
Policy Title

ANU College Student Assessment Policy

Policy Statement

ANU College (ANUC) has designed this policy to:

- ensure that all student assessment tasks are appropriately designed to determine whether students have met the learning and skills requirements within a unit of study;
- assist teaching staff to make decisions about the performance of individual students within a unit of study;
- ensure equity in assessment procedures.

Scope

This policy applies to all teachers involved in the delivery of courses and programs specified in this document; these include Academic English Preparation (AEP), ANU Access English, Foundation Studies (Extended), Foundation Studies (Standard) and Foundation Studies (Rapid).

Definitions

Course refers to any of the Foundation subjects and ELICOS programs offered in the College (please note the list in the Scope.)

Hurdle assessment, for a course, means an assessment task that tests competency, skills or knowledge considered to be fundamental to passing the course.

Final assessment, for a course, means the final task for the unit that must be passed by a student for the satisfactory completion of the course.

Policy Provisions and Procedures

Forms of Assessment

Assessment of a student's performance across a course involves a number of different forms of tasks. Tasks are to be designed where possible to assess the English language ability of students; students should be required to demonstrate their ability in reading, writing, listening to and speaking and presenting in English, both in a group and individually. This diversity of assessment forms is mandatory in English language subjects taught in College Foundation and ELICOS programs.

¹References to Foundation courses herein do not apply to the ANU Express program (CRICOS Course Code: 079652M) delivered by SGA's ANU College on behalf of ANU (CRICOS Provider code 00120C). Relevant ANU policy and procedure applies to ANU Express students. For more information, visit: <https://policies.anu.edu.au/ppl/index.htm>

As specified by the National Standards for Foundation Programs, the assessment system for all coursework in the Foundation Program must reflect overall course expectations; where feasible, assessment tasks should be comparable to those of a Year 12 Australian curriculum.

Notification of Assessment

Prescribed assessment tasks should relate directly to the course objectives.

The forms of assessment to be utilised for each unit of study in the Foundation and ELICOS Programs are clearly set out in the documentation (*Unit Outline* and *Assessment Task Outline*) that is given to students at the commencement of each unit of study (during or by the end of Week 1) and published on the College Learning Management System, or LMS (Known as Study Smart).

An *Assessment Task Notification* is distributed to students in a timely manner for each task they are required to perform, which contains a rubric indicating how each marking criteria is graded. A notification for each task is to be published on Study Smart in a timely manner, and no less than seven days before it is due.

Timing and Weight of Assessments

Assessment tasks will be designed carefully, 1) to keep in proportion student time commitment and the weight of the assessment task in the overall assessment, and 2) to reflect, as far as possible, the importance of each task in determining the effectiveness of students' having met the course objectives.

Care should be taken to avoid a heavy imbalance of assessment load toward the second half of the term. Where possible, a student is to have completed at least forty percent (40%) of their assessment by the mid-point of the term; one or more assessment tasks will be set, submitted, marked and returned to students by the mid-point of a course. Although students need regular feedback on their progress, set assessment tasks should be kept to the minimum that is sufficient to enable students to make judgements about their progress.

Examinations

Examinations should be weighted in such a way as to be a determinant of whether students will or will not pass the course; the recommended weighting given to examinations is 30-40%. Teachers are required to publish a detailed *Assessment Task Notification* outlining the content and forms of assessment to be covered in the examination at least seven days before the examination takes place.

Apart from examination scripts, all assessed work will be returned to the student, preferably in a class context. Teachers should ensure that assessment tasks are returned to students within a week of their submission, and well in advance of the next assessment task for the course, to ensure students can benefit from the feedback on the assessment. It is an expectation of the College that teachers will make themselves available to discuss all queries students have about their performance in assessment tasks.

Submission of Assessment Items

Students are required to submit assessment items at the time and date specified in the unit outline. Assessment items submitted after the due date will be subject to a penalty of 5% of the possible total grade per day late, with weekends counting towards the overall number of days late, unless the Course Coordinator, Head of Program and/or Academic Director has given prior approval in writing for an extension of time to submit that item or mitigating circumstances apply (see below under 'special consideration').

