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# 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>
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 Assessment and Progress Committee 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

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:  <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> </li> </ul>
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
Trimester	A study period format. Generally there are three trimesters in a study year

## A.4 Acronyms

Abbreviation	Phrase or Word
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** 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 major assessment and it is a written assessment, they will be allowed to resubmit. The maximum allowable mark for a resubmission will be 50%.

**3.2.1** Re-submission of a first major assessment is not allowable for late submission or academic integrity issues.

**3.3** Where appropriate students can use turn-it-in for self-assessment of their work.

**3.4** Where possible all assignments are to be submitted electronically.

## **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** SAIBT will only accept medical certificates signed by registered medical practitioners, health practitioners or approved health specialists.
- 4.3** Back-dated medical certificates will not be accepted except at the discretion of the Academic Director.
- 4.4** Deferred assessments will not be granted on the grounds that a student has mistaken the due date.
- 4.5** Applications for extensions to within-trimester assessments must comply with information in the **Module Information Booklet**.

## **5 Examinations**

### **5.1 Communication before examinations**

- 5.1.1** Students will be advised of their examination time table and be given 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.

## **6 Deferred final examination**

- 6.1** A student may apply for a deferred final examination where there is a compassionate or compelling circumstance. This must be supported by documentary evidence.
- 6.2** A student is ineligible for a deferred exam where they have attended the original exam and submitted an exam script without indicating to the invigilator that they are sick and do not wish to have the exam script marked.
- 6.3** There is a fee for a deferred final examination application.
- 6.4** Deferred final examinations will be conducted at the end of each trimester.
- 6.5** A deferred final examination cannot be deferred to another trimester. The full range of final grades may be used for the conversion of a deferred examination.

## 7 Supplementary examination

- 7.1** A student will be eligible for a supplementary examination where they have 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** Supplementary exams will be conducted after the results of the deferred exams are released.
- 7.3** Students who pass the supplementary examination will be awarded the grade "CP" for the module.
- 7.4** 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

<b>9.3.1</b>	<b>Grade</b>	<b>Assessment Symbol</b>	<b>Grade Points</b>	<b>Notional %</b>
	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	W	-	The student withdrew from the module (without penalty) on or before the date prescribed by the Academic Director for withdrawal without a failure being recorded
	Withdraw Fail	WF	1.5	The student withdrew from the module after the date prescribed by the Academic Director for withdrawal without failure
	Non-graded pass	NGP	-	
	Exemption	Ex	-	An exemption for completion of equivalent prior study has been granted

### 9.4 Interim grades

- 9.4.1** Deferred Assessment DE - The student has been granted a deferred assessment

## **9.5 Conceded pass (CP)**

**9.5.1** Students will be awarded a CP when:

- they have successfully completed all but the last module of the program
- they have achieved a mark in their final module of 45-49%, and
- it is determined that awarding a CP will aid the student's academic development

## **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>	Academic Directorate, Policies

### C.2 Version Control

<b>Version Number</b>	<b>Summary of Changes</b>	<b>Approved by</b>	<b>Date of Effect</b>	<b>Review Date</b>	<b>Privilege Level</b>
v1.0	Initial Policy	SAIBT/CELUSA Academic Board	5/2009	5/2011	Public
v1.2	Supersedes: A001 Student Assessment, A005 Issuing Qualifications, A008 – Graduation Eligibility, A009 – Academic Integrity	SAIBT/CELUSA Academic Board	11/2012	11/2014	Public
v1.3	Addition to clause 8 that a deferred final assessment may only be granted once	SAIBT/CELUSA Academic Board	3/2013	3/2015	Public
v2.0	<ul style="list-style-type: none"> <li>major updates after review meetings</li> <li>moved into new template</li> <li>converted to SAIBT only policy</li> <li>addition of new diploma related requirements</li> <li>add conditions in examinations clauses</li> <li>remove dot point principles and replace with paragraphs</li> <li>clause 1.2.1 amended</li> </ul> <p>Updates from SEG on 5 June 2014:</p> <ul style="list-style-type: none"> <li>clause 7.2 definition changed to that on the website</li> <li>clause 8.1 'examination' added</li> </ul>	SAIBT/CELUSA Academic Board	7/2014	7/2017	Public
v2.1	<ul style="list-style-type: none"> <li>Clause 2.1 'assure' changed to 'ensure'</li> <li>removal of VET standards from</li> </ul>	Quality Manager	8/2014	7/2017	Public

	legislative table				
v2.2	<ul style="list-style-type: none"> <li>removal of Marking Guide from Clauses 1.1.2, 1.2.2, 1.3.2</li> <li>addition of fee required for deferred final examination Clause 5.2 (new)</li> <li>Academic Integrity Policy now published</li> <li>Addition of new clause 5.2</li> </ul>	SAIBT Executive Group	10/2014	7/2017	Public
v2.3	<ul style="list-style-type: none"> <li>review by AB following amendments</li> <li>minor amendment of clause 7.5</li> </ul>	SAIBT Academic Board	11/2014	11/2017	Public
v2.4	Addition of new clause 6 including 6.1, 6.2, 6.3 and 6.4	SAIBT/CELUSA Academic Board	3/2016	11/2017	Public
v2.5	<ul style="list-style-type: none"> <li>removal of 'current ...' from A.2 Scope</li> <li>change to Program definition in line with Navigate glossary</li> <li>Assessment and Progress Committee changed to Board of Examiners in line with Navigate glossary</li> <li>APC removed from Acronyms table</li> <li>addition of 'Medical certificate' and 'Registered medical practitioner' to Definitions table</li> <li>removal of section 1.3</li> <li>Examinations section moved to clause 5 and re-numbered</li> <li>APC changed to Board of Examiners</li> <li>course changed to module</li> <li>D.1 'currently being documented' removed from Related Procedures and 'Academic Integrity Procedure' renamed 'SAIBT Academic Integrity Procedure'</li> </ul>	SAIBT/CELUSA Academic Board	5/2016	11/2017	Public

### C.3 Legislative and Organisational Context

Name
<a href="#">Higher Education Standards</a>
<a href="#">The National Code of Practice 2007</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