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1 PRELIMINARIES

Commencement

This policy and procedure commence on 1 May 2024.

Purpose

This policy and procedure outline how the Polytechnic Institute Australia (“PIA”) will collect relevant evidence and make informed judgements to evaluate student learning outcomes. This policy and procedure is designed 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 within a unit of study, and to assist teaching staff to make decisions about the performance of individual students within a unit of study.

Application

This policy and procedures apply to all students at PIA, and to all staff involved in the assessment process.

2 DEFINITIONS

The definitions of terms used in this document are contained in the Institute Glossary.



3 POLICY

3.1 Assessment is undertaken:

- to promote, enhance, and improve the quality of student learning through feedback that is clear, informative, timely, constructive and relevant to the needs of the student;
- to measure and confirm the standard of student performance and achievement in relation to a unit of study's defined learning objectives;
- to reward student effort and achievement with an appropriate grade; and
- to provide relevant information in order to continuously evaluate and improve the quality of the curriculum and the effectiveness of the learning and teaching process.

3.2 Criterion referenced assessment will be the basis of all assessments.

3.3 Normally, assessments for a unit of study will:

- have a minimum of two (2) but no more than four (4) different forms of assessment;
- have no single assessment task worth more than 50% of the total mark for the unit of study;
- include an early formative assessment task with feedback to students by week 5 of the study period;
- have a minimum of 30% of assessment by weight as invigilated assessment; and
- limit group assessment to no more than 30% of the total of the total mark for the unit of study.

Where an assessment is constructed as a high frequency/low value assessment ie consists of multiple parts such as weekly quizzes, periodic workshop activities or similar:

- the parts collectively will be counted as a single assessment and
- collectively defined as a major assessment.

3.4 Variations to the requirements set out in s3.3 above may be approved by the Dean and periodically reported to Academic Board.

3.5 Assessment requirements will be clearly set out in the Unit Outlines. Assessment briefs, and where appropriate marking rubrics, will be available to student through the Learning Management System before the commencement of a study period.

3.6 Apart from final examination scripts, all assessed work should be returned to the student with appropriate feedback typically within 14 days.

3.7 To pass a unit, a student must have:

- attempted all major assessment items;
- achieved an overall mark of 50% or more for the unit; and
- achieved a mark of 50% or more for invigilated assessments.

3.8 Moderation

3.8.1. Moderation of grades is used to ensure that grade allocations are fair and reliable and promotes standards and equity at a proper level in each unit. Moderation is required to ensure comparability in quality terms between other institutions teaching comparable courses



3.8.2. Moderation may be demonstrated by inter-institutional analysis as part of a formal benchmarking agreement or intra-institutional review as part of the completion of a review of outcomes and processes for a teaching period.

3.9 Supplementary Assessments

3.9.1. A student may be awarded a supplementary assessment where the student has:

- achieved more than 45% but less than 50% as a final mark for a unit; and
- achieved at least 45% in the invigilated assessment(s); and
- attempted all major assessments.

3.9.2. A student may be awarded a supplementary assessment in their final unit before completion of their course where the student has:

- achieved more than 40% but less than 50% as a final mark for a unit;
- achieved at least 40% in the invigilated assessment(s); and
- attempted all major assessments.

3.9.3. The Dean may award a supplementary assessment to a student who has not met the criteria under section 3.9.1 or 3.9.2 above where special circumstances apply.

3.9.4. A student may not be awarded a supplementary assessment in more than two units in a semester.

3.9.5. A student may not be awarded a supplementary assessment:

- a. In more than 25% of the standard units in the course in which they are enrolled. To avoid misinterpretation the maximum number of supplementary assessments for a student in each type of course is:
 - an undergraduate degree - six (6)
 - a graduate certificate – one (1)
 - a graduate diploma – two (2)
 - a masters degrees – four (4).
- b. Where a student transfers between courses, the total number of supplementary assessments offered will be cumulative across their courses.
- c. Where a student is awarded a supplementary assessment but fails to complete the assessment or fails to pay the required fee, the awarded supplementary assessment will count towards the student's maximum number of supplementary assessments.

3.9.6. Payment of the supplementary assessment fee as per the fee schedule must be made prior to a student attempting a supplementary assessment.

3.9.7. Where a student passes a supplementary assessment the final mark and grade will be 50 PS.



3.9.8. Where a student fails a supplementary assessment, the original mark will stand with the grade recorded as FS.

3.9.9. Where a student fails to sit a supplementary assessment or fails to pay the supplementary assessment fee, the original mark will stand with the grade recorded as FX.

3.10 PIA will consider the following grounds on which an appeal may be based are

- Learning outcomes are not clearly defined in the unit material
- Assessment tasks are not clearly defined in the unit material
- Assessment procedure outlined in the unit material not followed
- A piece of work handed in on time had not been marked
- Alleged wrongful advice from teaching staff (eg the content of the examination or approval of an extension for an assessment)
- Inappropriate application of marking criteria.

