# STUDENT ASSESSMENT POLICY AND PROCEDURE

Sydney Institute of
Traditional Chinese Medicine

| Student Assessment Policy and Procedure | |
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| Code: A1.06 | Area: Academic |
| Policy Owner: Academic Board | Version #: 3.3 — Date: 29 Apr 2020 |
| Policy Developer/Reviewer: QAM/Dean/Course Coordinator | Review date: 31 Jul 2021 |

## VERSION HISTORY

| Version | Updated by | Approval Date | Details |
|---|---|---|---|
| 1.0 | Academic Board | 24 Mar 2011 | Document creation |
| 1.1 | Academic Board | 26 Nov 2014 | Various (minor clarifications regarding timeframe of feedback etc.) |
| 1.2 | Academic Board | 3 Mar 2016 | Section 12: Grade changed from P to NGP Section 13: Specify mark range for resubmission and grades with accuracy to .99 |
| 2.0 | Dean | 4 May 2017 | Review for alignment to HESF 2017 |
| 2.1 | Academic Board | 25 May 2017 | Section 8: Minor changes to timeframes for completion of assessment under special consideration |
| 2.2 | Dean | 09 Jan 2018 | Changed Associate Dean to Course Coordinator. |
| 2.3 | Policy Review Group | 23 Apr 2018 | Re-formatted Policy in new template. Updated the scope; renamed Special Consideration section, added an Extensions section. |
| 3.0 | Academic Board | 21 Aug 2019 | Comprehensive review and update of policy to focus on providing information on assessments for students. |
| 3.1 | Policy Review Group | 23 Aug 2019 | Minor clarification regarding exam re-sits. |
| 3.2 | Policy Review Group | 11 Feb 2019 | Added Section 2.8.1(3)(a): that students cannot view exam papers unsupervised. |
| 3.3 | Policy Review Group | 29 Apr 2020 | Clarified who reviews assessment decisions if the Course Coordinator is also the assessor. |

## PURPOSE AND SCOPE

The aim of this policy and procedures is:
- Provide guidance about the rationale for assessment.
- Provide guidance about the forms of assessment.
- Provide guidance about the timing and weighting of assessments.
- Provide guidance about the submission and completion of assessments.
- Provide procedures for assessment.

This policy applies to all students undertaking the Bachelor of Traditional Chinese Medicine (BTCM) at Sydney Institute of Traditional Chinese Medicine (SITCM).

## 1    OVERVIEW

The aim of this policy is to provide students in the Bachelor of Traditional Chinese Medicine (BTCM) at the Sydney Institute of Traditional Chinese Medicine (SITCM) with information about the principles underpinning the assessment process, assessment submission and marking, and how assessment decisions are reviewed and appeal.

This policy has been informed by the *Higher Education Standards Framework (Threshold Standards) 2015*, Section 3.1 Course Design.

## 2    POLICY

### 2.1    ASSESSMENT PRINCIPLES

#### 2.1.1    ASSESSMENT RATIONALE
The rationale for assessment is:
1) 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.
2) To measure and confirm the standard of student performance and achievement in relation to a unit of study's defined learning outcomes.
3) To reward student effort and achievement with an appropriate grade.
4) To contribute to the measurement of the effectiveness of the teaching and learning process.

#### 2.1.2    CRITERIA BASED ASSESSMENT
1) SITCM utilises criteria-based marking.
2) Students' work must be assessed against clear and consistent criteria that align with the learning outcomes for the unit.

#### 2.1.3    FORMS OF ASSESSMENT
1) Units of study will usually include both formative and summative assessments:
    a. *Formative* assessments are specifically intended to assist students to identify weaknesses in their understanding, evaluate their learning progress and provide feedback to teachers so they can appropriately modify and adapt the learning activities.
        i. Although most formative assessments generally will not be awarded formal marks, students will be required to complete them as part of their unit requirements.
        ii. The documented completion of formative assessments is required to pass all units.
    b. *Summative* assessments are intended to assess the quality of a student's learning, generally in terms of assigned marks and grades.
2) Critical reflection on the outcomes of assessment tasks, both formative and summative, can inform lecturers and students, not only about the quality of student learning but also about the effectiveness of teaching.
3) The forms of assessment to be utilised for each unit of study will be clearly stated in the unit outlines given to students at the commencement of each unit of study.

