



SAIBT ASSESSMENT AND MODERATION PROCEDURE

SECTION D - PROCEDURE

Related Policy

SAIBT Assessment and Moderation Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
	1	Diploma Stage 1	
Stage 1 Course Coordinator	1.1	Every trimester prepare an exam and send to the relevant Academic Coordinator.	
Academic Coordinator	1.2	Send the exam to the Stage 2 nominated Course Coordinator.	
Stage 2 Course Coordinator	1.3	Review and approve the exam and send to the Academic Coordinator.	
Academic Coordinator	1.4	Review and check formatting.	
Discipline Lead	1.5	Check due date and time and make sure exam is available to students via Examination tile on the Moodle and is hidden until the scheduled date and time.	
	2	Diploma Stage 2	
Course Coordinator	2.1	Every trimester prepare and send the exam to the approved external moderator (UniSA coordinator)	
	2.2	Make any adjustments to the exam as required and send to the Academic Coordinator along with the Exam approval form from the external moderation	
Academic Coordinator	2.3	Review and check formatting	
Discipline Lead	2.4	Check due date and time and make sure exam is available to students via Examination tile on the Moodle and is hidden until the scheduled date and time.	
	3	Graduate Certificate	
Course Coordinator	3.1	Every semester prepare and send the exam to the approved external moderator (UniSA coordinator)	

Responsible	Procedure Steps		W/I
	3.2	Make any adjustments to the exam as required and send to the Academic Coordinator along with the Exam approval form from the external moderation	
Academic Coordinator	3.3	Review and check formatting	
	3.4	Check due date and time and make sure exam is available to students via Examination tile on the Moodle and is hidden until the scheduled date and time.	
	4	Quality assurance – internal moderation	
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, check a sample of students' results for accuracy then lock the gradebook. Advise the Academic Coordinator of the completion of marking.	
Discipline Lead	4.4	Check the grade book for completeness in terms of hurdles, no blanks, total weightings add up to 100.	
Academic Coordinator	4.5	Double check the gradebook.	
Academic Coordinator / Discipline Lead	4.6	Organise all failed exams to be double marked. NOTE: If the examination has a hurdle, the examination is a pass only if 50% of the examination mark is achieved.	
	5	Quality assurance - external moderation	
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 (UniSA) 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.	
	6	Module Information Booklet	
Course Coordinator	6.1	Each study period prepare and update the Module Information Booklet (MIB) and publish on the course web page in the student portal by the start of the first week of the course.	
	7	Assessment and moderation variation	
	7.1	Marking	

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

Responsible	Procedure Steps		W/I
Academic Coordinator	11.1	Meet to review all results.	
Academic Director	11.2	Present assessment results to the SAIBT/CELUSA Board of Examiners (BOE)	
SAIBT/ CELUSA BOE	11.3	Approve all student grades prior to release after review and consideration.	
Academic Director	11.4	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.	
	11.5	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.	
	12	Student appeals	
Student	12.1	If not satisfied with a decision refer to the Student Grievances and Appeals Policy and Grievances and Appeals Procedure to lodge an appeal.	

D.2 Supporting Documentation

Related material	Location
Student Grievances and Appeals Policy	SAIBT Website ->Essential information
Student Grievances and Appeals Procedure	SAIBT Website ->Essential information

Form templates	Retention time	Location
Exam Deferral Form		Pipefy

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

D.3 Version Control

Current Version Number	2.0
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Privilege Level	Public