The assessment should be submitted in the form specified in the *Unit Outline* or as notified by the teacher and/or course coordinator. Where assessment items are submitted electronically, the date and time the email was received will be considered the date and time of submission. Where possible, assessment should be submitted electronically through *Turnitin* to ensure the task has received the maximum scrutiny in regards to academic honesty.

Assessment Remarks

Students have the right to request a remark on any assessment task. In the first instance, the request should be made to the teacher or coordinator for the course. The Course Coordinator is responsible for either remarking the assessment item themselves or, if they have assigned the original mark, to organise a suitable marker. If no suitable marker can be arranged, the request is to be handled by the Head of Program and/or Academic Director. All requests for remarks must be processed within ten (10) working days.

Special Consideration

Students may receive special consideration for either failing to submit an assessment task, or if their attendance and performance in a task has been affected by circumstances beyond their control. Examples of such circumstances include:

- An unexpected illness or worsening of an existing illness;
- The illness or death of a family member;
- Trauma;
- Misadventure; or
- Being a victim of a crime.

Applications for special consideration need to be made in writing to the Head of Program within five (5) working days of the assessment's due date. All applications for Special Consideration must be accompanied by supporting documentation².

When considering the special consideration application, the Head of Program may take into account the student's performance in other assessment tasks in the unit.

The student will be advised in writing of the decision regarding their application for special consideration at the earliest opportunity. The student still has the right to appeal the decision as per the *SGA Student Complaints and Appeals Policy and Procedure*. If the student performs a form of supplementary assessment, the subsequent grade awarded is not limited.

² Requests for deferred assessment must be accompanied by Deferred Assessment Task Application form (Appendix B).

Additional Assessment/Additional Examination

Where a student marginally fails a course (see *ANU College Academic Progression and Articulation Policy*) the student will be offered the option of completing supplementary assessable work which, if completed at the prescribed standard, will result in the student passing the course. If the student does not take up the opportunity to complete a supplementary assessment task, the grade resolves to a Fail (F). The grades awarded to students undertaking additional examinations due to failure of an examination and/or a course are detailed in the companion policy *ANU College Academic Progression and Articulation Policy*.

Grades

During each course, students will be provided with an evaluation of their individual performance with reference to the criteria for each assessment task. Student performance in individual courses shall be graded using the descriptors listed in Appendix A (with the grading scale used being similar to that of The Australian National University).

Individual assessment results shall be rounded up to one decimal place. Aggregate marks for a course shall be rounded to a whole number.

Moderation

All tasks weighted at 20% or above are to be moderated. The process is detailed in the companion policy *ANU College Moderation of Assessment Tasks Policy and Procedure*.

Review of Grades and Appeals

A student may request a review of a grade. In the first instance, students are encouraged to approach the Head of Program, to discuss their concerns about their grade. A request for a review must then be made in writing and lodged with the relevant Head of Program within ten (10) working days of formal notification of the grade. The Head of Program will normally respond to the request for a review of a grade in writing within ten (10) working days and may confirm or vary the original decision.

A student may lodge a formal complaint against the decision of the Head of Program within ten (10) working days of the result of review of grade. Formal complaints must be made as prescribed in the appeals process outlined in the *SGA Student Complaints and Appeals Policy and Procedure*.

Transcripts and Progress Reports

As stipulated by the National Standards for Foundation Programs, all Foundation students are to receive an interim transcript at the conclusion of each academic term in the Foundation Studies program, with all interim results recorded, as well as an indication given as to whether the student is on target to enter their preferred degree option at The Australian National University.

All grades will appear on the student's Academic Transcript. The student's Academic Transcript will include the approved grade and a final approved mark for each subject.

Students enrolled in the ELICOS Program, namely AEP and ANU Access English, will receive a Certificate of Completion accompanied with their Final Transcript at the end of each module or term. Grades are available to students throughout their course of study via Study Smart.