## 2.2    ASSESSMENT INFORMATION

### 2.2.1    UNIT OUTLINES

Unit Outlines will advise students at the beginning of a unit of study how the results of all assessments contribute to the final overall mark for the unit.  In particular, the Unit Outline will make expressly clear:

1) The assessment schedule including assessment type, due date, the weighting of each task in contributing to the overall mark, and unit learning outcomes addressed by each assessment.
2) Rationale for each assessment.
3) Assessment instructions including the required referencing convention and requirements.
4) Assessment submission requirements.
5) Assessment feedback (see 2.8.2).
6) The marking criteria for each assessment.
7) Unit pass requirements (see 2.3).
8) Rules regarding penalties applied to late submissions (see 2.4.3).
9) Generic graduate attributes mapped to unit assessments.
10) Emphasis will be placed on what constitutes academic misconduct and the consequences of committing it as outlined in the *Academic Misconduct Policy and Procedures*.

## 2.3    REQUIREMENTS FOR SUCCESSFUL COMPLETION OF A UNIT OF STUDY

1) Students must complete all summative assessment tasks and achieve at least 50% of the total marks for the unit of study to pass the unit.
2) Students must achieve a mark of at least 40% in the final exam (if applicable) in the unit.
3) Students must attend 80% of lectures and tutorial classes.
4) Students must complete all formative assessment tasks.
5) In classes with clinical components, students must complete 100% of clinic hours, including rostered receptionist duties and achieve at least 50% on the clinical assessment (plus at least 60% on the VIVA exam if applicable).

## 2.4    ASSESSMENT SUBMISSION

### 2.4.1    DUE DATES

1) Students are required to submit assessment items by the time and date specified in the Unit Outline.
2) Assessment items submitted after the due date will be subject to a penalty unless the student has been given prior approval in writing for an extension of time to submit that item (see 2.6).

### 2.4.2    HOW TO SUBMIT ASSESSMENTS

Assessments must be submitted in the form specified in the Unit Outline or as notified by the lecturer.

1) Electronic assessments are to be submitted through the Learning Management System (LMS) *Moodle*.
2) The date and time the assessment was uploaded to Moodle will be considered the date and time of submission.

      a. If an assessment is unable to be uploaded to Moodle a screenshot must be taken as evidence and the assessment must be emailed to the SITCM office.

3) All submissions to *Moodle* are also subject to electronic scanning by *Turnitin* to detect plagiarism.

      a. If *Turnitin* returns a similarity score of 25% or more, the lecturer for that unit of study must report the matter to the Course Coordinator. The matter may result in an allegation of academic misconduct. Please see the *Academic Misconduct Policy* for further information.

      b. Lecturers may report assessments to the Course Coordinator for similarity scores of less than 25% if they believe plagiarism has occurred.

### 2.4.3 PENALTIES FOR LATE SUBMISSIONS

1) An assessment item submitted after the assessment due date, without an approved extension or without an approved mitigating circumstance, will be penalised.
2) The standard penalty is the reduction of the mark allocated to the assessment item by 10% of the maximum mark applicable for the assessment item, for each day or part day that the item is late.
3) Assessment items submitted more than ten (10) days after the assessment due date are awarded zero marks.

## 2.5 EXAMS

### 2.5.1 EXAM TIMETABLES

1) Class examinations are usually held during scheduled class time. Any final formal assessment scheduled during examination periods must be included on the examination timetable.
2) Final exams are held in the designated two-week exam period after the completion of the classes as indicated on the Academic Calendar.
3) Examination timetables are published on *Moodle* in May for Semester 1 and October for Semester 2.
4) If an examination cannot be held due to unforeseen circumstances (e.g. a bomb threat or fire/storm damage to an exam venue), the exam may be rescheduled within the designated examination period. It is recommended that students be available and prepared to sit an exam on any day during the exam period.
5) Deferred or post exams must be held in the Deferred and Supplementary Exam Period as indicated on the Academic Calendar. Students failing to attend the exam during this period will not be given further opportunity unless Special Consideration is granted (refer to Section 2.6 Extensions/Special Consideration for more details).
6) Please see Section 3.1 Exam Procedure for information about the day of exams.

