



# SAIBT ASSESSMENT AND MODERATION POLICY

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## SECTION A - INTRODUCTION

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### A.1 Purpose

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

### A.2 Scope

This policy covers all students of the South Australian Institute of Business and Technology (SAIBT).

### A.3 Definitions

<b>Word/Term</b>	<b>Definition</b>
Access Plan	An Access Plan provides information about the impact of a student's disability, mental health or medical condition on their studies, identifies agreed services that will be provided by Disability Services and any alternative examination adjustments.
Assessment	Academic activities to gather and evaluate a student's understanding, knowledge and skills related to their learning program
Board of Examiners	A Board of Examiners (BOE) is a committee that is constituted for each award module to ensure the assessment and determination of performance of each student enrolled in that module is conducted in a fair and equitable manner
Conceded Pass	A pass grade awarded by the Board of Examiners for the module even though the student's percentage mark is less than the deemed pass mark for the unit
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.
Module	A single unit of study that counts towards completion of a program
Module Information Booklet	A booklet provided to the students in a module, either in hard copy or online which contains information pertaining to the assessment, content and structure of the module
Deferred	Delay in submitting assessment
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
Interim Grade	A grade awarded while awaiting confirmation of the final result.
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"> <li>• medical practitioner</li> <li>• psychologist</li> <li>• chiropractor</li> <li>• dentist</li> <li>• optometrist</li> <li>• osteopath</li> <li>• physiotherapist</li> <li>• podiatrist</li> <li>• other health specialists as approved:</li> </ul> <p><a href="http://www.medicalboard.gov.au/Registration/Types/Specialist-Registration/Medical-Specialties-and-Specialty-Fields.aspx">http://www.medicalboard.gov.au/Registration/Types/Specialist-Registration/Medical-Specialties-and-Specialty-Fields.aspx</a></p>
Program	The container for a group of Modules that are to be completed in order to be eligible for an Award. The structure of a Program is defined in the Study Plan
Registered medical practitioner	<a href="https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx">https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx</a>
Summative assessment	Activities to evaluate student academic achievement against the standards of the intended learning outcomes
Supplementary Examination	An extra examination in addition to the original examination for students who are completing their last module.
Trimester	A study period format. Generally there are three trimesters in a study year

## A.4 Acronyms

<b>Abbreviation</b>	<b>Phrase or Word</b>
CP	Conceded pass
SAIBT	South Australian Institute of Business and Technology
UniSA	University of South Australia

## SECTION B - POLICY STATEMENT

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### B.1 Principles

Assessment has both formative and summative purposes.

Assessment practices within SAIBT 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 Stage 1

**1.1.1** Assessment standards are set at a level to prepare students for Stage 2.

**1.1.2** Examinations will be approved by Stage 2 academic staff.

##### 1.2 Diploma Stage 2

**1.2.1** Assessments are set at an academic standard equivalent to the assessment in the comparable University of South Australia (UniSA) module.

**1.2.2** Final Assessments (or written examinations) will be benchmarked against equivalent UniSA modules.

#### 2 Quality assurance

**2.1** To assure both consistency in, and achievement of, academic standards, SAIBT 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** If a student fails the first assessment which has a weighting equal to or greater than 10%, and the mark for their initial assignment is not below 25%, they may be allowed to resubmit. The maximum allowable mark for a resubmission will be 50%.

**3.3** Students can use Turnitin for self-assessment for their written work.

**3.4** Where appropriate all assignments are to be submitted electronically, following instructions in the module information booklet.

**3.5** 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 (with a maximum of 30% for Diploma programs) of the module total will include a collective mark for the product and the individual contribution, which is validated through evidence and peer assessment and adjusted as appropriate.

- 3.6** Late assignments, without a previously negotiated extension, will incur a penalty of 5% of the final mark per calendar day. Assignments will not be accepted for marking after two weeks post-submission date, without prior approval or after answers have been discussed or distributed in class or via the student portal.
- 3.7** Students with documented learning needs or an Access Plan may be entitled to a variation or modification to standard assessment arrangements. Variations to assessment must be arranged with the Student Learning Advisor.

#### **4 Deferred within-trimester assessment**

- 4.1** A student may apply for an extension 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.
- 4.2** Where submission of an assessment item cannot be extended and a student is unable to participate, the weighting of the other assessments may be adjusted.
- 4.3** SAIBT will only accept medical certificates signed by registered medical practitioners, health practitioners or approved health specialists.
- 4.4** Back-dated medical certificates will not be accepted except at the discretion of the Academic Director.
- 4.5** Deferred assessments will not be granted on the grounds that a student has mistaken the due date.
- 4.6** Students may request an extension on submission dates for assessments based on medical or compassionate reasons. Extensions must be sought at least three days prior to the submission date, and negotiated with the individual lecturer.

