

1. Purpose

This Policy describes the standards and principles at Australian School of Accounting (ASA) for collecting relevant evidence and making informed judgements to evaluate student learning outcomes.

This Policy has been developed to ensure that all student assessment tasks are appropriately designed to determine the extent to which students have met the learning and skills outcome requirements in a unit outline with timings when due. This policy has also been developed to assist academic staff to make decisions about the performance of individual students within a unit, with a view to improving performance outcomes. ASA will endeavour to ensure that assessment is quality assured and based on a culture of academic integrity.

2. Principles

This Policy is informed by ASA’s commitment to a consistent, rigorous, constructive and transparent approach to student assessment.

3. Scope

This Policy applies to all staff and students of ASA.

4. Definitions

Term	Definition
Assessment	Is the judgemental act or process of determining whether the completed academic work satisfies required standards.
Assessment task	An item of academic work aligned with defined learning outcomes which enables students to demonstrate academic achievement, proficiency and capacity.
Assessment task (Formative)	Assessment tasks which support a student’s learning and progress against agreed standards.
Assessment task (Summative)	Assessment tasks which gauge the level of achievement of learning outcomes; used to determine a final mark or grade.
Examinations	Assessment tasks which are time-limited; normally conducted under invigilation.
Final Examinations	Summative assessments held during a designated examination period at the conclusion of a unit.
Grade	A student’s cumulative level of achievement. The final grade represents a student’s overall performance in a unit.
Learning Outcomes	What students are expected to know, understand and be able to demonstrate on completion of a unit or course.

Moderation	A quality assurance process aimed at ensuring that assessment design, tasks and marking are consistent, valid and reliable.
Special Consideration	Consideration of circumstances beyond the control of the student, which have had an adverse effect on a student's work or capacity to work.

5. Policy

5.1 Assessment Rationale

Australian School of Accounting recognises that assessment plays an integral part in engaging and supporting students in their learning, and ensuring that learning outcomes are being achieved.

Assessment aims to:

1. promote, enhance and improve the quality of student learning through feedback that is clear, informative, timely, constructive and relevant;
2. measure and confirm the standard of student performance and achievement in relation to defined learning objectives;
3. reward student effort and achievement appropriately;
4. provide relevant information to inform ongoing evaluation; and
5. improve the quality of the curriculum and the effectiveness of the teaching and learning process.

5.2 Assessment Task Design

The design of assessment tasks at ASA will:

1. be consistent with the Australian Qualifications Framework and the Higher Education Standards;
2. explicitly reference pre-determined criteria and standards that reflect the desired learning outcomes;
3. be based on appropriateness and relevance to unit and course learning outcomes;
4. encourage effective student learning;
5. enable students to develop and demonstrate acquired knowledge and skills;
6. ensure equitable and appropriate workloads;
7. be carefully sequenced so that the timing and weighting in the context of the course is appropriate; and
8. permit objective measurement of achievement.

As far as possible, ASA will provide students with feedback which enables them to understand the reason for their results. Usually, one or more assessment tasks should be set, submitted, marked and returned to students by the mid-point of a unit. Although students need regular feedback on their progress, set assessment tasks should be kept to the minimum that is sufficient to enable students to make judgements about their progress.

Apart from examination scripts, all assessed work should be returned to the student within two (2) weeks of submission of an assessment. The student has the right to query or seek clarification on an assessment result.

Detailed marking guides, or rubrics, will be used to delineate the various levels of student performance as well as the corresponding grade that will be awarded according to the Grading Schedule (refer Appendix A – Grading schedule).

Standards used in guides and rubrics will be sufficiently detailed so that students can see how they might improve the quality of their performance.

Overall student performance in individual units shall be graded in accordance with the *Grading Schedule* (see Appendix A).

Where a student is awarded the grade of SX the student may be offered the option of sitting a supplementary exam, which must be conducted according to the procedures described in the *Student Assessment Procedure*.

The Academic Dean reserves the right to not award a Supplementary Exam if the student has not completed or attempted to complete all other assessment items for that unit.

No single assessment task can be worth more than 60% of a unit, unless required by an external accrediting body.

Where an assessment is worth more than 30% the following considerations need to be added into the assessment item. Formative feedback must be provided to the students in week 2 or 3 from the lecturer with no marks attached to direct the student on the right path for that particular assessment item. If the assessment is made up of multiple parts the marks must be listed accordingly – for example 40% = group report 25%, presentation 10% and individual assessment 5%.

The minimum number of assessment tasks is five (5). However, in circumstances where there is limited face to face delivery a Discussion Forum may be added for further engagement with students over the quadmester and Presentations will be recorded on video.

5.3 Forms of Assessment

Forms of assessment will include both formative and summative assessment, together with critical reflection on the outcomes of assessment tasks. Assessment modes may include:

1. Discussion Forums
2. Essays.
3. Reports.
4. Case studies.
5. Literature reviews.
6. Presentations (oral and/or written).
7. Collaborative work.
8. Examinations.
9. Quizzes.
10. Practical Exercises.