### 2.5.2   EXAM ITEMS

| ☑ **Authorised items: What to bring** | ⊠ **Unauthorised items: Must NOT bring** | |
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| | **Closed Book** | **Open Book** |
| ☑ Your student ID card to be placed on your desk. <br> ☑ Stationery to be placed on the desk. <br> ☑ A bottle/cup of water to be placed under your desk. <br> ☑ Personal items in a closed bag to be placed at the front or back of the classroom. <br> ☑ Mobile phones switched off and to be placed in a closed bag at the front or back of the classroom. | ⊠ Books <br> ⊠ Notes <br> ⊠ Paper <br> ⊠ Electronic devices <br> ⊠ Pencil cases <br> ⊠ Any other material/items | You can bring and use any material **except**: <br><br> ⊠ A calculator <br> ⊠ Computer <br> ⊠ Electronic dictionary <br> ⊠ Any other electronic device |

1) The Unit Outline will specify whether an exam is closed or open book.
2) Lecturers may place other conditions on what items can be used during open book exams. These will be specified in the Unit Outline or the lecturer will notify students in class.
3) Please consult the *SITCM Student Manual (Higher Education)* for information about:
    a. General exam information.
    b. The use of linguistic dictionaries in exams.

## 2.6   EXTENSIONS/SPECIAL CONSIDERATION

### 2.6.1   EXTENSIONS
In the eventuality of minor extenuating circumstances, a student may apply for an extension before the due date for submitting an assessment.
1) Applications must be made in writing to the Course Coordinator on an *Extension Form* available from the Administration Office or the website.
2) Requests for extensions made after the assessment due date will not be considered.
3) Request for extensions for exams may be made after the due date if both of these steps are followed:
    a. When the student contacts the SITCM office on the day of the exam or on the day following the exam and has a valid reason for not being able to attend the exam.
    b. The student must complete the *Extension Form* within three (3) days of the exam.
4) If the extension form has not been approved by the Course Coordinator or is not attached to the assessment when it is submitted, penalties for late submission of an assessment will apply.
5) Except in exceptional circumstances, a student will be offered only one (1) extension for any particular assessment task.
6) Normally a maximum of two (2) weeks extension only will be granted.
7) An extension will not be granted for:
    a. Misreading the Unit Outline.
    b. Organising conflicting travel arrangements.
    c. Poor time management.

8) Applications for assessment extensions may be rejected if the Course Coordinator has justifiable reasons to believe that the student is seeking to gain an unfair advantage through deferred assessment.
   a. This judgement will be made with consideration of the particular circumstances of the student, the student's academic record and the student's history of assessment extension applications.

### 2.6.2 SPECIAL CONSIDERATION

1) Students who have a significant impairment which adversely affects their ability to complete assessment tasks on normal due dates may apply for Special Consideration.
2) For information about special consideration please consult the *Special Consideration Policy and Procedure.*

## 2.7    RESUBMISSION/SUPPLEMENTARY ASSESSMENTS

1) Where a student marginally fails a unit of study (i.e. has achieved a score of 46-49.99%) the Course Coordinator may recommend that the student be offered the option of completing additional assessable work which, if completed at the prescribed standard, will result in the student passing the unit.
2) The grade awarded after the additional assessment is finalised is limited to Non-graded Pass (NGP) or Fail (F).
3)  If the student does not take up the opportunity to complete additional assessable work the grade remains as a Fail (F).
4) To be eligible to resubmit or complete a supplementary assessment the student must have:
   a. Achieved a marginal fail overall mark (46-49.9) in the unit.
   b. Met all the attendance requirements for the unit.
   c. Completed all the required coursework, including all other assessment items, in the unit.
   d. Achieved a mark of at least 40% in the Final Examination (if applicable).
5) If a student receives a mark between 35-39.9 in the final exam, they may be given the opportunity to re-sit the final exam.
   a. To be eligible to re-sit the final exam the student must have received a final overall mark of 50 or above.
6) Resubmission will not be permitted if a student has failed due to:
   a. Major academic misconduct (please see the *Academic Misconduct Policy*).
7) All resubmissions/supplementary assessments are given at the discretion of Course Coordinator.

## 2.8    ASSESSMENT RESULTS

### 2.8.1    RETURN OF RESULTS AND ASSESSMENT PAPERS

1) Apart from final examination scripts, all assessed work must be returned to the student, preferably in a class context where the student has the right to query the assessment result for clarification either then or within ten (10) working days of results being posted.
2) Lecturers must provide feedback to students on all written assessments (excluding final exams).
3) Students may view examination papers staff by submitting a completed *Application to View Exam Form* (available on the SITCM website and Moodle) to the Administration Office.

a.  The office will not permit any student to view an examination paper unsupervised.