4 RESPONSIBILITIES

4.1 The Dean

The Dean is responsible for the administration of this Policy.

5 PROCEDURES

5.1 Submission of Assessment Items

5.1.1 Students must submit all papers in electronic format through an approved anti-plagiarism application. Details of the approved formats will be detailed in the unit outline. Submission of unapproved formats will result in the assessment item being given a zero (0) mark and a Fail grade.

5.1.2 Students will have the ability to make multiple submissions to text matching software and access to the similarity reports generated prior to final submission.

5.1.3 The final Similarity Report must be included in their final submission.

5.2 Penalties for Late Submission

5.2.1 An assessment item submitted after the assessment due date, without an approved extension or without approved mitigating circumstance, will be penalised with the reduction of the mark allocated to the assessment item by 10% of the total mark applicable for the assessment item for each day or part day that the item is late.

5.2.2 A “day” for this purpose is defined as any day on which campus administration is open.

5.2.3 Assessment items submitted more than ten (10) days after the assessment due date are awarded zero marks. Exceptions may be applied for the final assessment.

5.3 Extension of Submission Dates

5.3.1 Extensions to assignment deadlines based on mitigating circumstances shall be at the discretion of the Dean or delegate and will be granted in writing. Mitigating circumstances are circumstances outside of the student’s control that have had an adverse effect on the student’s work or ability to submit the assessment.



- 5.3.2 Applications for extensions must be made before the assignment is due and must include all work (research, notes, drafts etc) done to that date on that assignment.
- 5.3.3 Applications for extensions made after the due date are unlikely to be granted.
- 5.4 Special Consideration
- 5.4.1 A student whose ability to submit or attend an assessment is affected by sickness, misadventure or other circumstances beyond their control, may be eligible for special consideration.
- 5.4.2 Students must apply for *Special Consideration* using the standard form within two (2) days after the due date of the assessment item.
- 5.4.3 Applications for Special Consideration may be accepted outside the required application time provided the student demonstrates that they were unable to lodge the application in time due to circumstances outside their control.
- 5.4.4 The substance of a late claim for Special Consideration will not be considered in determining whether the application will be accepted. The decision to accept a late application for special consideration will be made by the Dean or delegate.
- 5.4.5 In assessing applications for Special Consideration, the following may be taken into account:
- the severity of the event;
 - attendance in the unit;
 - performance in other assessments in the unit; and
 - any history of previous applications for special consideration.
- 5.4.6 If an application for special consideration is accepted, the result may be:
- an additional or supplementary assessment is offered. There is no requirement for this to be in the same form as the original assessment;
 - the student is allowed to discontinue from the unit of study without failure, provided it is prior to the Census Date; or
 - as determined by the Dean.
- 5.5 Assessment Feedback
- 5.5.1 Assessment feedback will normally be provided within 14 calendar days (2 weeks) of the due date for the submission of the assessment task.
- 5.5.2 In the case of a final assessment due in the last or penultimate teaching week, students may receive feedback by contacting the lecturer.
- 5.6 Reasonable Adjustment
- 5.6.1 Students with a disability may request reasonable adjustment to an assessment task to accommodate their disability, in accordance with the Disability Policy and Procedure.
- Adjustments to assessment must take into account the special characteristics of the student.
 - Any adjustments made must be “reasonable” so that they do not impose an unjustifiable hardship upon PIA.



- A request for reasonable adjustment is made by the student in writing to the Dean.

5.7 Grades

During each unit of study, students will be provided with an evaluation of their individual performance with reference to the criteria for each assessment task. Student performance in individual units of study shall be graded in accordance with the following guidelines:

| Grade | Definition |
|---|---|
| Advanced Standing Granted Code: AS | Credit has been granted for the unit of study following an application and its approval. |
| High Distinction Code: 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 Code: D Mark range: 75-84% | 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 Code: C Mark range: 65-74% | 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 Code: P Mark range: 50-64% | Sound 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. |
| Pass Code: PS Mark range: 50% | Successful completion of a supplementary assessment for a unit. |

| Grade | Definition |
|---|--|
| Fail Code: F Mark range: below 50% | Unsatisfactory performance, below the minimum expected level. This grade characterises work that shows a significant lack of understanding of the topic or its context, and is therefore unsatisfactory. |
| Fail Non-Engaged Code: FNE Mark range: <15% | Unsatisfactory performance, overall mark of less than 15% demonstrates no engagement with their studies during the teaching period. |
| Fail Incomplete Code: FI Mark Range \geq 50% | Student achieved 50% or more of total marks but did not meet all requirements set out in the Unit Outline to be awarded a Fail Incomplete grade eg: <ul style="list-style-type: none"> • Did not attempt all assessments or • Did not pass invigilated assessments |
| Fail Supplementary Code: FS Mark range: 50% | Unsuccessful completion of a supplementary assessment for a unit |
| Fail Supplementary not attempted Code: FX Mark range: 50% | Failure to sit an awarded supplementary assessment or non payment of supplementary assessment fee |
| Withdrawal (Failure) Code: WF | Withdrew from the unit after the census date. |

5.8 Publication of Results

Once results have been approved, the Registrar will ensure that the approved marks and grades are recorded in the student database against the relevant unit of study and that students are notified of their results.