Supporting Documents

The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)

National Standards for Foundation Programs

ELICOS Standards 2018

ANU College Academic Progression and Articulation Policy and Procedure

ANU College Moderation of Assessment Tasks Policy and Procedure

SGA Student Complaints and Appeals Policy and Procedure

Approval and Review

Policy Name	Student Assessment Policy
Policy Owner	Academic Director
Version Number	2.3
Approval Authority	Head of College, ANU College
Date of Approval	July 22, 2016
Date Commencing	16 April 2019

Document History

Commencing Date	Summary of Changes	Next Review Date
22 July 2016	v2.0 Review and approval of updated policy	July 2021
31 August 2018	v2.1 Minor administrative update of regulatory references and addition of document history	July 2021
13 March 2019	v2.2 Minor update – inclusion of Deferred Assessment Task Application	July 2021
16 April 2019	v2.3 Minor amendment to scope to maintain business currency.	July 2021

Appendices

Appendix A – ANU College Grading Scale

Appendix B – Deferred Assessment Task Application

Appendix A – ANU College Grading Scale

Grade	Definition
High Distinction (outstanding performance) Code: HD Mark range: ≥ 80%	Complete and comprehensive understanding of the unit content; development of relevant skills to an outstanding level; demonstration of an extremely high level of interpretive and analytical ability and intellectual initiative; and excellent achievement of all major and minor objectives of the unit.
Distinction (very high level of performance) Code: D Mark range: ≥70 and <80%	Very high level of understanding of the unit content; development of relevant skills to a very high level; demonstration of a very high level of interpretive and analytical ability and intellectual initiative; and comprehensive achievement of all major and minor objectives of the unit.
Credit (high level of performance) Code: C Mark range: ≥60 and <70%	High level of understanding of the unit content; development of relevant skills to a high level; demonstration of a high level of interpretive and analytical ability and achievement of all major objectives of the unit; some minor objectives not fully achieved.
Pass (competent level of performance) Code: P Mark range: ≥50 and <59%	Adequate understanding of most of the basic unit content; development of relevant skills to a satisfactory level; adequate interpretive and analytical ability and achievement of all major objectives of the unit; some minor objectives not achieved.
Subject Requirements Satisfied Code: SRS	Successful completion of a unit assessed on a pass/fail basis, indicating satisfactory understanding of unit content; satisfactory development of relevant skills; satisfactory interpretive and analytical ability and achievement in all major objectives of the unit.
Fail (unsatisfactory performance) Code: F Mark range: <50%	Inadequate understanding of the basic unit content; failure to develop relevant skills; insufficient evidence of interpretive and analytical ability; and failure to achieve some or all major and minor objectives of the unit.
Non-Completion (non-completion of a subject) Code: NCN	Student has not attempted all hurdle assessment tasks for the unit; student has not passed the final assessment task of the unit.
Pass Supplementary Examination Code PS Mark: 50%	A student has achieved a pass in the subject as a result of a supplementary assessment.

Grade	Definition
<p>Result Pending Code: RP</p>	<p>A final grade is yet to be awarded for the unit as a supplementary assessment task or supplementary exam has been approved due to special consideration. This is a temporary grade only and must be finalised before the start of the following term.</p>
<p>Withdraw without Failure Code: WD</p>	<p>This grade may be awarded to students who withdraw from a unit without completing it due to special or compassionate circumstances. The grade is awarded at the discretion of the Academic Director.</p>

Appendix B – Deferred Assessment Task Application



DEFERRED ASSESSMENT TASK
APPLICATION FOR SUPPORTING DOCUMENTATION

To be completed by a Medical Doctor / Counsellor

Student number:

Family name:

Given name:

Preferred name:

Date on which student was seen:

Date of first onset of symptoms:

Expected duration of symptoms:

Assessment of severity of symptoms – please tick the appropriate option:

- Mild
- Moderate
- Severe
- Other – please describe:

Expected impact of symptoms on performance:

Date(s) of assessment task(s):

In your opinion, does this condition prevent the student sitting the assessment task(s)?

- Yes
- No

To be signed by the Medical Doctor / Counsellor

Name:

Signature:

Date:

Please affix your practice stamp or seal to certify authenticity