### 2.8.2    FEEDBACK
1)  SITCM will provide students with feedback which enables them to understand the reason for their results.
2)  The timeframe in which students usually receive feedback on an assessment is within two (2) weeks.

### 2.8.3    PUBLICATION OF RESULTS
1)  All grades must be reviewed and properly approved before publication on Moodle and official notification via mail.
2)  At the completion of each study period when final marks are submitted to the Course Coordinator, the Teaching and Learning Committee will nominate three (3) of its members to sit as the Assessment Review Committee to approve results prior to publication.
    a.  At least one (1) of the members of the Assessment Review Committee will be an independent member of the Teaching and Learning Committee.
    b.  The student representative is not permitted to be a member of the Review Committee.
3)  Once grades have been approved office staff will ensure that the approved grade is recorded in the student database against the relevant unit of study and students notified of their results by post.
4)  If academic misconduct is discovered after the publication of results SITCM reserves the right to adjust the results and grade. This will be done with the approval of the Teaching and Learning Committee.

## 2.9    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, in accordance with the following guidelines:

| Grade | Definition |
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| High Distinction (outstanding performance) 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 (very high level of performance) Code: D Mark range: 75-84.99% | 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 (high level of performance) Code: C Mark range: 65-74.99% | 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. |

| Grade | Definition |
|---|---|
| Pass (competent level of performance) Code: P Mark range: 50-64.99% | An 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 Code: NGP | Successful completion of a unit assessed on a pass/fail basis, indicating a 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 (unsatisfactory performance) Code: 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. |
| Withdraw With Failure Code: WD | Cancelled enrolment in the unit after the census date with failure. |
| Withdraw Without Failure Code: WW | Cancelled enrolment in the unit after the census date without failure. |
| Advanced Standing Code: AS | Credit has been granted for the unit of study following an application and its approval for Advanced Standing. |

## 2.10 REVIEW OF ASSESSMENT DECISIONS

1) A student may request a review of an assessment decision.
    a. Certain assessment decisions cannot be reviewed due to the nature of the assessment type (for example, practical tests).
2) In the first instance, students should approach the assessor to discuss their concerns about the assessment decision within five (5) working days of notification of the assessment result.
3) Where the issue is unable to be resolved directly with the assessor, the student should provide the Course Coordinator (the reviewer) with a completed *Review of Assessment Decision Form* (available on the SITCM website and Moodle) within five (5) working days of the assessor's response to the student.
    a. The grounds upon which the student may request a review of an assessment decision are:
        i. That the student believes that an error has occurred in the calculation of the grade; and /or
        ii. A demonstration that the assessment decision is inconsistent with the published assessment requirements or assessment criteria.
    b. Each review against an assessment decision is determined on its own merits without reference to other applications.
    c. If the assessor is the Course Coordinator, the reviewer will be another academic staff member nominated by the Dean.
4) The reviewer will usually respond to the request for a review of an assessment decision in writing within ten (10) working days and may confirm or vary the original decision.
5) The reviewer will notify the Registrar of the outcome.
6) The Registrar will add the case to the *Student Assessment Review Register*.
7) The Teaching and Learning Committee will review the *Student Assessment Review Register* at every meeting.

### 2.11  APPEALS

1) A student may appeal against a review of assessment decisions made under this policy.
2) Students wishing to make an appeal should consult the *Academic Grievance Policy and Procedure.*
   a. An appeal of an academic decision begins at Stage 3: Appeal (Internal Panel).
3) Appeals will be reviewed by the Teaching and Learning Committee.


## 3    PROCEDURES

## 3.1    ASSESSMENT PROCEDURE

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| **Pre Assessment** | ☑ All Unit Outlines will have assessment briefs with relevant information. |
| **Assessment Submission** | ☑ Students must submit the assessment on or before the due date.<br>　∗ Late submissions will be subject to a penalty of 10% of the maximum applicable mark for each day or part day an assessment is late.<br>☑ Students must submit assessments via Moodle.<br>　∗ Assessments submitted via Moodle will be scanned by Turnitin to detect plagiarism.<br>☑ Lecturers will advise students how to submit group or other work if it is not suitable to be submitted via Moodle. |
| **Marking** | ☑ Lecturers will mark assessments within seven (7) days of the due date. |
| **Return of Assessment and Feedback** | ☑ Lecturers will return assessed work to the SITCM office. The office will return the assessed work to students. |
| **Review of assessment decisions** | ☑ Students may request a review of an assessment decision.<br>☑ The request for review must be made in writing to the Course Coordinator with five (5) working days of notification of the assessment result.<br>☑ The Course Coordinator will normally respond within ten (10) working days of the request. |
| **Publication of results** | ☑ Final grades will be reviewed by the Assessment Review Committee.<br>☑ Once final grades are approved by the Assessment Review Committee, they will be recorded in the student database. |

