

<b>Policy Owner</b>	Academic Director
<b>Contact Officer:</b>	Deputy Director (Pathway)
<b>Policy Number:</b>	QTDP0018
<b>Approved by:</b>	Senior Management Group (14/01/16); Teaching and Learning Committee (14/04/16); Academic Council (29/04/16)
<b>Date Approved:</b>	June 2010
<b>Last Reviewed:</b>	02 May 2016
<b>Related Policies:</b>	Attendance Policy Complaints and Appeals Policy Progress & Graduation Policy Student Misconduct Policy
<b>Related Documents:</b>	Academic Misconduct – Staff Guide Academic Misconduct – Student Guide Academic Staff Pack Assessment Guidelines – Disability and Equity ECC Academic Governance ECC Unit Coordinator – Lecturer Handbook

### 1. Overview

- 1.1. This Policy describes the processes associated with measuring student learning outcomes.
- 1.2. To identify who has responsibilities for assessment and the application of principles relating to student assessment at ECC.

### 2. Organisational Scope

- 2.1. This policy applies to all ECC students and Partner Provider students enrolled in pathway courses and/or ELICOS courses.

### 3. Definitions

- 3.1. **Academic Director:** refers to the ECC Academic Director or in the case of Partner Providers, the Partner Programs Director.
- 3.2. **Academic misconduct:** means any conduct by a student in relation to academic work that is dishonest or unfair and includes, but is not limited to:
  - plagiarism;
  - unauthorised collaboration;
  - sharing assignments
  - cheating in assessment; and/or
  - fraudulently submitting the work of another person;
  - purchasing assignments or paying another person to write an assessment;
  - theft of another student's work, and/or
  - any other fraudulent assessment practice
- 3.3. **APA Referencing:** Referencing format created by the American Psychological Association
- 3.4. **ASQA (Australian Skills Quality Authority):** is the national regulator for vocational education and training (VET). ASQA regulates courses and educational institutions to ensure nationally approved VET standards are met.

- 3.5. **Assessment:** A set of processes that measure the outcomes of students' learning, in terms of content knowledge acquired, understanding developed, and analytical skills gained.
- 3.6. **Assignment and Report Cover Sheet:** Standard form used by students to submit any assessment (except examinations and tests). Students use this form as proof of submission and to certify that the submission is their own work.
- 3.7. **Board of Examiners:** A review panel that determines the academic progression status of students.
- 3.8. **Deferred Exam:** Where a student is unable to attend their final exam because of a medical condition or other extenuating circumstance, a deferred exam may be offered subject to the rules of application.
- 3.9. **English Good Practice Principles:** Refers to the principles for English language proficiency as determined by the regulatory authorities.
- 3.10. **ECU Coordinator:** The person nominated by relevant ECU School to be responsible for university-linked units and ensure that standards of ECU are communicated to ECC lecturers.
- 3.11. **ELICOS:** English Language Intensive Courses for Overseas Students.
- 3.12. **ELICOS Course:** All English language courses run at ECC
- 3.13. **Academic English courses:** ELICOS courses that allow entry to ECC Diploma and/or Edith Cowan University for students who successfully complete the appropriate entry course.
- 3.14. **Examiner:** Person nominated to set the exam or assessment tool for each unit.
- 3.15. **Formative assessment:** Assessment designed to provide learners with feedback on progress. It can also be referred to as **ongoing assessment**.
- 3.16. **Grade:** A grading schema for student achievement. Note: ECC has based its grading schema on protocols as defined in Edith Cowan University (Admission, Enrolment and Academic Progress) Rules.
- 3.17. **Graduate Attributes:** Refers to the generic skills that can be used to further life-long learning and engagement with the community. These skills include ability to communicate, ability to work in teams, critical appraisal skills, ability to generate ideas and cross-cultural and international outlook.
- 3.18. **Moderation:** A process which consists of a variety of strategies adopted within an institution to ensure that grades awarded within each unit of study are comparable between lecturers teaching the same unit in a given trimester and between lecturers teaching the same unit across different trimesters
- 3.19. **Norm-referenced assessment:** Where a student's performance is assessed against other students within the same unit cohort.
- 3.20. **Ongoing Assessment:** See Formative Assessment
- 3.21. **Partner Provider:** an institution that provides an accredited course which is registered as being offered by ECC, who, for the purposes of this document oversees all matters relating to the delivery of those courses.

