FACULTY ASSESSMENT POLICY

1. Purpose of Assessment

Assessment processes are a means for certifying standards achieved by each student, and providing students with a fair and informed judgement of their learning and their ability to communicate that learning. The assessment tasks operative within the Faculty of Education are designed to facilitate and monitor the progress of each student's learning. In this document, assessment as a process for judging the progress of each student's learning is outlined. The role of assessment as a diagnostic tool will be clarified by lecturers in charge of specific units.

Assessment may determine initial competencies, provide feedback to students regarding their progress or provide suggestions for improvement. It is part of a process which encourages development of students’ critical and creative abilities.

2. Processes of Assessment

Details of the assessable activities for each unit, and guidelines specifying the criteria for each activity to be assessed are provided in the first week of each unit. In the case of late enrolments, the student will be provided with these details in the first week of attendance in the unit. Methods of assessment will be appropriate to the objectives of the unit. Assessable activities will be commensurate with the weighting of the unit. Assessment tasks for students enrolled in pre-service and graduate award courses will be set at the 3,500 words, or equivalent, for each unit of 10 credit points weighting. In postgraduate/higher degrees courses, assessment tasks will be set at a minimum of 5,000 words and a maximum of 6,000 words or equivalent, for each unit of 10 credit points weighting except for coursework units in the Doctor of Education where the assessment tasks will be equivalent to 8,000 words.

The requirements of each assessable activity will be commensurate with the proportion of marks allocated to that activity. The performance required from students to demonstrate progress in their learning will be made clear to students in advance of undertaking an assessable activity.

3. Return of Assessment Material

Except in the case of formal examinations, material submitted for assessment will be returned to the student with comments from the assessor. Strengths and weaknesses will be clarified for each student. Material will be returned expeditiously, normally before the due date of the next assessable activity. Where assessment material is submitted after the original due date, the assessor will return the material as soon as practicable, although, in some cases, it may not be possible to do so before the due date of the next assessable activity.

4. Requirement to Retain Copy of Submitted Assessment Material

It is expected that students will retain a copy of all work submitted for assessment, except in the case of tests and/or examinations. Where work is computer-generated, the copy should be kept on disk and/or hard copy. Work required to be prepared and submitted on disk, or on hard copy but prepared on computer, must be backed up.

5. Special Consideration for Disadvantaged Students

Students who may experience sociocultural, linguistic, physical or intellectual difficulties should negotiate with the Lecturer-in-Charge of a unit for an extension of assessment deadlines, an extension of the period of study, variation in the assessment task or medium of assessment, and for academic support. Academic support may include assistance from the student’s lecturer, from the Study Skills Unit, or from another appropriate source. It must be noted that no student will receive a pass grade in any unit until the criteria for a pass in that unit have been met.

If a student believes that personal circumstances are likely to affect performance in an assessment in a unit, the student is responsible for notifying the Lecturer-in-Charge before the due date for submission of an assessment task.
6. **Attendance Requirement**
   No marks are awarded for attendance. However, where attendance is a unit requirement, and is designated as such in the unit outline, students who do not meet the minimum attendance guidelines (85%) may not meet the criteria required to pass the unit. Preparation for and participation in tutorials, workshops and laboratories may be used to inform lecturers' judgements on students' overall grade achievements in the unit.

7. **Forms of Assessment**
   Assessment will be based on a range of assessable activities, some of which may require students to be present at a designated venue. Assessment may include:
   - activities, including contracts, a sequence of planned classroom activities, completion of activity booklets, laboratory reports, field reports, portfolios of resource materials and teaching strategies, and compilation of journal entries, activities using multimedia, electronic or technological formats;
   - student-led discussions, tutorial presentations, and seminars;
   - class tests;
   - examinations;
   - essays, class papers, case studies;
   - other activities appropriate for assessment in a particular unit.

8. **Changes in Assessable Activities**
   When an assessment program has been approved through the normal University process, it may be varied as a result of individual or collective negotiations with students, within the following limitations:
   - no student may be disadvantaged;
   - the spirit of the original assessment requirements must not be breached;
   - all amendments to the original assessment program must be reported in writing to the Head of School immediately.

9. **Completion of Assessment Tasks**
   Students are required to complete all assessment tasks within a unit. The failure to complete an assessment task will automatically lead to a grade of NN. Late submission or performance of an assessment task will attract a penalty (see Academic Regulation 4.1.6). Applications for extension of time, without penalty, in any assessment task must be submitted in writing on or before the due date and must be supported by documentary evidence, where appropriate.

10. **Grading of Assessment Tasks**
    Grades in a unit are assigned by the Lecturer-in-Charge, and ratified by the Head of School; where the Head of School is unable to ratify a grade, the Head is entitled to seek the opinion of a second expert examiner in consultation with the Lecturer-in-Charge. A student's grade in a unit may be changed only with the approval of the relevant Head of School or as provided under Review and Appeals regulations.

11. **Assessment Grades**
    It is the normal expectation that each student shall complete the assessment requirements for all relevant units no later than the end of the semester in which the enrolment occurs. All units shall be assessed and recorded according to Academic Regulation 4.3.

12. **Final Result Grades**
    Assessment tasks which are worth at least 15% of the total marks and for which a student receives less than 40% of the allocated marks require a second reader. Where there is no agreement on the grade between the first and second reader, a third reader will be called upon. The decision of the third reader shall be final.

    There shall be no provision for students to improve their results in a unit by resubmitting work.