Assessment Policy

Colleges of Business and Technology (WA) Pty Ltd
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Document

Document Name	Assessment Policy
Brief Description	This policy outlines the principles guiding the management of assessment at the College.
Responsibility	Academic Director
Initial Issue Date	17/03/2021
Approving Body	Curtin College Academic Board

Version Control

Date	Version	Summary of Changes	Reviewer Name and Office
17/03/2021	4.0	Complete review / refresh to align with regulatory obligations.	Academic Director
27/2/2024	4.1	Minor updates to 1.3, 2.2, 4.1 and 4.3.	Academic Director / Program Managers
27/11/2024	5.0	Adoption of a principle-based policy. Policy name change.	Academic Policy Working Group

Related Documents

Name	Location
Academic Integrity Policy	Curtin College website
Access, Diversity, Equity and Inclusion Policy	Curtin College website
Appeals Policy	Curtin College website
Assessment Procedure	Curtin College website
Awards and Graduation Policy	Curtin College website
Complaints Policy	Curtin College website
Progress and Intervention Policy	Curtin College website
Support for Students Policy	Curtin College website

Contents

1 Purpose

1.1 This Policy outlines the principles that will guide the management of assessment at Curtin College.

2 Scope

2.1 This policy applies to all Curtin College and Partner Provider staff and students.

2.2 Service-taught units in Curtin College programs will be managed by Curtin University with reference to its *Assessment and Student Progression Policy and Procedures*.

2.3 This policy is supported by the *Assessment Procedure.*

3 Assessment Principles

3.1 <u>Evidence of Achievement</u>: Assessment methods will provide evidence of individual student achievement of the intended learning outcomes.

3.2 <u>Development of Capabilities</u>: Assessment tasks will facilitate the student's ability to develop and demonstrate a wide range of graduate capabilities.

3.3 <u>Quality Management</u>: Assessment practices will be subject to quality management processes to ensure that practices meet the achievement and integrity standards required by the College.

3.4 <u>Consistency with Outcomes</u>: Assessment design and methods will be consistent with the intended learning outcomes and the norms of the discipline/profession.

3.5 <u>Manageability and Sustainability</u>: Assessment practices will be manageable and sustainable for students and the College.

3.6 <u>Feedback</u>: Assessment will provide high quality and timely feedback to support learning.

3.7 <u>Inclusivity and Equity</u>: Assessment design will be inclusive and equitable, minimising potential differential advantage or disadvantage to students.

3.8 <u>Communication</u>: Assessment requirements will be communicated to students via accessible means in a timely manner.

3.9 <u>Moderation</u>: Assessment outcomes will be moderated where necessary and using appropriate methods, considering staff workloads and constraints including assessment timing.

3.10 <u>Benchmarking</u>: The College will engage in internal and external referencing, including benchmarking, of academic standards.

3.11 <u>Policy Adherence</u>: Curtin University's policies on assessment and moderation will apply in all service-taught units.

3.12 <u>Complaints and Appeals</u>: Appropriate complaint and appeal provisions will be available in respect to relevant assessment decisions.

3.13 <u>External Redress</u>: Any student that is not satisfied with the result or conduct of any formal internal appeal process will be informed of their right to seek redress external to Curtin College.

3.14 <u>Professional Development</u>: Teaching staff will be provided with relevant ongoing professional development relating to learning, teaching and assessment.

4 Responsibilities

4.1 Responsibilities of the Academic Director:

a) <u>Assessment Processes</u>: Support comprehensive and effective assessment processes at the College;

b) <u>Leadership and Guidance</u>: Provide leadership and guidance to Program Managers;

c) <u>Professional Development</u>: Provide assessment-related professional development to Program Managers and ensure professional development opportunities are offered to teaching staff;

d) <u>Quality Standards</u>: Ensure quality standards relating to assessment are determined and met;

e) <u>Integrity Assurance</u>: Assure the integrity of units and programs;

f) <u>Student Feedback</u>: Assure student feedback mechanisms;

g) <u>Scholarship Culture</u>: Nurture a culture of scholarship in relation to assessment;

h) <u>External Referencing</u>: Ensure that external referencing, including benchmarking, is undertaken on a regular basis;

i) <u>Assessment Reviews</u>: Ensure that assessment is considered in regular unit and course reviews;

j) <u>Reporting</u>: Report on assessment quality and outcomes to College Director and Principal, Learning and Teaching Committee and Academic Board;

k) <u>Program Advisory Meetings</u>: Ensure Curtin College effectively manages Program Advisory Committee meetings with Curtin University;

l) <u>Partner Providers</u>: Ensure assessment quality standards are met in Curtin College programs offered by Partner Providers; and

m) <u>Continuous Improvement</u>: Manage continuous improvement in assessment.

