

# COLLARTS

## Assessment Policy

### Purpose

All units in a course of study at Collarts are assessed through either assignments or end of trimester examinations. Assessment criteria, weighting, and due date are contained in the unit outline and final grades are published at the end of each trimester

In the handling of assessments and results, students will be treated fairly, respectfully and with due regard to their privacy.

Assignments must be submitted according to the respective Unit Outline.

When completing written assignments students must cite all sources, and use the Harvard referencing style when copying or paraphrasing somebody else's ideas, words, or work.

Students must not use other people's ideas, words or work and pass them off as their own.

To complete individual assignments, as opposed to group assignments, students must not work collaboratively with other students to prepare their assignment or submit an assignment which is substantively identical to another student's work.

Students must do their own work. They must not ask another person to complete an assessment task for them.

Students must keep a copy of all assignments that they submit for assessment.

### Scope

This policy applies to all units of study for all courses of study at Collarts.

### Policy

#### A. Responsibilities of the student

##### 1. Examinations

Students must not help or receive assistance from other students during examinations.

Students must not borrow or lend equipment to fellow students during examinations.

Students must only bring into the examination room those materials, computer software and other devices specified for the examination.

##### 2. Assessment Tasks

Students must cite sources using the Harvard referencing method when copying or paraphrasing somebody else's ideas, words and work.

Students must present original work and not use other people's ideas, words and work and pass them off as their own.

In the case of individual assignments, as opposed to group assignments, students must not work collaboratively with other students in the preparation of the assignment and then submit an assignment which is substantively identical to another student's work.

Students must do their own work- they must not ask another person to complete an assessment task for them.

Word count: Students are required to complete an assignment to the required word count within plus or minus 10% of the specified words. Quoted material is *included* in the overall word count unless otherwise specified. Quoted material may not comprise more than 10% of the total word count unless otherwise specified.

## **B. Responsibilities of Collarts**

### **1. Procedural Fairness**

Students must be given reasonable notice of assessment in terms of criteria, weighting and due date.

Students must be treated fairly, with respect and with due regard to their privacy.

### **2. Assessment Schedule**

Formal examinations are carried out at the end of each trimester. An Examination Timetable will be posted to your MyCollarts account (student portal) during Week 7 of each trimester and an email sent to students.

Any student who is absent from an examination due to illness or misadventure must complete an *Application for Special Consideration* and provide a doctor's certificate or other supporting documentation to Student Services within three working days of the missed assessment or exam.

### **3. Eligibility to Graduate**

Students who have completed a course are placed on a list of students eligible to graduate.

Student Services will establish a list of potential graduands for approval by the Dean and Program Leaders to be presented to the Academic Board for approval.

## **C. Examinations**

### **1. Attendance at Examinations**

Attendance at examinations is compulsory. Failure to attend examinations with no satisfactory explanation may result in failure for that unit.

Students must be present at examinations at the correct time and place. Incorrectly reading or misunderstanding the examination timetable will not be accepted as a reason for failure to attend an examination.

### **2. Admission to the Examination Room**

Students are required to display their current student identification card for entry into the examination room. Students will not be able to sit their exam if they cannot produce a current and valid student identification card. Students should go to Student Services to replace lost or stolen student identification cards.

On entering the exam room students should go directly to their seats and follow the instructions of the exam invigilator. Students are not permitted to read or begin their exams until they are instructed to do so. Students must place their student identification cards on their desk while they are doing their exam.

### **3. Leaving the Exam Room**

Students are permitted to leave the examination room after 20 minutes of exam time has elapsed.

Students who are given permission to leave the exam room early must do so without disruption to fellow students.

#### 4. Re-admission to the Exam Room

Students will not be re-admitted to the exam room after they have left the exam room unless they have been under approved supervision during the full period of their absence.

#### 5. Reading Time

Ten minutes at the beginning of the exam may be designated as reading time. During reading time, writing is not permitted. If a student arrives late to an examination, they will not be permitted to enter the examination until reading time has ceased.

#### 6. Conduct of Students

Students may not communicate with any person except authorised invigilators during an examination. Should students need to communicate with an invigilator, they should raise their hand and wait for the invigilator to attend to them.

Any student who is found cheating, behaves in a disorderly manner or otherwise disrupts an examination is liable to face disciplinary action as determined by the Grievance & Appeals Committee.

