

Student Assessment Procedure

1. Purpose

- 1.1 This procedure outlines the process for ensuring the implementation of the Student Assessment practices outlined within the *Student Assessment Policy*.

2. Scope

- 2.1 This policy applies to all staff and students of Perth Bible College.

3. Responsibility

- 3.1 It is the responsibility of the Dean of Studies to implement this procedure.

4. Definitions

<i>Aboriginal and Torres Strait Islander</i>	A person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by the community in which he or she lives (High Court of Australia (1983)).
<i>Appeal</i>	A request for a decision to be reviewed by an independent area. Appeals can be lodged about academic and non-academic decisions made, including: <ul style="list-style-type: none"> • student misconduct; • refused transfer requests; • course progress; and • student enrolment cancellation.
<i>Assessment</i>	A process used to determine student achievement of expected learning outcomes and may include a range of written, oral and practical methods. It also includes gathering assessment information from multiple and diverse sources in order to develop a deep understanding of what students know, understand, and can do with their knowledge as a result of educational experiences.
<i>Course Progress</i>	The academic progression of students enrolled to study in Perth Bible College courses. Students are expected to maintain satisfactory results.
<i>Formative Assessment</i>	Information collected (generally via a range of formal and informal methods) during a course to determine student progress towards course

	outcomes or learning goals. Its purpose is to provide feedback in order to adapt or change teaching content or approaches, or to adapt or change student learning and study strategies.
<i>Learning Outcomes</i>	The expression of the set of knowledge and skills, and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.
<i>Moderation</i>	A process for ensuring that consistency of marking occurs within courses and across the program, such that the same level of achievement is similarly rewarded. Moderation should demonstrate that markers make the same judgement at different points in time in relation to the same level of performance.
<i>Plagiarism</i>	The use of someone else's ideas or words as if they were your own. Plagiarism is a form of Academic Misconduct.
<i>Summative Assessment</i>	Assessment carried out during or at the end of a course of study (as appropriate) to determine and specify student achievement of course outcomes or learning goals.
<i>Unit</i>	A discrete unit of study and a combination of units that make up a course of study.

5. Procedure

Unit Plans

- 5.1 All assessment items are to be outlined within the Unit Plan, as per the *Student Assessment Policy*.
- 5.2 It is important that clear direction is given for each assessment item which is to be submitted.
- 5.3 For each item there should be a clear outline including but not limited to:
 - 5.3.1 the type of assessment item (e.g. Research Paper, Practical Exercise);
 - 5.3.2 the marking rubric;
 - 5.3.3 the required length in words (for written items) or appropriate guidelines for other types of assessment items (e.g. time for presentations, clear expectations of practical assessment);
 - 5.3.4 an indication of sources and/or reference requirements for each assignment;

- 5.3.5 any particular or specific sources or references requiring interaction;
- 5.3.6 the style of presentation or format required; and
- 5.3.7 assessment due dates and places for submission of assignments if not to be uploaded on to PBC Online.

Feedback to Students

- 5.4 Lecturers will provide feedback on assessments (excluding examinations), and ensure:
 - 5.4.1 That feedback is respectful, timely and conducted in a manner that aims to encourage students to enhance their learning via correction and suggestions for improvement; and
 - 5.4.2 Provided verbally, in writing, or through online interactions.
- 5.5 Feedback on assessments (excluding examinations) will be provided to students within 14 working days after submission of the assessment item.

Marking and Grading

- 5.6 All lecturers and tutors will ensure that they adhere to the Marking Rubrics supplied for each assessment when marking assessment items, and providing feedback to students.

Resubmission of Assessment Items

- 5.7 When a lecturer considers granting a resubmission of an assessment item, the lecturer should consult with either the Dean of Academics and Research or the Dean of Studies whether resubmission should be offered and to determine the resubmission date and if any penalty should apply.
- 5.8 The lecturer will then inform the student and the College administration office in writing stipulating:
 - 5.8.1 The reason for the resubmission;
 - 5.8.2 The due date of the resubmission; and
 - 5.8.3 Any penalties that may apply to a resubmission.

Examinations

- 5.9 The lecturer is responsible for supplying the draft Examination Papers to be reviewed by the Teaching and Learning Committee.

- 5.10 The College Office is responsible for ensuring that all Unit Lecturers have the latest Examination Paper template in electronic format.
- 5.11 The College Office is responsible for the collection of Examination Answers from invigilators and distribution to lecturers for grading.

Attendance at Examinations

- 5.12 Students absent from an examination will receive a fail unless they apply for a deferred examination and produce evidence of a valid reason..

