



SAIBT ASSESSMENT AND MODERATION POLICY

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SECTION A - INTRODUCTION

A.1 Purpose

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

A.2 Scope

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

A.3 Definitions

Word/Term	Definition
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
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
Examination	A summative assessment which could be conducted under the following conditions: <ol style="list-style-type: none"> 1) Face to face – paper based 2) Face to face – computer based 3) Online open book – not invigilated 4) Online Invigilated – either by video conferencing or proctoring service 5) Take home examination

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"> • medical practitioner • psychologist • chiropractor • dentist • optometrist • osteopath • physiotherapist • podiatrist • other health specialists as approved: <p>http://www.medicalboard.gov.au/Registration/Types/Specialist-Registration/Medical-Specialties-and-Specialty-Fields.aspx</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	https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx
Semester	A study period format. Generally, there are two semesters in a study year.
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.
Supplementary 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
Trimester	A study period format. Generally, there are three trimesters in a study year
Withdrawn No Progress	A student withdrawn from one or more module(s) based on unsatisfactory academic progress within a study period in accordance with the SAIBT Academic Standing Policy. This may only be awarded in one trimester of a

student's program as outlined in the Deferral, Leave of Absence, Withdrawal, Suspension and Cancellation Policy.

A.4 Acronyms

Abbreviation	Phrase or Word
SAIBT	South Australian Institute of Business and Technology
SP	Supplementary pass
UniSA	University of South Australia
WNP	Withdrawn No Progress

SECTION B - POLICY STATEMENT

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 & Graduate Certificate

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 and Graduate Certificate 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-study period 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. Students will be advised of whether their examination is online or face to face.

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 in a face-to-face setting.
- 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 or assessment

- 6.1** A student may apply for a deferred final examination or assessment where there is a compassionate or compelling circumstance. The application must be submitted no later than three working days after the examination or final assessment due date, 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 or final assessment 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 or if they have submitted the final assessment.
- 6.3** Amendment due dates for final assessments will be set at the discretion for the Academic Directorate.
- 6.4** Deferred final examinations will be conducted at the end of each study period.
- 6.5** A deferred final examination cannot be deferred to another study period.
- 6.6** The full range of final grades may be used for the conversion of an interim grade.

7 Final module arrangements

7.1 Supplementary pass

- 7.1.1** A Supplementary Pass (SP) 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 assessment.

7.2 Supplementary assessments

- 7.2.1** A student will be eligible for a supplementary assessment where they have attempted the major assessment component of the last module required to complete their Diploma program, and where they are not eligible for a supplementary pass on their total marks.
- 7.2.2** Supplementary assessments will be conducted after the results of the deferred examinations are released.
- 7.2.3** Students who pass the supplementary assessment will be awarded the grade "SP" for the module.
- 7.2.4** A student who attempts and fails the supplementary assessment will be awarded the grade F for the module

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
	Supplementary Pass	SP	3.5	Satisfactory performance in final module (assessed by SAIBT Board of Examiners) or pass in supplementary assessment.
	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
	Withdraw No Progress	WNP	-	The student has been withdrawn from a module as part of an intervention strategy
	Non-Graded Pass	NGP	-	Met specified assessment criteria to required standard.
	Non-Graded Pass - Contributing	NGP (C)	4.0	If final GPA is less than 4.0
	Fail	F	1.5	Failed to meet specified assessment criteria to required standard in a non-graded module or supplementary assessment
	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 deferred assessment

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

C.1 Responsibility

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

C.2 Version Control

Current Version Number	6.2
Date of Effect	08/2022
Review Date	08/2024
Privilege Level	Public

C.3 Legislative and Organisational Context

Name
Higher Education Standards Framework (Threshold Standards) 2021
National Code of Practice for Providers of Education and Training to Overseas Students 2018

SECTION D - PROCEDURE

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

Deferral, Leave of Absence, Withdrawal, Suspension and Cancellation Policy

SAIBT Academic Standing Policy