Requests closer to the submission date need to be negotiated with an Academic Coordinator, and will require at a minimum, a medical certificate or other documentation regarding reasons for seeking an extension.

#### **5 Examinations**

##### **5.1 Communication before examinations**

- 5.1.1** Students will be advised of their examination time table and the Examination Conditions.

##### **5.2 Requirements for examinations**

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

##### **5.3 Chief Invigilator**

- 5.3.1** A Chief Invigilator will be appointed to oversee Examination Conditions wherever SAIBT examinations are conducted.

**5.3.2** The Chief Invigilator manages the invigilator team.

#### **5.4 Re-mark and review of examination results**

**5.4.1** All failed examinations are double-marked and therefore will not be re-marked.

**5.4.2.** The student will be required to re-enrol in the failed module.

**5.4.3** A student may request to review their examination paper in Week 3 of the following trimester.

### **6 Deferred final examination**

**6.1** A student may apply for a deferred final examination where there is a compassionate or compelling circumstance. The application must be submitted no later than three working days after the examination, it must be supported by documentary evidence. Each application is assessed individually. A non-refundable fee must be paid upon lodgement of the application

**6.2** A student is ineligible for a deferred examination where they have attended the original examination and submitted an examination script without indicating to the invigilator that they are sick and do not wish to have the examination script marked.

**6.3** Deferred final examinations will be conducted at the end of each trimester.

**6.4** A deferred final examination cannot be deferred to another trimester.

**6.5** The full range of final grades may be used for the conversion of an interim grade.

### **7 Final module arrangements**

#### **7.1 Conceded pass**

**7.1.1** A Conceded Pass (CP) grade is awarded by the Board of Examiners for a) the final module even though the student's percentage mark is less than the deemed pass mark for the unit but greater than 45% or b) for successfully passing a supplementary examination.

#### **7.2 Supplementary exams**

**7.2.1** A student will be eligible for a supplementary examination where they have attempted and failed the examination component of the last module required to complete their Diploma, and where they are not eligible for a conceded pass on their total marks.

**7.2.2** Supplementary examinations will be conducted after the results of the deferred examinations are released.

**7.2.3** Students who pass the supplementary examination will be awarded the grade "CP" for the module.

**7.2.4** A student who fails the supplementary examination will maintain their current grade.

### **8 Academic Integrity**

**8.1** The **Academic Integrity Policy** must be adhered to.

## 9 Grade determination and notation

**9.1** The SAIBT/CEULUSA Board of Examiners approve all student grades prior to release.

**9.2** Grade Point Average (GPA) is calculated as follows:  
The sum of (grade points x module unit value), divided by the sum of the module unit values.

### 9.3 Graded assessment symbols

9.3.1	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
	Conceded Pass	CP	3	45-49 (see note below)
	Fail Level 1	F1	1.5	40-49
	Fail Level 2	F2	1	<40
	Withdraw – Not Fail the or by the withdrawal recorded	W	-	The student withdrew from module (without penalty) on before the date prescribed Academic Director for without a failure being
	Withdraw Fail the prescribed	WF	1.5	The student withdrew from module after the date by the Academic Director for withdrawal without failure
	Non-graded pass	NGP	-	
	Exemption completion of been	Ex	-	An exemption for equivalent prior study has granted

#### Interim Grades

9.3.2	Deferred Assessment granted	DE	-	The student has been deferred assessment
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## 10 Appeals

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

## SECTION C - GOVERNANCE

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### C.1 Responsibility

<b>Identification</b>	SAIBT Assessment and Moderation Policy
<b>Policy Owner</b>	Academic Director
<b>Approving Authority</b>	SAIBT/CELUSA Academic Board
<b>Initial Issue date</b>	May 2009
<b>Directory Location</b>	Policies, SAIBT, Academic Directorate

### C.2 Version Control

<b>Current Version Number</b>	5.2
<b>Date of Effect</b>	2/2019
<b>Review Date</b>	8/2021
<b>Privilege Level</b>	Public

### C.3 Legislative and Organisational Context

<b>Name</b>
<a href="#">Higher Education Standards Framework (Threshold Standards) 2015</a>
<a href="#">National Code of Practice for Providers of Education and Training to Overseas Students 2017</a>

## **SECTION D - PROCEDURE**

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### **D.1 Related Procedures**

SAIBT Assessment and Moderation Procedure

SAIBT Academic Integrity Procedure

### **D.2 Related Policies**

Academic Integrity Policy

Student Grievances and Appeals Policy