit.
 - (b) The assessments set for the unit.
 - (c) The standard required to achieve a particular mark in the unit or assessment activity.
 - (d) A study overload.
 - (e) Personal and medical problems, which normally should be dealt with by Deferred Assessment.
 - (f) Financial implications of not passing the unit.
 - (g) Grades received by the student in other units or other assessment activities.

- (h) The amount of work the student has done in the unit.
 - (i) A penalty imposed for plagiarism in accordance with University policies.
 - (j) The need for additional marks to achieve a particular grade.
 - (k) A penalty imposed for late submission in accordance with advice published in the Unit Information and Learning Guide and/or the unit website.
- 4.2.6 Where a written request for a re-mark meets the approved criteria as set out in clause 4.2.4 above, the Head of Discipline or delegate will either undertake this task or appoint another individual to do so ensuring the principles of fairness are applied. The original marker and the Unit Coordinator (where they have previously refused a remark) may not be appointed to this task.
 - 4.2.7 The student will be advised in writing of the decision to approve their request and details of the timeframe.
 - 4.2.8 Where a re-mark is undertaken it must be undertaken on a clean copy of the assessment in question and as originally submitted.
 - 4.2.9 Where a written request for a re-mark does not meet the criteria as set out in clause 4.2.4 above the Head of Discipline or their delegate will notify the student in writing of the decision not to undertake a formal re-mark and provide a written rationale for this decision. The decision of the Head of Discipline is final.
 - 4.2.10 Where a formal re-mark is undertaken, written details of the outcome of this re-mark will be provided to the student accordingly.
 - 4.2.11 The result of a re-mark takes the place of the original mark and is final.

5 REPORTING OF RESULTS (*Assessment Policy Clause 7.0*)

- 5.1 Final marks are to be presented as a whole number (0.5 and above are to be rounded up, 0.49 and below rounded down). Individual assessment components must not be rounded prior to calculating the final mark.
- 5.2 Staff teaching the unit must provide student results to the Unit Coordinator in sufficient time for them to meet the results due date.
- 5.3 The Unit Coordinator is responsible for supplying finalised grades to the Office responsible for results. Unit Coordinators are now able to upload results directly to Callista via Moodle. The results must include marks for each piece of assessment, and an overall mark. If there are interim grades, those grades must be reported.
- 5.4 On receiving grades, the Office responsible for uploading results will load the results on the student record system. At the end of each standard teaching period, students can access their results via the MyInfo site.
- 5.5 Where unit results are not finalised in time for the Board of Studies, the Unit Coordinator is responsible for gaining the approval of the Dean Academic Operations or nominee before submitting the results to the Office responsible for results.

6 SUPPLEMENTARY ASSESSMENT (*Assessment Policy Clause 8.0*)

- 6.1 If a Unit Coordinator determines that a Supplementary Assessment SA or SX is appropriate, the award of the Supplementary Assessment can only be

approved at the Board of Studies. No Supplementary Assessment can be undertaken prior to approval. Both the Unit Coordinator and the Board of Studies must act in accordance with *Assessment Guideline 4*.

- 6.2 The Unit Coordinator may provide the student with an interim notice of Supplementary Assessment prior to the Board of Studies meeting and will provide final advice no later than three University Business Days after the meeting. Unit Coordinators may use the Supplementary Assessment Letter of Advice template (Attachment 1). Where interim advice has been provided, students can be directed to MyUnits for the final advice.

6.2.1 The student must be advised that if they do not take up the offer of Supplementary Assessment, a result of Fail (N) will be awarded in accordance with Clause 8.6.1 or 8.6.2 of the *Assessment Policy*.

- 6.3 The Unit Coordinator will calculate the final mark after the Supplementary Assessment using one of the following methods:

6.3.1 If Supplementary Assessment is awarded under Clause 8.1.1 of the *Assessment Policy*, then the student must achieve a mark of 50% or greater in the Supplementary Assessment item(s) in order to pass the unit.

6.3.2 If Supplementary Assessment is awarded under Clause 8.1.2 of the *Assessment Policy*, the Unit Coordinator will retain the results for those assessment components that the student has already completed (excluding any results obtained for assessment component(s) that are the subject of the supplementary assessment) and add the mark that the student earns in the Supplementary Assessment (even if that mark is under 50%) in order to arrive at the final mark for the unit. If the resulting total mark is 50% or greater, then the student passes the unit.

6.3.3 Where Supplementary Assessment is awarded under Clause 8.1.2 for a student with a mark of 40-49% and the student has also not passed a mandatory item, then the student must achieve a mark of 50% or greater for that item as well as overall.