- 3.22. **ECC:** Unless otherwise specified, where ECC is used exclusively in a section to describe a policy in this document, it refers to all courses (including ELICOS courses) offered by ECC.
- 3.23. **Plagiarism:** a form of academic misconduct which means to knowingly or unknowingly present as one's own work the ideas or writings of another without appropriate acknowledgment or referencing. Items considered to be Plagiarism are explained in this policy.
- 3.24. **Standards-referenced Assessment:** Where a student's performance is compared to a pre-determined criteria or set of learning objectives. Students are graded according to a set of performance criteria without any reference to any other students within that unit. Also referred to as **Summative** or **Criterion-referenced assessment**.
- 3.25. **Supplementary Exam:** Where a student fails the last unit of an Associate Degree course, he/she may be offered a supplementary (repeat) exam. ECC does not offer supplementary exams except for those who fail the final unit in their Associate Degree by less than 5%.
- 3.26. **TEQSA (Tertiary Education Quality and Standards Agency):** is Australia's regulatory and quality agency for higher education.
- 3.27. **Unit:** A discrete component of study within a course.
- 3.28. **Unit Outline:** A statement giving fundamental details about the unit. It usually includes an overview of the unit content materials, assessment tools, assessment weightings, due dates of assessment, textbook details and recommended readings. At ECU, this is sometimes referred to as a **Unit Plan**.
- 3.29. **University-linked Program/Unit:** A Unit of study in the ECC Diploma, Advanced Diploma or Associate Degree.

#### 4. Policy Principles

- 4.1. ECC practices are designed to facilitate learning and maintain standards that are commensurate with those required for students to transition into university-level studies.
- 4.2. ECC will provide suitably qualified staff, infrastructure and management processes to ensure quality courses, learning and instruction.
- 4.3. ECC will ensure comparability and moderation of assessments between different classes and different lecturers within the same unit.
- 4.4. ECC will provide clear guidelines to students on what constitutes successful achievement in an assessment.
- 4.5. ECC will ensure fair and open assessment practices and where applicable apply the appropriate disability guidelines.
- 4.6. ECC staff will embed some or all of the Graduate Attributes and English Good Practice Principles into the delivery of their unit and assessment of student learning outcomes.
- 4.7. A Board of Examiners meeting is convened at the end of every trimester to review results and identify students who require counselling and/or academic support as per the Progress and Graduation Policy.

#### 5. Policy Content

- 5.1. ECC monitors, records, informs and assesses the progress of each student in each unit of the course in which the student is enrolled in accordance with this policy.
- 5.2. The Academic Director, working within approved Academic Council protocols, has

responsibility for assessment processes in all units offered by ECC but may be advised by the ECC Course Coordinators representing their respective discipline areas.

- 5.3. Students are informed of assessment requirements and assessment weightings for each unit, via the unit outline issued at the start of each trimester.
- 5.4. All assignments must be submitted using a signed ECC Assignment and Report Cover Sheet, unless submitted electronically using Turnitin. Academic English courses use the ECU electronic cover sheet for some assignments in order to familiarise students with this aspect of university study.
- 5.5. English – Foreign Language dictionaries are permitted in all assessments, including examinations unless specifically precluded in advance. In such cases, the students will be given at least one week notice.
- 5.6. The Academic Director undertakes that the marks presented to the Board of Examiners represent each student's assessed performance and are based on at least three assessments. The Academic Director carries this out by ensuring that:
  - 5.6.1. Academic staff are familiar with the relevant rules of Academic Misconduct (including plagiarism) within this Policy;
  - 5.6.2. Academic staff provide unit outlines with information that complies with the respective Accreditation document (Certificate units) or the outline provided by the ECU Unit Coordinator (University-linked units) and the provisions of this Policy;
  - 5.6.3. Assessment methods and practices comply with ASQA (or equivalent) Accreditation documents (Certificate units) or the relevant TEQSA (or equivalent) Accreditation documents (University-linked units) and the provisions of this Policy;
  - 5.6.4. Academic staff carry out all assessments fairly, objectively, consistently and in a timely manner across the student group for each unit;
  - 5.6.5. The grading system has been applied as per the Grading Schema set out in this Policy.
  - 5.6.6. All academic staff whether ongoing or sessional, will make themselves available to students to discuss assessment results;
  - 5.6.7. ECC Student Services keeps a copy of unit outlines for each unit;
  - 5.6.8. Examination scripts remain the property of ECC and are kept for one trimester after the examination week has ended. Unclaimed assignments are distributed in the final week of the trimester. Where such assessments are not collected within 3 days, staff will ensure they are placed in a security bin at ECC or similar secure destruction facility.
  - 5.6.9. Referencing: All students will be expected to follow the APA style of referencing, unless otherwise directed by the Academic Director in line with recommendations of the Academic Council.