4.2 Responsibilities of the Program Manager:

a) <u>Leadership and Guidance</u>: Provide leadership and guidance to discipline teaching teams;

b) <u>Professional Development</u>: Manage assessment-related professional development for teaching teams;

c) <u>Assessment Consistency</u>: Ensure consistency of assessment across units in the program;

d) <u>Assessment Documentation</u>: Ensure that Unit Outlines, assessment guidelines and marking rubrics for the program are accurate, fit for purpose and available to students in a timely manner;

e) <u>Academic Integrity</u>: Support teaching staff in educating students on academic integrity and in mitigating, identifying and reporting academic misconduct;

f) <u>Course Moderation and Validation</u>: Manage program moderation and annual validation activities;

g) <u>External Referencing</u>: Manage external referencing, including benchmarking, for units in the course;

h) <u>Liaison with Curtin University</u>: Liaise with Curtin University Faculty contact person, where relevant, regarding assessment in service taught units;

i) <u>Partner Providers</u>: Ensure comparable delivery of programs by Partner Providers;

j) <u>Confirmation of Results</u>: Confirm the accuracy of results for the program prior to the Board of Examiners' meeting; and

k) <u>Reporting</u>: Report on assessment design, standards and achievement to the relevant Program Advisory Committees, Learning and Teaching Committee and the Academic Director.

4.3 Responsibilities of Unit Coordinators:

a) <u>Leadership and Guidance</u>: Provide leadership and guidance to unit teaching teams;

b) <u>Curriculum Alignment</u>: Ensure that unit curriculum is aligned (learning outcomes, learning and teaching activities and assessment);

c) <u>Documentation</u>: Ensure that Unit Outlines, assessment guidelines and marking rubrics for their unit are accurate, fit for purpose and available to staff and students in a timely manner;

d) <u>Curriculum Development and Delivery</u>: Update and tailor curriculum to promote student development of discipline, language and academic skills and knowledge;

e) <u>Moodle Updates</u>: Update the unit Moodle site at the start of each study period, including the Grade Book, learning resources, and teaching schedule;

f) <u>Assessment Changes</u>: Escalate major changes to assessment structures to Program Manager;

g) <u>Skill Practice Opportunities</u>: Ensure that students have opportunities to practice the skills required to meet the unit learning outcomes through class activities and / or formative assessment;

h) <u>Progress Marks</u>: Ensure progress marks are posted to Moodle within the required timeframe;

i) <u>Moderation Coordination</u>: Coordinate and oversee moderation each study period;

j) <u>Academic Integrity</u>: guiding students in relation to academic integrity and identifying and reporting academic misconduct;

k) <u>Exam Preparation</u>: Provide final exam papers, Further Assessments, Deferred Assessments and assessments for Curtin Singapore (where relevant) to the Program Manager;

l) <u>Validation Samples</u>: Collect and store validation samples of marked assessments; and

m) <u>Final Marks Review</u>: Review and sign off final marks in preparation for the Program Manager's review before the Board of Examiners' (BoE) Meeting.

4.4 Responsibilities of all Teaching Staff:

a) <u>Policy Adherence</u>: Adhere to the principles outlined in this policy and follow the *Assessment Procedures*; and

b) <u>Self-Reflection and Evaluation</u>: Undertake self-reflection and evaluation of their teaching practice.

5   Compliance

5.1   The Academic Director and Program Managers will ensure that all teaching staff and students are made aware of this policy.

5.2   Breaches of policy compliance may result in disciplinary action being taken against the offender and will result in mandatory training for the staff member.

5.3   The following pieces of legislation / government policy, among others, apply to the College's management of assessment:

a)   *Education Services for Overseas Students Act 2000*:

b)   *National Code of Practice for Providers of Education and Training to Overseas Students 2018*;

c)   *Higher Education Standards Framework (Threshold Standards) 2021*; and

d)   the *Australian Qualifications Framework (AQF)*.

6   Definitions

6.1   Refer to the *Glossary of Terms* located under 'Policies and Procedures' on the Curtin College website.

7   Review

7.1   This Policy will be reviewed by the Academic Director with reference to Curtin University policy and any changes to regulatory compliance requirements, legislation, regulations or guidelines to ensure alignment with the appropriate strategic direction and continued relevance to the College's current and planned operations.

8   Records Management

8.1   All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Academic Director	Policy Hub and Curtin College website	Documents will be retained permanently until they are reviewed and updated. Once updated, the previous version will be archived.	Archived in accord with Records Management Program