### 3.2 EXAM PROCEDURE

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| **15 minutes before exam starting time** | ☑ Students arrive at the exam venue.<br>☑ Supervisor puts up seating allocation sheet in the exam room. |
| **5 minutes before exam starting time** | ☑ Students enter the exam room and follow supervisors' instructions:<br>  ∗ Place all unauthorised items in their bags in the front or back of the exam room.<br>  ∗ Go directly to their pre-allocated seat with authorised items.<br>  ∗ Place Student ID card on the top right hand corner of the desk.<br>  ∗ Approved linguistic dictionaries to be placed under the Student ID.<br>  ∗ A bottle/cup of water to be placed on the desk.<br>  ∗ Authorised stationary to be placed on the desk. |
| **Exam starting time** | ☑ Supervisor reads out exam rules and hands out exam paper.<br>☑ Late students may enter the exam within the first hour but will NOT be given extra time.<br>**Warning**: Supervisors will regard any material or item on your desk, chair or person to be in your possession. Possession of unauthorised materials including mobile phones in an exam is academic misconduct.<br>**Warning:** If a student feels unwell before starting the exam, they should notify the supervisors and leave the exam room before starting the exam. Once reading time starts and the student opens the exam paper, the student is NOT allowed to complete a supplementary exam UNLESS an emergency event occurs. |
| **Reading time starts** | ☑ Students must read exam instructions carefully.<br>☑ No writing or highlighting during reading time. |
| **Writing time starts** | ☑ Students may NOT leave the exam venue until one (1) hour after writing time starts.<br>☑ If students have any questions or requests, they must raise their hand and wait for the supervisor to come to them.<br>☑ If students need to go to the bathroom, they must raise their hand and stay in their seat until they get permission to go from a supervisor. Please note that students may be accompanied by a supervisor.<br>**Warning**: No communication in any way with other students. |
| **1 hour after writing time** | ☑ Late students may NOT enter the exam venue 1 hour after writing time.<br>☑ Students may leave the exam venue 1 hour after writing time starts.<br>☑ Students must not remove any exam paper or scrap paper from the exam venue. |
| **10 minutes before the end of the exam** | ☑ Supervisor warns students that it's 10 minutes to the end of the exam.<br>☑ Students may NOT leave the exam venue during the last 10 minutes of the exam. |
| **Exam ends** | ☑ Supervisor instructs students to stop writing and collects all exam and scrap papers.<br>☑ Students must not remove any exam paper or scrap paper from the exam venue.<br>☑ Students remain in seats until they are permitted to leave the exam venue. |

### 3.3   APPLYING FOR EXTENSIONS/SPECIAL CONSIDERATION

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| **Assessment Extensions** | ☑ Applications for Extensions must be made before the due date of the assessment.<br>☑ Applications for Extensions must be made in writing on the *Extension Form*.<br>☑ The Course Coordinator will assess the application and give a decision within two (2) business days.<br>☑ An approved *Extension Form* must be attached to the assessment or late penalties will apply. |
| **Exam Extensions** | ☑ Generally, applications for Extensions must be made before the due date of the exam.<br>☑ Applications for Extension may be made after the due date providing:<br>   ∗ The student has a valid reason for not attending the exam.<br>   ∗ The student contacts the SITCM office on the day of the exam or the day following the exam and provides a completed *Extension Form* within three (3) days.<br>☑ If approved by the Course Coordinator the student will be required to complete a supplementary exam in the Deferred and Supplementary Exam Period. |

## 4   RELATED POLICY AND OTHER DOCUMENTATION
1) A1.15 Academic Misconduct Policy.
2) SITCM Student Manual (Higher Education).
3) A1.20 Special Consideration Policy and Procedure.
4) Extension Form.
5) Application to View Exam Form.
6) Review of Assessment Decision Form.
7) Student Assessment Review Register.
8) A1.14 Academic Grievance Policy and Procedure.