### 5.7. Moderation and Comparability of Assessments

Where two or more lecturers are involved with the same unit or ELICOS course, it is essential that assessments between groups are comparable – treatment received in one group must be the same as treatment received by another group. Shared marking, detailed marking keys, regular meetings, etc., help achieve comparability.

A ECC Unit Coordinator will be appointed for each unit to ensure comparability of assessment and marking. The role of the ECC Unit Coordinator is outlined in the ECC Unit Coordinator – Lecturer Handbook.

- 5.7.1. Grades awarded within each unit of study must be comparable between lecturers teaching the same unit in a given trimester **and** between lecturers teaching the same unit across different trimesters

- 5.7.2. Moderation and comparability ensures fairness to students and credibility of grades as they determine a student's prospects for further education.
- 5.7.3. Comparability is assured if:
- Unit is clearly defined through learning outcomes, content and performance criteria
  - Lecturers structure their teaching program on the basis of the accredited unit outline
  - Lecturers structure their assessment/program on the basis of the approved assessment structure described within the accredited unit outline
  - Lecturers communicate regularly with respect to tests, assignments, examinations and criteria used in grading these assessment instruments
- 5.7.4. Moderation within ECC is achieved through
- A clearly defined unit outline and compliance with this outline in terms of content, and learning objectives ;
  - The development of common assessment support materials; and
  - Regular validation processes by lecturers involved in teaching the same unit;
  - The designation of a staff member to act as a ECC Unit Coordinator;
  - The supervisory roles of the senior academic staff to ensure that moderation procedures are in place and that they are implemented in an effective manner.
  - An annual moderation report is provided to ECU for feedback from their respective ECU Unit Coordinators.

### **5.8. Academic Misconduct**

- 5.8.1. ECC applies university-level protocols in applying the rules of Academic Misconduct:
- 5.8.2. As honesty and academic integrity are highly valued at ECC, academic misconduct is viewed as a serious offence. All staff are informed about the policy through their Academic Staff Pack during staff induction. All students are informed through the Student Handbook, orientation workshops, the ECC website and in their unit materials.
- 5.8.3. Academic misconduct includes plagiarism, cheating and dishonesty in assessment. It also includes, unauthorised collaboration, cheating in examinations and theft of other student's work. Staff are expected to be critical of student work, looking for plagiarism/cheating and reporting it when applicable.
- 5.8.4. Plagiarism is a form of academic misconduct which means to knowingly or unknowingly present as one's own work the ideas or writings of another without appropriate acknowledgment or referencing. This includes, but is not limited to:
- paraphrasing or copying text without adequate acknowledgment of the source
  - copying, whether identically or in essence, the text of another student's assignment or other students' assignments
  - copying, whether identically or in essence, of visual representations (eg: cartoons)
  - line drawings, photos, paintings and computer programs)
  - purchasing assignments or procuring others to write assessments, and/or
  - any other fraudulent assessment practices
- 5.8.5. ECC reserves the right to monitor plagiarism through the use of Turnitin (or similar) software. Student work will be uploaded and recorded onto this database as part of our plagiarism checks.
- 5.8.6. If academic misconduct is suspected, the lecturer shall interview the student(s) to determine the nature and extent of the problem, inform the student(s) of the seriousness of the situation and provide remedial counselling. If convinced that ECC regulations have been breached, the lecturer shall complete an Academic Misconduct form and notify Student Records for follow up.

ELICOS course students are counselled and advised of seriousness with which plagiarism is taken at university and ECC. They are reminded of the impact plagiarism can have on their future course of study and that it can lead to course failure.

- Student will be issued a notice of the breach (with a copy to lecturer and Course Coordinator) together with information of their rights and obligations
- Course Coordinator will offer support with corrective advice

5.8.7. Academic Misconduct – refer to the Student Misconduct Policy for further information relating to the penalties that apply for breach of academic misconduct.