#### 7. Material or Equipment in the Examination Room

No material or equipment other than that specified on the examination paper may be brought into the examination room.

Students must ensure that any mobile phone or pager in their possession is switched off and placed under the examination table. Examination supervisors have been authorised to confiscate, for the period of the examination, any mobile or pager that is not switched off or causes disturbance in the examination room.

Dictionaries are not permitted unless otherwise specified on the examination paper, or where approval has been granted by the Program Leader prior to the examination.

It is the responsibility of students to ensure that calculators brought into the examination room meet the specifications set. Students should check with the Program Leader prior to the examination if they are in doubt.

#### 8. Absence from an Examination

A telephone call to the College is required prior to the commencement of the exam.

Where a student missed submitting an assessment or sitting an exam due to compassionate or compelling circumstances, ie circumstances of serious illness or misadventure beyond their control, they may be eligible for special consideration. Each request for special consideration will be assessed on its own merits but grounds for compassionate or compelling circumstances may include, but not be limited to:

- serious medical condition or injury
- bereavement of a close family member, such as parents, grandparents, siblings, children
- major political unrest or natural disaster that requires immediate travel
- a traumatic experience such as an accident, crime or being a witness to these experiences
- military service or jury service

- severe disruption to domestic arrangements or homelessness
- imprisonment

All requests for special consideration should be genuine and made with good intent. Submitting a request for special consideration to gain academic advantage is considered an act of academic misconduct and is subject to disciplinary action.

Lodging an application for special consideration does not guarantee the request will be granted.

If a student completes the exam or assessment task, they are not eligible for special consideration.

An *Application for Special Consideration Form*, with the appropriate supporting documentation attached, must be lodged with Student Services within three working days of the missed assessment or exam.

## 9. Special Consideration

Students may apply for special consideration if they either:

Attend an examination but are forced to leave before the end of the allocated time due to illness or misadventure; or

Finish an exam but believe their performance was affected by illness or circumstances beyond their control.

A medical certificate duly completed by a registered medical practitioner and dated on the day of the exam must be submitted to Student Services when requesting consideration. This will be attached to written advice by the student.

Requests for special consideration must be submitted to Student Services no later than three working days after the examination.

Refer to the *Special Consideration Policy*.

## D. Assignments

Acknowledgement of source material and referencing in all written assignments must conform to the Harvard referencing style.

A Collarts assignment cover sheet, available on My Collarts, must accompany physical assignments. Assessments submitted digitally include the assessment coversheet automatically when students click the assessment coversheet box required in all digital submissions.

Students must keep a copy of all assignments submitted for assessment, for the duration of their course.

## E. Withdrawal from a Unit

Students who withdraw from a unit before the trimester's Census Date will incur no academic penalty or tuition liability. To withdraw from a unit, students must lodge an *Application to Withdraw* form available in the Student Resources section on MyCollarts, or Student Services.

After the Census Date for a trimester, only students who have suffered illness or misadventure will be able to withdraw from a unit without academic penalty. Students need to include documentation of their illness or misadventure with their withdrawal application, and the illness or misadventure must be of a level of severity to significantly affect student's

work. Students should speak to the Program Leader or Registrar if they need assistance with this process.

#### **F. Special Leave of Absence**

Special leave of absence may be granted to students who have been accepted for participation in a recognised and approved activity.

Applications for leave should be made by lodging an '*Application for Special Consideration*' and providing supporting evidence of a need for leave of absence. This will be presented to the Program Leader who may approve a variation to the stated requirements for regular attendances at lectures in specified units during the trimester immediately preceding the recognised and approved activity.

If the application is successful and after consultation with the Program Leader, the student will be advised of a program of study that will allow the student to cover the prescribed content and satisfy the requirements of the particular unit(s) without penalty for non-attendance at the specified classes.

#### **G. Deferred Assessment**

Where a student requires a deferred assessment or exam for a longer period through illness or misadventure, significant performance or professional opportunities or other approved reason, should lodge an *Application for Special Consideration Form*, with the appropriate supporting documentation attached, with Student Services ten working days prior to the assessment or exam due date. An *Application for Special Consideration* can be downloaded via the *Student Resources* section of MyCollarts.

The completed application will be presented to the Program Leader at least five working days before the scheduled date of the assessment. The Program Leader will make a decision on the application and set a date for a deferred assessment if required.