6.3.4 Unit Coordinators should refer to Attachment 2 of the *Assessment Procedure* for guidance in determining which Model of Supplementary Assessment should be used and how to calculate the final grade and mark under that model.

- 6.4 Following approval by the Head of Discipline, Unit Coordinators are responsible for reporting the results of all Supplementary Assessments to the Office responsible for results by the published deadline.

- 6.5 In situations where greater than 20% of the grades in a unit considered at the relevant Board of Studies meeting were interim, including both supplementary and deferred results, the final results for all students shall be reported to the next following equivalent meeting for noting.

7 DEFERRED ASSESSMENT (*Assessment Policy Clause 9.0*)

- 7.1 Students seeking to defer assessment due in the last week of the teaching period or during the exam period must do so on the form provided by the Office responsible for Exams at:

<http://our.murdoch.edu.au/Student-life/Get-organised/About-exams/Deferred-assessment/>

Decisions on the outcome of applications for Deferred Assessment are the responsibility of the Office responsible for Exams.

- 7.2 Students seeking to defer assessment due at other times must lodge an application in writing to the Unit Coordinator, who shall determine the outcome of the application. Note: this applies to circumstances that meet the definition of deferred assessment as set out in clause 9.1 of the *Assessment Policy*, but arise sufficiently early to be referred to the Unit Coordinator rather than the Office responsible for Exams. Students seeking to defer Supplementary Assessment are to apply to the Unit Coordinator.
- 7.3 Any application shall include a statement of the reasons for seeking deferment, together with independent supporting evidence including a certificate if the application is based on health grounds.
- 7.4 Deferred Assessment will be granted for a maximum of 40 University Business Days, excluding any University limited service period, after the end of the relevant teaching period. Where the original exceptional circumstances have not abated (e.g. a student with an illness who has not recovered sufficiently by the date set for the Deferred Assessment), a second period of deferral may be granted for a maximum of 40 University Business Days, excluding any University limited service period, as appropriate. Otherwise the student may be eligible to be considered for a retrospective withdrawal. No further period of deferral is possible.
- 7.5 The Office responsible for Exams usually coordinates Deferred Assessments that are in exam form. Those assessments are held during the Supplementary/Deferred examinations period.
- 7.6 Unit Coordinators have the discretion to arrange exam-based Deferred Assessments outside the standard exam period and/or independent of the Office responsible for Exams.
- 7.7 Students will be advised of the outcome of their application for Deferred Assessment by email to the address on MyInfo.
- 7.7.1 For successful applications:
- (a) For deferred exams conducted by the Office responsible for Exams, the advice must include the need to consult the Deferred Exams Timetable.
 - (b) For all other Deferred Assessments, the advice must detail the requirements and new due dates.
- 7.7.2 For unsuccessful applications, the advice must include the reasons the application was denied and how to appeal the decision.
- 7.8 A student may lodge an appeal against the decision to deny Deferred Assessment as provided by the *Student Appeals Policy*.
- 7.9 Following approval by the Head of Discipline, Unit Coordinators are responsible for reporting the results of all Deferred Assessments to the Office responsible for results.

In situations where greater than 20% of the grades in a unit considered at the relevant Board of Studies meeting were interim, including both supplementary and deferred results, the final results for all students shall be reported to the next following equivalent meeting for noting.

Performance Indicators:

There are no performance indicators.

Definitions:

The definition of these terms appears in the "Dictionary of Terms". Please refer to the "Dictionary of Terms" in Policy and Procedure Manager™ to ensure you are referring to the latest version.

"Formal Moderation"

Related Documents:

[Assessment Policy 2016 August 01](#)

[Assessment Policy 2016 January 01](#)

[Assessment Policy Exemption Procedure](#)

[Assessment Guideline 2016 January 01](#)

[Independent Study Contracts Procedure](#)

[Student Appeals Policy](#)

[Work Integrated Learning Policy](#)

References:

There are no references.

Approval and Implementation:

Approval Authority:	President of Academic Council
Responsible Officer(s):	Secretary to Academic Council

Revision History:

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Rescinded	02/11/2016	01/08/2016		AC/130/2016(ii)
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Recommended to AC by LTC	15/07/2015	01/01/2016		LTC/28/2015(iv)
Noted by AC	18/09/2013	01/01/2014		AC/156/2013(iii)
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Noted by LTC	05/09/2013	01/01/2014		LTC/30/2013(ii)