

	<b>BAYAN COLLEGE</b> Affiliated with Purdue University Northwest, USA		
<b>Policy Title</b>	<b>Assessment and Moderation Policy</b>		
<b>Policy Category</b>	Academic Policies		
<b>Subject</b>	Guidance to students and academic staff on assessment, grading system and moderation processes applied.		
<b>Office Responsible for Review of this Policy (Office)</b>	Quality Assurance Office		
<b>Related Policies</b>	Curriculum Development Policy Examination Policy Plagiarism Policy Student Grievance Procedure		
<b>Version</b>	<b>2</b>	Effective Date	01.01.2019

## SCOPE

This Procedure applies to undergraduate and postgraduate award courses.

## POLICY STATEMENT

Assessment tasks:

- a. are designed in accordance with the principles specified in the Curriculum Development Policy
- b. may be set for programs, courses or in combination
- c. provide a balance between formative and summative assessment to:
  - i. progressively build students' knowledge and skills
  - ii. provide opportunities for feedback, and
  - iii. confirm that learning outcomes specified for each course are achieved at the appropriate standard.

Assessment design:

- a. includes the types and weighting of assessment tasks, mode of delivery and any hurdle requirements
- b. is recommended by the Curriculum Development Committee, and
- c. is approved by the Head of Academic Department.

Changes to the types and weighting of assessment may only be made part way through a study period in exceptional circumstances with the approval of the College Council

As part of the continuous quality improvement process, the means of assessment for courses are reviewed during major course reviews.

## **ASSESSMENT PROCEDURE**

1. Assessments are used to determine that students have achieved the learning outcomes and are ready to progress to the next level.
2. All assessments must be graded according to clear assessment criteria.
3. Assessment tasks, including examination papers, must not be repeated in subsequent offerings of a course in a way that compromises academic integrity.
4. When an assessment task allows students to choose from alternative questions or topics, the standard and degree of difficulty of the options must be the same as far as is reasonably practicable.
5. Students are only permitted one attempt in any one assessment (unless otherwise stated by the Head of Department).
6. Where appropriate, an alternative assessment instrument of assessment will be used for re-assessments.
7. To ensure that feedback to students is meaningful and formative, it must be clearly linked to the assessment criteria and must be aimed at assisting learning, rewarding achievement, providing encouragement, explaining results and enabling students to improve their understanding and performance.
8. Instructors ensure that the purposes, processes, requirements and standards of assessment in a course are clearly communicated to students at the beginning of and throughout each study period. Information about assessment is included in the Student Handbook.
9. The identity of students completing summative assessment tasks is verified. The means of verification must be communicated to students and the College may refuse to enable access to or mark the assessment where the identity of the student has not been confirmed.
10. Course instructors provide students with information on what constitutes a breach of academic integrity at the beginning of a course.
11. Students are required to make a declaration when submitting assignments to confirm that the work submitted is their own and that the work has not been submitted for assessment in any other course. In the case of group assessment tasks, each member of the group must make a declaration.
12. Breaches of academic integrity by students will be dealt with in accordance with the Academic Integrity Policy.
13. Students have the right to appeal the outcome of an assessment outcome through the Student Grievance Procedure.

## GRADING SYSTEM GUIDELINES

1. The assignment of grade will be as follows:

Grade Letter	Marks %	Description
A	100% - 90%	Very Good
B	89% - 80%	Good
C	79% - 70%	Average
D	69% - 60%	Poor
E	Below 60%	Failed

2. These symbols will be recorded under special circumstances in lieu of grade points:

- “W” – Withdrawal – A record of the fact that a student was enrolled in a credit course and withdrew from the course after the second week.
- “I” – Incomplete – A grade of incomplete is a record of work that was interrupted by causes beyond a student’s control, which work was passing at the time it was interrupted and the completion of which does not require the student to repeat the course in order to obtain credit. The student must achieve a permanent grade in the course **no later than the 12<sup>th</sup> week of the second subsequent semester of enrolment**, or the incomplete grade will revert to a failing grade “IF”.
- IF – Un removed Incomplete – A record of the students failure to achieve a permanent grade by the 12<sup>th</sup> week of the subsequent semester of enrolment. This grade counts in all aspects as a failing grade.

3. Letter Grades contribution to GPA

Grade	Weight
A	4x credit hours in a course
B	3x credit hours in a course
C	2x credit hours in a course
D	1x credit hours in a course
F, IF	0x credit hours in a course
I,W,TC	Not included

4. The academic standing of all students enrolled in academic programs shall be determined by Grade Points Average (GPA) and Cumulative Grade Points Average (CGPA):

- **The Grade Point Average is a semester index** determined by weighting each grade received during a given semester by the number of credit hours in the course.
  - **The Cumulative Grade Point Average is a weighted average of all grades** received by the student while enrolled in an academic program.
5. No grade other than “I” may be changed after it is recorded, unless approved by the Academic Appeals Committee.
  6. All courses attempted must appear on grade reports and transcripts.
  7. If a course is repeated, only the last grade will be included in the GPA calculation.

### **STUDENT GRADE SHEET GUIDELINES**

1. At the end of every semester, grade sheets for students will be completed by appropriate teachers on forms distributed from the Admissions and Registration Department.
2. Grade sheets will be turned in by teachers directly to the Admissions and Registration Department.
3. Grade sheets must be submitted in within five consecutive days following the examination week.
4. The Head of Admissions and Registration Department will ensure that all grade sheets are processed no later than the evening of the eighth day following the examination week.

### **RELEASING / POSTING GRADES**

1. The final grade given for any courses is considered the college property.
2. Final grades are considered part of student’s academic records and may not be posted or released in any form to anyone.
3. The Office of registration is the only entity entitled to receive grades from teachers and release them to students.
4. Teachers shall not release final grades to students. Grades will be mailed to students within three weeks following the examination week.

### **MODERATION PROCEDURE**

1. Where a first assessor has not had previous experience in grading papers at a particular level all assessments will be double marked for the first semester.
2. All summative assessments will be subject to moderation by a second academic staff member appointed by the Head of Department.
3. The second assessor is required to check that all elements of the assessment have been marked and graded. The second assessor will randomly select and moderate a sample of each summative assignment.

4. All assessments graded 'failed' will be moderated by a second assessor.
5. All assessments which are not written or reproducible will be witnessed and graded by both first and second assessors at the time of deliver.
6. Where an agreement cannot be reached between the first and second assessor, a third assessor will be appointed by the Head of Department to double mark the disputed work.

#### REVISION HISTORY

Version No.	Effective Date	Summary of Changes
1	01.01.2010	First iteration
2	01.01.2019	Changes to format for consistency with Policy on Policy requirements Inclusion of Grading System Guidelines; Student Grade Sheet Guidelines; Releasing/Posting Grades Guidelines into the <i>Assessment and Moderation Policy</i> (previously separate)

Sections of this policy are based on the Deakin University Assessment (Higher Education Courses) Procedure available at: <https://policy.deakin.edu.au/document/view-current.php?id=187>

Other references include: University of Cambridge Assessment Policy, Principles and Guidelines available at <https://www.canterbury.ac.nz/media/uc-policy-library/rescinded-policies/Assessment-Policy-Principles-And-Guidelines.pdf>