### 5.9 Late Submission and Non-Submission of Assessments

5.9.1. Students who wish to defer assignments must make applications in writing with written evidence to support special consideration where possible. Advance applications for an extension of up to one week, should be directed to the lecturer. Applications for an extension for a period exceeding one week or in cases where the assessment weighting is significant (over 25%) should be referred to the Course Coordinator.

5.9.2. Late submissions (without prior approval) incur a penalty of 5% (of the possible mark) per working day; except that after one week (7 days), the mark for the assessment will be 0%.

- An exception will usually be granted when the student provides a medical certificate (to be sighted & signed by the lecturer, and then passed onto Welcome Centre by the student), or
- An exception may be granted when the student provides a written explanation (to be sighted and signed by the lecturer or Student Counsellor, (and then passed onto Welcome Centre by the student), in the case of personal circumstances, which have the potential to significantly impinge on the student's performance.
- All written evidence must be submitted within 3 days of the prescribed due date of the assessment task or at the next lecture if the staff member is a casual appointment.
- In the event of an absence from a lecture, students should complete an Explained Absence Form and attach the required evidence to this form. The lecturer or Student Counsellor shall sign the form, but it is the student's responsibility to hand it to the Welcome Centre. In ELICOS courses, the student must inform their teacher as soon as is practicable if the assessment is crucial to course completion. They must also complete an Explained Absence form in the Welcome Centre and attach supporting evidence.

### 5.10. Storage of Certificate Assessments:

5.10.1. In accordance with ASQA regulations, ECC will retain a copy of all Certificate assessments for a period of six months after the student ceases to be enrolled in a particular unit.

5.10.2. Assessments will be securely kept in a manner that safeguards against unauthorized access, fire, flood or pests.

### 5.11. Disabilities

5.11.1. The ECC *Assessment Guidelines – Disability and Equity* offers flexibility in assessments with respect to students with a disability. Students can be identified as having a disability either on admission (application form), on enrolment (via portal input of information) or via a staff member.

5.11.2. In the event that a student is identified as being disadvantaged by assessment strategies because of a particular physical and/or sensory disability, they will be referred to the Course Coordinator or Student Counsellor who will seek professional advice (where applicable) and advise all lecturers and the Academic Administrator (for examination purposes) of the disability.

5.11.3. A summary of the professional advice and appropriate intervention strategies will be issued as soon as practicable to staff.

5.11.4. The *Assessment Guidelines – Disability and Equity* is included in the Academic Staff Induction Pack and on the ECC website ([www.edithcowancollege.edu.au/policies](http://www.edithcowancollege.edu.au/policies))

### 5.12. Marking Procedures

- 5.12.1. All assessments should be marked and returned to students within two (2) weeks of submission. For English (language) courses, the assessments will be marked within 5 working days, depending on the length of the assessment, and returned to the students in class time. Students must be advised of their results and be given appropriate feedback.
- 5.12.2. Mid-trimester tests do not have to be returned but students must be advised of their results within two (2) weeks and before the next assessment deadline. Students should be given the opportunity to view their paper and discuss their mark with the lecturer. For English (language) courses, students will be able to keep certain assessments for future reference. Other assessments must be returned in order to maintain test security.
- 5.12.3. Lecturers are expected to return assignments during scheduled class time or via electronic format. Where the assessment was submitted by students at the end of the trimester, lecturers may return the assessment to the student either at the exam venue or place them in a box for issue on the last day of the examination week. All students are advised by their lecturer of the date/location for pick-up. Uncollected assignments are disposed of within 3 days after the end of trimester to maintain the security of students' work.
- 5.12.4. Lecturers are expected to upload assessment marks into the ECC portal to allow students to view their marks progressively throughout the trimester.
- 5.12.5. Assessment results for ELICOS courses are uploaded by teachers to the ECC portal, where students can view their final result/s.

