



EYNESBURY
COLLEGE

HEP ASSESSMENT AND MODERATION POLICY

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SECTION A - INTRODUCTION

A.1 Purpose

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

A.2 Scope

This policy applies to all current students of Eynesbury College studying in the Higher Education Programs (HEP).

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	An alternative assessment created to be completed at a later time
Extension	Extra time granted for submission of an assessment item beyond the published due date
External moderation	Review of curriculum and or 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, 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"> • medical practitioner • psychologist • chiropractor • dentist

- optometrist
- 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 program
Program	An approved combination of approved modules in which a student is enrolled
Registered medical practitioner	https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx
Summative assessment	Activities to evaluate student academic achievement against the standards of the intended learning outcomes
Trimester	A division of the academic year made up of 3 teaching periods

A.4 Acronyms

Abbreviation	Phrase or Word
BoE	Board of Examiners
HEP	Higher Education Programs

SECTION B - POLICY STATEMENT

B.1 Principles

Assessment has both formative and summative purposes.

Assessment practices within Eynesbury College 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 Diploma

1.1.1 Courses in Diploma programs will have assessment criteria and tasks approved or specified by the university providing the curriculum content.

1.2 This policy must be read in conjunction with the **Academic Integrity Policy**.

2 Quality assurance

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

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 unless otherwise communicated by the lecturer.

3.3 Students will be issued with the **Examination Conditions and Instructions** prior to their examinations.

3.4 Group assessment

3.4.1 Group assessments focus on both the ability of students to work with others as well as the product. Group assignments weighted at 15% or higher of the module total will include a collective mark for the product with a separate component mark for the individual contribution to the group assignment. Peer evaluations are assessed separately and graded as an individual component and will be used to inform adjustments to marking for members not contributing to the group as observed.

3.5 Variation to assessment

3.5.1 Students may request a variance to assessment methods, tasks and timelines based on medical, compassionate or religious observance grounds, or community services. Such variations must be requested before or during the second teaching week or

within 5 working days of the distribution of module information. Variations requested after this date will need to be negotiated with the teacher and may not be able to be accommodated.

4 Extensions and Deferred within-trimester assessment

- 4.1** A student may ask their lecturer for an extension or deferral 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 and approved by the module coordinator.
- 4.2** Eynesbury College will only accept original medical certificates signed by registered medical practitioners, health practitioner or approved health specialists. Back-dated medical certificates may be accepted at the discretion of the Academic Director.
- 4.3** Extensions and deferred assessment requests will not be granted on the grounds that a student has mistaken the due date.

5 Examinations

5.1 Communication before examinations

- 5.1.1** Students will be advised of their examination time table and be given the examination conditions.

5.2 Requirements for examinations

- 5.2.1** Students will be required to abide by the **Examination Conditions and Instructions**.

5.3 Invigilators

- 5.3.1** A Chief Invigilator will be appointed to oversee examinations wherever Eynesbury College examinations are conducted.
- 5.3.2** Invigilators will be appointed to supervise students undertaking examinations.

5.4 Deferred final examination

- 5.4.1** A student may apply for a deferred final examination where there is a compassionate or compelling circumstance. This must be supported by documentary evidence.
- 5.4.2** Eynesbury College will only accept original medical certificates signed by registered medical practitioners, health practitioner or approved health specialists. Back-dated medical certificates may be accepted at the discretion of the Academic Director.
- 5.4.3** A student is ineligible for a deferred exam where they have attended the original exam and submitted an exam script without indicating to the invigilator that they are sick and do not wish to have the exam script marked.
- 5.4.4** There is a fee for a deferred final examination application.
- 5.4.5** Deferred final examinations will be conducted at the end of each trimester (Week 16).

- 5.4.6** A deferred final examination cannot be deferred to another trimester. The final mark awarded for the module after a deferred examination is not restricted.

5.5 Supplementary examinations

- 5.5.1** A supplementary examination will be granted by the Board of Examiners (BoE) only in the following circumstance:

- Where a student records a failing mark of at least 45% in any Stage 1 or Stage 2 module

- 5.5.2** The maximum final mark for the module that may be awarded after a supplementary examination is 50%.

- 5.5.3** The following conditions apply to Supplementary Examinations:

- The original failing mark and grade will remain unaltered if the student does not sit a Supplementary Examination
- A Supplementary Examination will be offered for a module that does not have a Primary Examination as part of its Assessment Structure and replace the largest weighted assessment task.
- Students must ensure that they are available to sit a Supplementary Examination at the time and venue nominated by Eynesbury College (Week 16)
- A Supplementary Examination cannot be deferred to another trimester

6 Grade determination and notation

- 6.1** The Higher Education Programs BoE approves all student grades prior to release.

- 6.2** At its discretion, the Higher Education Programs BoE may adjust a student's final assessment upwards by a maximum of 0.25GPA where the student falls marginally short of the required entry score for their preferred university program.

- 6.3** A student's GPA is the average of the grades obtained in all courses studied as part of a Higher Education program, weighted by the unit value of each module as per table 7.5.1. If a student is enrolled in more than one program they will have a GPA for each program.

The value for the grade achieved for each module is multiplied by the number of units (credit points or weighting) for that module. These weighted grade values are totalled and then divided by the total number of units (credit points) for all modules to calculate the GPA for each program.

- 6.4** After BoE approval, final results may only be altered by the Academic Director.

6.5 Graded assessment symbols

6.5.1	Grade	Assessment symbol	Grade Points	Notional %
	High Distinction	HD	7	85-100
	Distinction	D	6	75-84
	Credit	C	5	65-74
	Pass level 1	P1	4.5	55-64
	Pass level 2	P2	4	50-54
	Fail level 1	F1	1.5	40-49
	Fail level 2	F2	1	<40
	Withdraw not fail	WNF	-	The student withdrew from the module

			(without penalty) on or before the date prescribed by the Academic Director for withdrawal without a failure being recorded
Withdraw fail	WF	1.5	The student withdrew from the module after the date prescribed by the Academic Director for withdrawal without a failure
Exemption	EX	-	An exemption for completion of equivalent prior study has been granted

6.6 Late Penalties

Late assignments, without a previously negotiated extension, will incur a penalty of 10% per day (weekends included). Assignments will not be accepted for marking after two weeks post due date. Note: penalties may vary according to the assessment item. Full assessment details/penalties for each assessment item can be accessed on the module website.

7 Appeals

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

SECTION C - GOVERNANCE

C.1 Responsibility

Identification	HEP Assessment and Moderation Policy
Policy Owner	Academic Director
Approving Authority	Eynesbury Academic Board
Initial Issue date	May 2009
Directory Location	Academic Directorate, Policies

C.2 Version Control

Current Version Number	v6.3
Date of Effect	2/2019
Review Date	5/2021
Privilege Level	Public

C.3 Legislative and Organisational Context

Name
Higher Education Standards
The National Code of Practice 2017

SECTION D - PROCEDURE

D.1 Related Procedures

HEP Assessment and Moderation Procedure

D.2 Related Policies

Academic Integrity Policy

Student Grievances and Appeals Policy