#### **H. Processing & Publication of Results**

Teachers must provide results to the Program Leader by a date determined by Student Services.

The Program Leader is responsible for checking that all students registered in a unit receive a grade or, in the instance of no grade being provided, must provide a brief explanation as to why no grade has been provided. Complete results for the program are forwarded to Student Services by the date set by Student Services.

The results will be tabled at a meeting of Moderation Committee, a sub-committee of the Academic Board, attended by Program Leaders, and Student Services. This moderation meeting is chaired by the Dean and scheduled after the examination period has ended. The purpose of the meeting is to review results for completeness and probity, moderation and confirmation and then finally to ratify results. After this meeting, results are uploaded into student records and authorised for release to students.

Final results are available to students via the secure login on MyCollarts.

#### **I. Grading System**

Grade descriptors to be used in all units where qualitative assessment is required. Descriptors are relative to the unit level, the criteria applied more vigorously against work at higher levels.

All grades for student achievement in a unit are recommended by teachers appointed to teach units in a trimester and delivered to the Program Leader at the end of the trimester by

the advertised due date. Program Leaders are responsible for the first review of results for all units within their responsibility. Grades can only be released to students after confirmation by the Moderation Meeting. Student Services will communicate the final results three (3) days after the completion of the moderation process.

*Table 1: Collarts' Grading system*

Grade	Abbreviation	Percentile	Description
High Distinction	HD	85 – 100	<p>Outstanding or exceptional work in terms of understanding, interpretation and presentation. Displays genuine originality and a high level of thought. Informed, up to date, also highly independent and persuasive.</p> <p>Expression and technique going beyond the scope of the assignment demonstrating a level of professional quality prepared for production. Outstanding command of the tools, artistic ability, and attention to detail taking the project to completion. Excellent preparation and process.</p>
Distinction	DD	75 – 84	<p>A very high standard of work which demonstrates originality and insight. Informed, up to date, sustains a clear, cogent and persuasive argument. Shows evidence of wide reading or artistic study which has been effectively assimilated. Highly competent in conceptual, discursive and interpretive areas. Evidence of insight into topic and material.</p> <p>Evidence of thinking which goes beyond lectures and tutorial discussion. Excellent technical and artistic achievement. Consistently coherent and professional work. Shows evidence of the potential of an artistic partner, not simply technical achievement. Clear evidence of preparation and process that had contributed to advancement of ability.</p>
Credit	CR	65 – 74	<p>Demonstrates a high level of understanding and presentation and a degree of originality and insight. Can organise material but argument may lack clarity, or be very derivative, or be poorly structured. Alternatively, it may be good work which goes astray at crucial points.</p> <p>Generally dependent upon lecture and other class material. Command of the required toolsets is adequate to complete assigned work. Overall confidence when completing assignments with occasional lapses in artistry or unresolved technical issues. Good evidence of preparation and process.</p>
Pass	PP	50 – 64	<p>Satisfies the minimum requirements. Adequate and passable. Lacks sophistication but has some understanding of the material and basic command of the tools. Weak presentation. Satisfactory level of preparation and technical engagement. Inconsistencies in translation, file organisation, and quality of final presentation. Some evidence of preparation and process.</p>

Grade	Abbreviation	Percentile	Description
Conceded Pass	CP	50	<p>Where a student received a mark between 48% and 49.5% for the unit and recommendation was made to the Moderation Committee that the student should be awarded a Conceded Pass of 50%. In making such a recommendation the Program Leader will consult with the lecturer to assess the student's mastery of the learning outcomes and their capacity to progress in the program.</p> <p>Where a key assessment component has been undertaken at such a poor level that there is reason to believe an important learning outcome has not been mastered, then there are grounds for the result to stand, and a Fail grade awarded.</p> <p>Only two Conceded Passes are permitted in any award.</p>
Fail	NN	0 – 49	<p>Did not achieve minimum requirements of the unit. Poor quality work. Little or no evidence of effort or of basic academic or technical skills. Negligible grasp of the material or of relevant issues. Badly presented. Poor communication skills. No evidence of preparation or process.</p>
Withheld	WW	n/a	<p>Results may be withheld where students have fees outstanding or have failed to return materials on loan from the library. Results and academic transcripts will not be available until items are returned. This may also delay the eligibility of a student to graduate. Once items have been returned results will be made available.</p>
Advanced Standing	AS	n/a	<p>Application through Collarts Recognition of Prior Learning (RPL) procedure to satisfy requirements of the unit.</p>
Withdrawn Without Penalty	WD	n/a	<p>Withdrawal from a unit before trimester census date or approved withdrawal after trimester census date without incurring debt for unit and no academic penalty. This grade may be awarded by Student Services or his nominee if a student has submitted written advice of withdrawal from the unit prior to census date for the trimester.</p>
Withdrawn With Penalty	WN	n/a	<p>Withdrawal from a unit after trimester census date incurring debt for unit and academic penalty (equivalent to Fail).</p>