5.9 Appeal of an Assessment Mark/Grade

5.9.1 A student may appeal an assessment decision. In the first instance, students should approach the lecturer, where appropriate, to discuss their concerns about the assessment decision.

5.9.2 Where the issue remains unresolved at this level, a request for a review may be made in writing using the appropriate form. The case will be determined by the Head of Discipline within fifteen working days of notification of the assessment result.

5.10 Appeal Against a Unit Mark/Grade

5.10.1 An appeal against a mark/grade for a unit must be lodged on the appropriate form within two (2) days of the due date of the assessment item or examination results.

5.10.2 Appeals against a mark/grade for a unit may be accepted outside the required application time provided the student demonstrates that they were unable to lodge the application in time due to circumstances outside their control.



- 5.10.3 The substance of a late appeal will not be considered in determining whether the application will be accepted. The decision to accept a late application for special consideration will be made by the Dean or delegate.
- 5.10.4 The only grounds on which an appeal may be based are:
- Learning outcomes are not clearly defined in the unit material
 - Assessment tasks are not clearly defined in the unit material
 - Assessment procedure outlined in the unit material not followed
 - A piece of work handed in on time had not been marked
 - Alleged wrongful advice from teaching staff (eg the content of the examination or approval of an extension for an assessment)
 - Inappropriate application of marking criteria
- 5.10.5 Appeals without supporting evidence or appeals other than the grounds set out above will not be considered.
- 5.10.6 The Head of Discipline will normally respond to an appeal within ten (10) working days and may confirm or vary the original decision.

5.11 Moderation

- 5.11.1 Formal benchmarking agreement may be established with similar organisation which include moderation processes. These may be moderation of marks for particular assessment, monitoring of grade distributions or other activities as agreed.
- 5.11.2 As part of the end of Teaching Period Unit Report, Unit Coordinators will provide evidence of moderation that has been undertaken to ensure that the results reflect the principles established by the Institute.
- 5.11.3 Heads of Discipline will consolidate the moderation activities for units within their discipline in a periodic report outlining not only the outcomes for the teaching period under review but any recommended actions to be considered as part of the ongoing improvement process.

5.12 Supplementary Assessments

- 5.12.1 Following the determination of marks and grades for a semester, students who have been awarded a Supplementary Assessment will be advised in writing of the requirements of the assessment. This will normally be done within two (2) business days of the finalisation of the marks and grades for a semester.
- 5.12.2 A student will be typically provided with five (5) business days to complete a Supplementary Assessment.
- 5.12.3 A submitted assessment will typically be marked within three (3) business days of the due date of submission and the student notified of the result in writing.
- 5.12.4 Where the awarding of a Supplementary Assessment is the result of an appeal against a final mark and grade, the timetable for the notification and completion of the assessment will commence from the date of determination of the appeal.
- 5.12.5 Only in exceptional circumstances will the scheduled due date for a Supplementary Assessment be amended by the Dean.



6 RELATED LEGISLATION AND DOCUMENTS

Institute Documents

- Disability Policy and Procedure
- Examination Procedures
- Examination Rules
- Review of Results Request Form
- Monitoring and Moderation of Grades Policy and Procedure
- Student Academic Integrity and Honesty Policy and Procedure
- Student At-Risk and Early Intervention Policy
- Student Grievance Handling Policy and Procedure
- Supplementary Examination Policy and Procedure
- Unit Outlines

Applicable External Standards and Codes

This policy and procedures support compliance with the following

| Standards/Code | Standards/Clauses |
|---|-------------------|
| Higher Education Standards Framework (Threshold Standards) 2021 | 1.3, 1.4 |
| National Code of Practice for Providers of Education and Training to Overseas Students 2018 | 10 |

7 FEEDBACK

PIA staff and students may provide feedback about this document by emailing policy@pia.edu.au for such feedback to be incorporated into a future review.

8 POLICY MANAGEMENT

| Approval and Review | Details |
|--|----------------|
| Approval Authority / Owner (Role) | Academic Board |
| Administrator / Responsible for Implementing | Dean |
| Approval Date | 30 April 2024 |
| Next Review Date | 30 April 2027 |

Document History

| Month and Year | Version | Amendments |
|----------------|---------|---|
| March 2023 | V1.0 | Initial Version based on previous Assessment |
| April 2022 | V3.3 | Updated to separate Academic Integrity from this Policy |
| February 2024 | V3.6 | Format updated to include Document History |
| April 2024 | V3.7 | Inclusion of PCI and FCI Grades |