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# SAIBT ASSESSMENT AND MODERATION PROCEDURE

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## SECTION D - PROCEDURE

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### Related Policy

SAIBT Assessment and Moderation Policy

### D.1 Procedure

Responsible	Procedure Steps		W/I
	<b>1</b>	<b>Diploma Stage 1</b>	
<b>Stage 1 Course Coordinator</b>	<b>1.1</b>	Every trimester prepare an exam and send to the relevant Academic Coordinator.	
<b>Academic Coordinator</b>	<b>1.2</b>	Send the exam to the Stage 2 nominated Course Coordinator.	
<b>Stage 2 Course Coordinator</b>	<b>1.3</b>	Review and approve the exam and send to the Academic Coordinator.	
<b>Academic Coordinator</b>	<b>1.4</b>	Check formatting and send to Program Support for printing.	
<b>Program Support</b>	<b>1.5</b>	Print exam.	
	<b>2</b>	<b>Diploma Stage 2</b>	
<b>Course Coordinator</b>	<b>2.1</b>	Every trimester prepare and send the exam to the approved external moderator.	
	<b>2.2</b>	Make any adjustments to the exam as required and send to the Academic Coordinator.	
<b>Academic Coordinator</b>	<b>2.3</b>	Check formatting and send to Program Support for printing.	
<b>Program Support</b>	<b>2.4</b>	Print exam.	
	<b>3</b>	<b>Associate Degree</b>	
<b>Course Coordinator</b>	<b>3.1</b>	Every trimester prepare and send the exam to the approved external moderator.	
	<b>3.2</b>	Make any adjustments to the exam as required and send to the Academic Coordinator.	

Responsible	Procedure Steps		W/I
Academic Coordinator	3.3	Check formatting and send to Program Support for printing.	
Program Support	3.4	Print exam.	
	<b>4</b>	<b>Quality assurance – internal moderation</b>	
Course Coordinator	4.1	Where there are multiple lecturers for a course organise for a lecturer to mark the same section/s across all exam papers.	
Lecturer / Academic Coordinator	4.2	Mark each section/s as directed.	
Course Coordinator	4.3	Record exam results in the grade book and advise the Academic Coordinator and Program Support of the completion of marking.	
Academic Coordinator	4.4	Check the grade book for completeness.	
Program Support	4.5	Collect and store exams securely.	
	<b>5</b>	<b>Quality assurance - external moderation</b>	
Academic Coordinator	5.1	At least annually, forward a sample at each grade level (where available) of all final assessments to the relevant external moderator for moderation.	
	5.2	Where issues are identified address accordingly with the Course Coordinator.	
Academic Director	5.3	Each trimester, benchmark pass rates against each equivalent partner university course.	
College Director	5.4	Annually, analyse student graduates' performance at the partner university for the previous three trimesters.	
	<b>6</b>	<b>Course Information Booklet</b>	
Course Coordinator	6.1	Each trimester prepare and update the Course Information Booklet (CIB) and publish on the course web page in the student portal by the start of the first week of the course.	
	<b>7</b>	<b>Assessment and moderation variation</b>	
	<b>7.1</b>	<b>Marking</b>	
Academic Staff	7.1.1	Mark assignment tasks according to the rubric or standardised marking guide.	
	7.1.2	Enter the results in the grade book.	
	7.1.3	Mark all assessment activities and return to students within two weeks of the submission date.	

Responsible	Procedure Steps		W/I
	<b>8</b>	<b>Variation of assessment tasks</b>	
	<b>8.1</b>	<b>Extension of time for assignments</b>	
<b>Student</b>		<b>8.1.1</b>	Contact the course lecturer before the assignment due date together with supporting documentary evidence where appropriate.
<b>Course Lecturer</b>		<b>8.1.2</b>	Respond to the student normally within two working days.
<b>Student</b>		<b>8.1.3</b>	If you are not happy with the outcome of the request, make an appointment with the Academic Coordinator.
<b>Academic Coordinator</b>		<b>8.1.4</b>	Meet with the student to discuss the request and respond within two working days.
	<b>8.2</b>	<b>Assessment variation</b>	
<b>Student</b>		<b>8.2.1</b>	Contact the Academic Coordinator to discuss your requirements and options and provide appropriate documentation.
<b>Academic Coordinator</b>		<b>8.2.2</b>	Negotiate assessment variation with the student and relevant course lecturer.
<b>Program Support</b>		<b>8.2.3</b>	If any documentation has been provided by the student, maintain details on the student's file.
	<b>9</b>	<b>Re-marking and re-submission</b>	
<b>Student</b>		<b>9.1</b>	Contact the course lecturer directly to apply for a re-mark or re-submission of an assignment if permitted, as per the Course Information Booklet.
	<b>10</b>	<b>Deferred exams</b>	
<b>Student</b>		<b>10.1</b>	Lodge an application for deferred assessment on the appropriate form together with the appropriate fee no later than three working days after the examination.
		<b>10.2</b>	Provide supporting evidence. Any medical report must be completed by a registered medical or dental practitioner and include: <ul style="list-style-type: none"> <li>• The date on which the practitioner examined the student</li> <li>• The duration of the complaint, and</li> <li>• The practitioner's opinion that the complaint makes the student unable to complete the assessment item</li> </ul>
	<b>11</b>	<b>Final Grades and notations</b>	
<b>Academic Coordinator</b>		<b>11.1</b>	Meet to review all results.
<b>Academic Director</b>		<b>11.2</b>	Present assessment results to the SAIBT/CELUSA Assessment and Progress Committee (APC).

Responsible	Procedure Steps		W/I
<b>SAIBT/ CELUSA APC</b>	<b>11.3</b>	Approve all student grades prior to release after review and consideration.	
<b>Academic Director</b>	<b>11.4</b>	Publish a schedule for final assessment and release of results for each of the teaching and assessment periods, and ensure that final grades are published on the student portal.	
	<b>11.5</b>	After the published release of results, final grades and final notations may be altered only by the Academic Director on the advice of the Course Coordinator.	
	<b>12</b>	<b>Student appeals</b>	
<b>Student</b>	<b>12.1</b>	If not satisfied with a decision refer to the <b>Student Grievances and Appeals Policy</b> and <b>Grievances and Appeals Procedure</b> to lodge an appeal.	

## D.2 Supporting Documentation

Related material	Location
Student Grievances and Appeals Policy	
Student Grievances and Appeals Procedure	

Form templates	Retention time	Location
Exam Deferral Form		

Records (including completed forms)	Retention time	Location
Master copy of examination question papers	Permanent	
Completed examination scripts	Destroy 1 year after last action	
External moderation documentation	Destroy 7 years after last action	
Benchmarking of pass rates against each equivalent partner university course	Destroy 7 years after last action	
Annual analysis of student graduates' performance		
Course Information Booklets	Destroy 3 years after last action	

## D.3 Version Control

Version Number	Summary of Changes	Approved by	Date of Effect	Privilege Level
v1.0	Initial procedure	Academic Director, SAIBT Manager Student Administration	12/2014	Public