

Assessment Policy



Purpose

This policy outlines School of Contemporary Music subject or unit assessment principles and processes.

Scope

All coursework subjects.

Policy

Principles of Assessment

Assessment is a vital part of the learning process, influencing student formation and development. School of Contemporary Music principles of assessment include:

- clear explanation of assessment requirements on subject or unit outlines, including minimum requirements;
- valid, sufficient, reliable, equitable and flexible measurement of learning outcomes attainment;
- definition and protection of academic standards;
- adherence to the School of Contemporary Music Assessment Workload Calculator;
- conformity to the School of Contemporary Music Code of Conduct;
- development of School of Contemporary Music graduate attributes;
- variation of assessment tasks to allow students to cater for various learning needs;
- usually a minimum of two and a maximum of four assessment tasks;
- mapping of assessment due dates across the term;
- provision of timely, informative and constructive feedback and grading of assessment usually within a maximum of three weeks and before the next assessment is due;
- transparent grading processes;
- group work should be worth no more than 30% of the total assessment in a subject, unless specific learning outcomes for the subject require team work. If learning outcomes require group assessment, then no more than 50% is permissible;
- consideration should be given to the proportion of assessment conducted under controlled conditions (e.g. exam) to safeguard integrity of assessment;
- attention should be given to minimising the possibility of academic integrity or misconduct as described in the Academic Integrity and Misconduct Policy;
- students are not typically required to pass each individual assessment task in order to pass a subject unless specified in the subject outline. Non-Certificate students need to achieve at least satisfactory in all assessment tasks to be competent in each unit;
- students who fail to achieve 50% overall in a subject, receiving a permanent 'Fail' on their transcript and then wish to pass the subject, must re-enrol and resubmit all forms of assessment required by the lecturer. If approved by the relevant lecturer, and if the 'Fail' grade was not the result of poor attendance, the student will not be required to attend classes. A student will not be permitted to repeat a subject more than once.

Submission of Assessment Tasks

It is a student's responsibility to ensure that they submit assessments correctly. Subject and unit outlines shall contain the instructions on how, where, and when assessment tasks are to be submitted. With every assessment task submitted, students are required to declare that their work is their own.

Students in all Non-Certificate units are allowed two attempts at each assessment task. The first attempt must be submitted by the assessment due date. The second attempt must be submitted within two weeks from the date on which the student received feedback on their first attempt. An incorrect assessment submission or non-submission will be counted as the first attempt.

Assessment items not submitted within the due dates will receive a Not Yet Satisfactory.

Extension of Assessment Task Due Date

Extension of the assessment deadline will only be granted on the following grounds where supporting documentation is provided (for example, doctor's certificate, death certificate, or letter from psychologist):

- medical illness;
- extreme hardship;
- compassionate grounds;
- faculty supervised project amendment.

Unavoidable disruption

Where a student is prevented by unavoidable disruption from both submitting an assessment and applying for an extension, the student shall report the circumstances in writing (supported by a medical certificate or other relevant evidence) by no later than seven days after the assessment deadline to the lecturer. Unavoidable disruption to studies is defined as resulting from an event or set of circumstances which:

- could not have reasonably been anticipated, avoided or guarded against by the student; and
- was beyond the student's control.

Late Assessments

Diploma and Certificate Students

Students are expected to submit work by the due date and students who do not do this without an extension or unavoidable disruption are liable to receive a zero mark for that assessment. Variations of this policy may be appropriate for particular subjects or units, and where so this will be detailed in the subject outline.

Non-Certificate Students

Students who fail to apply for an extension are not permitted to submit assessments late. They will receive a Not Yet Satisfactory for that assessment item.

Review and/or Remarking of Assessments

Students have the right to request an explanation of grades allocated for work completed during the term.

Initially, students should discuss any concerns with their lecturer/facilitator/tutor who will look at the situation and liaise with the marker if required. If the student is still dissatisfied and feels there are grounds for requesting that an assessment task be re-marked, they should initially informally discuss the matter with the Subject Coordinator. If the matter is not resolved at this time, the student should write to the Director requesting a re-mark within ten days.

The re-marked result will be the officially recorded result for that assessment item, thus, the appeal may result in a lower mark or grade being awarded for the assessment task.

Notwithstanding the above, the student has no automatic right to a remark. The Director may determine that the student has no grounds to a review.

Any further appeals of an assessment grade should be directed to the School of Contemporary Music complaints and grievance processes.

Invigilation

In the case that a student needs to complete an exam remotely (i.e. not at an School of Contemporary Music location), the student must arrange for a suitable location and invigilator to oversee the exam sitting. This requirement will apply to online students for any exam.

Remote exam conditions should reflect on-campus exam conditions as far as is possible.

Students must arrange for their invigilator or exam supervisor to complete the School of Contemporary Music Exam Supervision Form and submit this form on Moodle prior to sitting the exam. The form is available on the School of Contemporary Music office/Website.

Responsible for implementation
Learning and Teaching Committee

Key stakeholders
Faculty and students

Procedures

To Request an Extension

Students are to submit the online “Request for Extension Form”.

The request must be completed no less than 48 hours before the assignment is due with supporting documentation.

Lecturers/Trainers/Facilitators are permitted to grant two week extensions past the due date on these grounds. Directors are permitted to grant extensions up to one month from the due date. If they have any concerns, they can ask for Student Affairs to review the request on their behalf.

Any extension request beyond four weeks due to a student’s circumstances are to be reviewed by Student Affairs. An extended extension request will be formally made to Student Affairs by the student (via the Student Affairs Application online form).

Student Affairs will review the extension request and provide a response (usually one month to maximum of one term). If approved, Student Affairs will notify the student and relevant Lecturer/Director/Trainer/Facilitator of the arrangement.

The student will receive an ‘In Progress’ grade in the meantime and incur no financial penalty in this case, due to the extreme nature of his/her situation. Further, once any/all forms of assessment have been submitted, the ‘In Progress’ grade will be replaced by the new grade.

A request for extension does not guarantee approval. The decision is at the discretion of the lecturer/trainer/facilitator, Director, or Student Affairs. Normal appeals processes can be accessed.

Variation of Assessment

Students are encouraged to inform School of Contemporary Music of any disability, medical condition or learning need that may impact on their studies prior to census date, in case it is not possible to arrange a variation of assessment, and a change of enrolment is advised.

To request a variation of assessment due to disability, medical condition or learning needs:

A meeting is to be arranged by the student with their Director and a student services representative to discuss alternative assessment arrangements. Students should bring to the meeting appropriate documentation (medical, social worker, and/or psychologist letter), to support an alternative assessment recommendation.

Discussion is to centre on the students’ needs, propose reasonable and equivalent assessments, as well as maintain the academic reliability and fairness of the course. Advice and support on alternative assessments can be requested from the Director of Learning and Teaching as necessary.

If an alternative assessment method is proposed, a study plan is to be tabled at the Student Affairs Committee by the Program Director with supporting documentation for approval. If approved, this is to be communicated to all relevant stakeholders. If denied, the student can follow School of Contemporary Music’s Complaint and Grievance Procedures.

Policy owner: Chair, Learning and Teaching
Policy category: Academic: Learning and Teaching
Policy status: Approved
Related policies:
Academic Integrity and Misconduct Policy
Complaint and Grievance Resolution Policy
Course of Study Design and Development Policy
Grading Policy
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