5.4 Assessment Moderation

In the interests of ongoing quality assurance, the efficacy and integrity of assessment practices will be regularly reviewed to identify any issues or areas for improvement. Moderation will be specifically applied to assessment task design, development of marking rubrics, and post-marking evaluation. Refer to ASA's *Moderation Policy* for details.

Data on rates of retention, progression and completion of the student cohorts will be retrieved from the student management system (SMS) by the Student Administration Manager and provided to the Academic Dean, who also retrieve from the Learning Management System (LMS) the final assessment results for the previous quadmester and early assessment results for the current quadmester. The Academic Dean will report on these matters to the Academic Board each quadmester after the information has been reviewed by the Learning and Teaching Committee.

Refer to the *Student Progression and Exclusion Policy* for more details.

5.5 Confidentiality

The administration and recording of student assessment, as well as disclosure and access to results, will at all times be subject to principles of privacy, confidentiality and security.

5.6 Academic Integrity

In the interests of academic integrity, students are required to abide by both the *Student Code of Conduct* and *Student Academic Conduct Policy and Procedure* in undertaking all assessment tasks. ASA will use plagiarism detection software for electronic assessment items.

6. Specific Related Documents

Student Assessment Flowchart.
Student Assessment Procedure

7. Relevant Legislation

Higher Education Standards Framework 2015

8. Version control

Document		Student Assessment Policy			
Approved by		Academic Board		Date: 24 June 2020	
Version #	2.0	Replaces Version	1.5	Academic Board approval	2023
	1.5		1.4	Assessment issues CRICOS RFI	
	1.4		1.3	In response to TEQSA report	
	1.3		1.2	Style review	
	1.2		1.1	Project Manager review	2020
	1.1		1.0	Academic Board review	
	1.0		0.3	Academic Board approval	
	0.3		0.2	Academic Board review	
	0.2		0.1	Policy and procedure separated	
	0.1		00	Generic	

Responsible Officer	Principal
Approving Authority	Academic Board
Approval Date	24 June 2020
Commencement Date	2020
Review Date	3 years / 2023
Version	2.0
Related Documents	<i>Student Progression and Exclusion Policy</i> <i>Student Assessment Appeals Policy</i> <i>Assessment Moderation Policy</i> <i>Student Academic Conduct Policy</i> <i>Student Code of Conduct</i>

APPENDIX A – GRADING SCHEDULE

Grade	Definition
High Distinction HD Mark range: 85% and above	Complete and comprehensive understanding of the unit content; development of relevant skills to an outstanding level; demonstration of an extremely high level of interpretive and analytical ability and intellectual initiative; and excellent achievement of all major and minor objectives of the unit.
Distinction D Mark range: 75-84.9%	Very high level of understanding of the unit content; development of relevant skills to a very high level; demonstration of a very high level of interpretive and analytical ability and intellectual initiative; and comprehensive achievement of all major and minor objectives of the unit.
Credit C Mark range: 65-74.9%	High level of understanding of the unit content; development of relevant skills to a high level; demonstration of a high level of interpretive and analytical ability and achievement of all major objectives of the unit; some minor objectives not fully achieved.
Pass P Mark range: 50-64.9%	Adequate understanding of most of the basic unit content; development of relevant skills to a satisfactory level; adequate interpretive and analytical ability and achievement of all major objectives of the unit; some minor objectives not achieved.
Non-graded Pass NGP	Successful completion of a unit assessed on a pass/fail basis, indicating satisfactory understanding of unit content; satisfactory development of relevant skills; satisfactory interpretive and analytical ability and achievement in all major objectives of the unit.
Fail F Mark range: below 50%	Inadequate understanding of the basic unit content; failure to develop relevant skills; insufficient evidence of interpretive and analytical ability; and failure to achieve some or all major and minor objectives of the unit.
Fail – not all assessment submitted FNS	Did not complete all summative assessment tasks.

Grade Pending GP	A final grade is yet to be awarded for the unit. This is a temporary grade only and must be finalised before the end of the following quadmester.
Supplementary Exam SX Mark range: 45-49.9%	A final grade is yet to be awarded for the unit as a supplementary exam has been approved. This is a temporary grade only and must be finalised before the end of the following quadmester.
Withdraw With Failure WF	Cancelled enrolment in the unit after the final date for withdrawal without failure. Cancelled enrolment in the unit for non-payment of fees.
Withdraw Without Failure AW	Cancelled enrolment in the unit before the final date for withdrawal without failure. This grade may also be awarded to students who withdraw from a unit after the withdrawal date under special or compassionate circumstances. In these cases, the grade is awarded at the discretion of the Academic Board. A unit with the grade of AW does not appear on a student's academic transcript.
Advanced Standing AS	Credit has been granted for the unit following an application and approval for Advanced Standing.