## **J. Supplementary Assessment**

Where a student receives a mark between 45% to 49%, a supplementary assessment will be offered to students, subject to the conditions set out below. Supplementary assessments are not a reassessment of the student's overall grade or the mark for an individual assessment item. It is a new item of assessment designed to provide further opportunity to demonstrate that the student has achieved the required learning outcomes of the unit.

A decision as to allow a student to undertake a supplementary assessment will be made based on:

- The students' engagement with the unit
- Whether their performance demonstrates to the lecturer that they could pass the unit if given the opportunity to do a supplementary assessment
- The students overall academic performance in other units in the trimester and during their studies at Collarts
- Where a suitable supplementary assessment task has been created and is available for students to complete.

The decision to award a student an opportunity to undertake a supplementary assessment will be granted by the moderation committee with recommendations from the lecturer and head of program. Students are not permitted to request a supplementary assessment.

Students who satisfactorily complete a supplementary assessment will be awarded a maximum grade of 50% for the unit being assessed. Students have one opportunity to attend or submit the supplementary assessment. Failure to attend or respond will result in a fail grade being awarded

## **K. Appeal against Grades or Assessment**

Students may appeal a grade or an assessment mark in any unit. This is considered an academic grievance and as such must follow the four-stage resolution process as outlined in the college *Grievance & Appeals Policy*.

Academic grievances may only be made against formal published results or decisions. An academic grievance cannot be made against informal marks or grades which have yet to be approved or published by Student Services.

There are only four grounds for lodging an academic grievance:

1. Performance in an assessment suffered through illness or other factors which the student was unable or, for valid reasons, unwilling, to disclose before the results were awarded. A grievance under such grounds will normally be dismissed unless an acceptable explanation is given for not presenting the extenuating circumstances in advance of the results having been awarded
2. An assessment was not conducted in accordance with the college *Assessment Policy* or approved college regulations
3. There was a material administrative error in the calculation of an assessment mark or grade
4. Some other material irregularity occurred in the making of an academic decision such as bias.

Dissatisfaction with grades does not constitute grounds for appeal. Collarts will not accept academic grievances based on the following claims:

- Being unaware of the assessment regulations and procedures



- Being unaware of the grievance and appeals procedure, or their rights and responsibilities
- Not knowing how to present extenuating circumstances
- The unit structure and assessment method
- Student workload or the amount of work the student has done
- The financial implication of failing a unit
- Grades received by the student in other units
- Penalties imposed for poor attendance or academic integrity such as plagiarism
- The need for more marks to achieve a pass or better grade in the unit

As per the college grievance policy, students should informally discuss their concern with their Program Leader. Where the informal approach is not appropriate, or the student wishes to take the matter further, the matter may be escalated to the formal grievance stage by lodging a *Formal Grievance Form* (accessed via the *Student Resources* section of the MyCollarts student portal) within the timeframe outlined in the *Grievance & Appeals Policy*.

A review of the application will be made of all components contributing to the original assessment. The purpose of this review is to ensure that the assessment process has:

- been fairly applied
- no procedural or factual errors in the processing of a grade
- had all appropriate components included
- had an accurate addition of marks on which the assessment grade is based.

A student may request a remark of a written assignment. A re-mark of an assignment will be undertaken by the Program Leader or, if the Program Leader was the original assessor, by a suitably qualified person determined by the Dean.

### Related Policies

This policy should be read in conjunction with the following Collarts policies:

*Academic Integrity & Conduct Policy*

*Fair Treatment Policy*

*Grievance and Appeals Policy*

*Privacy Policy*

*Moderation Policy*

*Special Consideration Policy*

All college policies referenced in this document can be accessed via the *Student Resources* section of the MyCollarts student portal at <http://mycollarts.edu.au/login/index.php>.

### Further Information

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