### 5.13. Examinations

- 5.13.1. Students are advised of the structure of the exam and provided with a sample exam prior to exam week.
- 5.13.2. Exams for university-linked units are set by the ECC Unit Coordinator and cross-checked by a co-examiner. Exams are also moderated by the ECC Unit Coordinator.
- Onshore exam scripts are marked by lecturers as part of their teaching contract.
  - Offshore exam scripts are forwarded to ECC for marking and moderation.
  - Final grades will be moderated and assigned a grade in consultation with an annual Moderation Report submitted to the ECC Unit Coordinator.
  - The ECC Unit Moderators report will be forwarded to ECU (International) for feedback from the appropriate ECU School on an annual basis.
- 5.13.3. Examinations for Certificate units are set, marked and graded by individual lecturers in consultation with their Course Coordinator. Where there is more than one lecturer, the Deputy Academic Director (Pathway) will appoint a coordinator for each unit.
- 5.13.4. Deferred Examinations: Applications for Deferred Exams must be submitted to the Welcome Centre within 2 working days of the date of the exam. These applications will then be forwarded to the Academic Administrator for approvals in consultation with the Panel.
- 5.13.5. Deferred Examinations are subject to ECC approval. Students who fail to meet the following requirements will not be eligible to sit a Deferred Examination:
- Where the medical certificate does not match the date of the missed examination
  - Where in-class attendance has been below 80% and no evidence of extenuating circumstances has been provided to ECC (ELICOS students)
  - ECC has deemed that the student cannot pass the unit, even if he/she achieves

100% in the Deferred Examination.

- 5.13.6. Any student who misses the scheduled Deferred Exams is not eligible to sit another Deferred Examination. Under exceptional circumstances, as determined by the Academic Director, special dispensation may be given to sit the exam at the end of the following trimester.
- 5.13.7. ECC does not offer Supplementary Examinations for internal students at any level.
- 5.13.8. Exam papers and exam scripts remain the property of ECC. Scripts will be retained for a period of one trimester before being destroyed in a secure manner.
- 5.13.9. In the case of Certificate examinations, all exam papers will be retained in a secure facility (as per ASQA regulations) for at least six months after the student ceased enrolment in that unit.

#### 5.14. Board of Examiners

The Board of Examiners is responsible for conferral of awards and establishing students' progression status. Refer to the *Progress and Graduation Policy*.

[www.edithcowancollege.edu.au/policies](http://www.edithcowancollege.edu.au/policies)

#### 5.15. Assessment Weightings

5.15.1. In order to facilitate ongoing feedback to students and encourage participation, ECC lecturers are required to use the following guidelines for assessment weightings:

- All units will include 5-10% *Quality of Participation* mark for contributing to class activities. The Quality of Participation mark will be based on a publicised marking rubric.
- All units will include a diagnostic assessment by Week 4 of trimester (which may or may not have any weighting in the final grade)
- Each unit should include a minimum of three different assessment tools (eg: Essay, report, blog, wiki, oral presentation, teamwork, model, drawing, poster presentation, mathematics exercises, simulation exercise, programming task, in-class test, final exam)
- Final examination should have a weighting of no more than 60%
- Combined final exam and in-class testing should have a weighting of no more than 70%
- Exceptions may apply in consultation with the Academic Director

#### 5.16. Grades Schema

The following Grades Schema applies to ECC pathway courses:

GRADE		MARK / EXPLANATION
P	Undifferentiated pass	Used for free English support unit (ADU100)
HD	High Distinction	80 – 100%
D	Distinction	70 – 79%
CR	Credit	60 – 69%
C	Pass	50 – 59%
N	Fail	0 – 49% (include students who withdraw after Week 10)
DE	Deferred	Student's mark is subject to sitting deferred exam
W	Withdrawn	Student has withdrawn from unit/course before Week 10
I	Incomplete	50 – 100% (Unit not credited as student failed required assessment component)
T	Tuition Only	Non-award students with no formal assessment conducted
EX	Exempt	Recognition of prior learning

The following Grades Schema applies to ECC ELICOS Academic English courses:

GRADE/PASS MARK	ACADEMIC ENGLISH COURSE	ARTICULATION AND ENTRY TO:
65%	AE3 pass mark	ECC Diploma
65%	AE4 pass mark	ECU Undergraduate Program
65%	AE5 pass mark	ECU Postgraduate Program

### 5.17. Appeals

Where a student disagrees with an assessment, the student shall refer to the Complaints and Appeals Policy ([www.edithcowancollege.edu.au/policies](http://www.edithcowancollege.edu.au/policies)). If the assessment is inconsistent with this (Assessment) Policy, the student shall complete an Appeal of Final Results form to initiate informal and formal procedures for an appeal.

## 6. Administrative procedures

- 6.1. This policy is available on the ECC website for students and distributed to all Academic Staff as part of their Academic Staff Pack at Induction. Administrative staff who provide advice to students on academic progression issues will be provided with the policy by their respective supervisors.
- 6.2. Regular emails are issued to inform and update staff on changes to policy and procedures related to assessment.