



**EYNESBURY**  
**COLLEGE**

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# ELICOS ASSESSMENT AND MODERATION POLICY

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# Contents

<b>SECTION A - INTRODUCTION.....</b>	<b>3</b>
A.1 Purpose .....	3
A.2 Scope.....	3
A.3 Definitions .....	3
A.4 Acronyms .....	4
<b>SECTION B - POLICY STATEMENT .....</b>	<b>5</b>
B.1 Principles .....	5
B.2 Policy .....	5
<b>SECTION C - GOVERNANCE .....</b>	<b>7</b>
C.1 Responsibility .....	7
C.2 Version Control.....	7
C.3 Legislative and Organisational Context .....	7
<b>SECTION D - PROCEDURE .....</b>	<b>8</b>
D.1 Related Procedures .....	8
D.2 Related Policies.....	8

## SECTION A - INTRODUCTION

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### A.1 Purpose

This policy outlines the rules of assessment and moderation in the ELICOS programs.

### A.2 Scope

This policy applies to all current enrolled students in ELICOS programs at Eynesbury College.

### A.3 Definitions

Word/Term	Definition
Assessment	Academic activities to gather and evaluate a student's understanding, knowledge and skills related to their learning program
Board of Examiners	Internal committee responsible for reviewing and approving final marks for related programs
Compassionate or Compelling Circumstance	Circumstances beyond the control of the student that have occurred since the student accepted an offer and have significantly impacted on the student's well-being or progress
Deferred assessment	Delay in submitting assessment
External moderation	Review of assessment tasks and student outcomes, by an appropriate academic outside the program/module teaching team
Formative assessment	Assessment tasks which provide feedback to students with the intention of improving performance on current or future tasks. Often (but not always) ungraded
Internal moderation	Activities to ensure consistency of assessment outcomes conducted by teaching staff
Medical certificate	<p>A signed statement from a registered medical practitioner (<a href="https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx">https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx</a>), health practitioner or approved health specialist certifying a period of time during which a student is/has been affected by a medical condition impacting on their participation and/or attendance.</p> <p>A medical certificate may be issued by the following medical and health practitioners registered under the <i>Health Practitioner Regulation National Law</i>:</p> <ul style="list-style-type: none"> <li>• medical practitioner</li> <li>• psychologist</li> <li>• chiropractor</li> <li>• dentist</li> <li>• optometrist</li> </ul>

- osteopath
- physiotherapist
- podiatrist
- other health specialists as approved:  
<http://www.medicalboard.gov.au/Registration/Types/Specialist-Registration/Medical-Specialties-and-Specialty-Fields.aspx>

Module	A single unit of study that counts towards completion of a specified level of English
Module Notes	A book provided to the students in a module which contains weekly lessons and activities.
Summative assessment	Activities to evaluate student academic achievement against the standards of the intended learning outcomes

## A.4 Acronyms

Abbreviation	Phrase or Word
BoE	Board of Examiners
EAP	English for Academic Purposes
EAPP	English for Academic Purposes Preparation
EGP	English for General Purposes
ELICOS	English Language Intensive Module for Overseas Students

## SECTION B - POLICY STATEMENT

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### B.1 Principles

Assessment has both formative and summative purposes.

Assessment practices within ELICOS programs are based on the principles of criteria-based assessment. This means that the desired learning outcomes for a module of study are clearly specified, assessment tasks are designed to indicate progress towards the desired learning outcomes, and the assessment grade is a measure of the extent to which the learning outcomes have been achieved.

### B.2 Policy

#### 1 Academic standards

##### 1.1 EGP and EAPP

**1.1.1** There are set assessment criteria and tasks that conform to these principles and module accreditation requirements.

##### 1.2 EAP

**1.2.1** There are set assessment criteria and tasks specified by Navitas English that conform to these principles and module accreditation requirements.

#### 2 Quality assurance

**2.1** To ensure consistency in, and achievement of, academic standards, Eynesbury College conducts internal and external moderation.

**2.1.1** Internal moderation is done for all modules.

**2.1.2** External moderation is done for all academic modules.

#### 3 Assessment

**3.1** Students will be provided with assessment information at the beginning of their module.

**3.2** All assignments will be submitted electronically and in hard copy.

**3.3** If a student fails an assessment, they will be allowed to resubmit depending on the specific module requirements. The maximum allowable mark for a resubmission is 50%.

**3.4** Late submissions may be accepted at the discretion of the Director of Studies with a penalty of 10% per day.

#### 4 Deferred assessment

- 4.1 A student may apply for an extension to the submission deadline of an assessment where a compassionate or compelling circumstance has prevented their completion of the assessment task. This must be supported by documentary evidence.
- 4.2 Eynesbury College will only accept medical certificates signed by approved health specialists. See the definition table for certificate criteria.

#### 5 Deferred examinations

- 5.1 A student may apply for deferred examinations where there is a compassionate or compelling circumstance. This must be supported by documentary evidence.
- 5.2 Eynesbury College will only accept medical certificates signed by approved health specialists. See the definition table for certificate criteria.
- 5.3 Deferred examinations will be conducted within two days of the student returning to class.
- 5.4 Deferred examinations cannot be deferred.

#### 6 Grade determination and notation

- 6.1 The ELICOS Board of Examiners (BoE) approves all student grades prior to release.
- 6.3 For successful completion of EGP, students must obtain an overall score of 70%. For successful completion of EAPP, students must obtain an overall score of 50% for each assessment component.
- 6.4 For EAP modules, students must pass all assessments (assignments and exams) and obtain an overall score of 50%.

#### 7 Examinations

##### 7.1 Communication before examinations

- 7.1.1 Students will be advised of their examination timetable and be given the **Examination Conditions**.

##### 7.2 Requirements for examinations

- 7.2.1 Students will be required to abide by the **Examination Conditions**.

#### 8 Appeals

- 8.1 Students who wish to lodge an appeal may do so in accordance with the **Student Grievances and Appeals Policy**.

## SECTION C - GOVERNANCE

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### C.1 Responsibility

<b>Identification</b>	ELICOS Assessment and Moderation Policy
<b>Policy Owner</b>	Director of Studies
<b>Approving Authority</b>	Eynesbury College Academic Board
<b>Initial Issue date</b>	June 2012
<b>Directory Location</b>	Policies, Eynesbury, ELICOS

### C.2 Version Control

<b>Current Version Number</b>	3.0
<b>Date of Effect</b>	2/2019
<b>Review Date</b>	2/2022
<b>Privilege Level</b>	Public

### C.3 Legislative and Organisational Context

<b>Name</b>
<a href="#">ELICOS National Standards</a>
<a href="#">The National Code of Practice 2017</a>

## **SECTION D - PROCEDURE**

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### **D.1 Related Procedures**

*ELICOS Assessment and Moderation Procedure currently being documented*

### **D.2 Related Policies**

Student Grievances and Appeals Policy

Examination Conditions