Admission to the Examination Room

- 5.13 Students are not permitted to enter the examination room after 15 minutes from the start of the exam.
- 5.14 The person supervising the examination distributes the examination papers at the commencement of the examination and then collects the completed papers at the end of the examination. Students may hand in papers if they are leaving the examination early.

Conduct of Students

- 5.15 Communication between students during an examination is not permitted. A student should raise their hand if they need to clarify a question on the examination only during perusal time. Any student found cheating or disrupting other students will be required to leave the room and forfeit the chance of completing their examination. Disciplinary action is to be determined as per the *Academic Misconduct Policy*.

Material or Equipment in the Examination Room

- 5.16 Students are permitted to bring bottles of water into the examination room.
- 5.17 Students are not to bring anything other than a pen, pencil, and eraser. Bags are to be left with the supervisor.
- 5.18 Unless specifically stated as being required for the examination, electronic devices, including phones and devices that connect to the internet are not permitted and must be turned off and stored in a bag prior to entering the exam room.

Leaving the Examination room

- 5.19 Students may leave the examination room upon completing their exam.

Supplementary or Deferred Examinations

- 5.20 Students who wish to apply for a deferred examination must make a request in writing to the College Administrator; and provide evidence to demonstrate:
- 5.20.1 Illness;
 - 5.20.2 Misadventure; or
 - 5.20.3 Other approved reasons.
- 5.21 Requests will be decided on a case-by-case basis by the College Administrator.
- 5.22 At the discretion of the Teaching and Learning Committee, supplementary examinations are offered to students who have failed a subject.

Setting of Supplementary Examinations

- 5.23 The lecturer will communicate with the student and College office staff any necessary information regarding the supplementary examination, including the date and time when the examination must be undertaken.
- 5.24 It is then the responsibility of the College office staff to arrange for examination to take place.
- 5.25 The student may request an alteration to the set date and time of the supplementary examination if necessary.
- 5.26 If the student does not turn up to sit the supplementary examination at the arranged time and does not provide an adequate reason, the original fail grade will stand.

Grading of Supplementary Assessment

- 5.27 Supplementary examinations shall be marked no higher than 50%.
- 5.28 Students whose mark on the supplementary examination is lower than the original mark retain the higher mark.
- 5.29 Lecturers are responsible for grading the supplementary examination as soon as possible, and communicating the result to the College office so that the student's transcript can be revised.

Assessment Extension Requests

- 5.30 A student may apply for an assessment extensions due to reasons stated in the Student Assessment Policy.

- 5.31 Students are to request an extension by completing the Application for Extension from the College Administrator and submit appropriate evidence of the reason for the extension request (for example, a medical certificate).
- 5.32 The student will be notified, in writing, of the decision.
- 5.33 If the request has been approved, the student is required to attach a copy of the approval notification to the assessment at the time of submission.
- 5.34 In urgent or spontaneous circumstances and during emergencies, situations will be handled in a fair and diplomatic manner on a case by case basis.
- 5.35 Penalties will apply if assessments are submitted late and an extension request has not been granted (see Late Assessment Items above).

Final Grades

- 5.36 The Dean of Studies will collect marks sheets for all units and all Course Completion forms for the Moderation meeting.
- 5.37 The Teaching and Learning Committee will discuss the final marks at a moderation meeting within one week after Examination week.
- 5.38 All results of the Moderation meeting will be communicated to the Administration to process them on the Student Management System.
- 5.39 On completion of processing the marks, students will be provided with marks and grades for the respective unit(s). Specific dates for release of grades are published on the Perth Bible College website and in the Student Handbook.

Assessment Appeals

- 5.40 Students may lodge an appeal for a review of the decision if they are dissatisfied with the assessment outcome. The process is outlined in the Student Complaints and Appeals Policy.

6. Procedure Information

Date first approved: 16/06/2021	Date of effect: 01/07/2021	Date last amended: 13/08/2021	Date of next review: 13/08/2022
Approved by		Academic Council	
Authorised Officer		Academic Dean	
Supporting documents, policies & forms of this procedure		<i>Student Assessment Policy</i> <i>Student Course Progress Policy</i>	

	<i>Student Complaints and Appeals Policy</i>
Related Legislation and Codes of Practice	<u>Higher Education Standards Framework 2015, Part A: Standard 1.4</u> <u>Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</u>
Audience	Staff

7. Version History

Review Table			
Date	Review Type <ul style="list-style-type: none"> Scheduled Policy amendment Admin update 	Summary of Changes	Review person/group
09/09/2019	Policy amendment	Almagamated a number of policies and transferred over to new template.	Natalie Tierney, CRG Consultant
13/08/2021	Admin update	Grammatical fixes and general clean up.	Chris Burton