



EYNESBURY
COLLEGE

HEP 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 programs.

A.2 Scope

This policy applies to all current students of Eynesbury College studying in the Higher Education Programs (HEP).

A.3 Definitions

Word/Term	Definition
Assessment	Activities to measure student academic achievement against the standards of the intended learning outcomes
Board of Examiners	Internal committee responsible for reviewing and approving end-of-trimester academic results
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
Deferred assessment	An alternative assessment to be completed by a student at a later time
Extension	Extra time granted for submission of an assessment task beyond the published due date
External moderation	Review of curriculum and or assessment tasks and student outcomes, by an appropriate independent academic
Formative assessment	Assessment tasks which provide feedback to students with the intention of improving performance on current or future tasks.
Internal moderation	Activities to ensure consistency of assessment outcomes conducted by teaching staff
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 was/will be affected by a medical condition impacting on their attendance and/or academic progress.</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>: https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx</p> <ul style="list-style-type: none"> • medical practitioner • psychologist • chiropractor • dentist

- optometrist
- osteopath
- physiotherapist
- podiatrist
- other health specialists as approved:
<http://www.medicalboard.gov.au/Registration/Types/Specialist-Registration/Medical-Specialties-and-Specialty-Fields.aspx>

Module	A unit of study that counts towards the completion of a program
Program	An approved combination of modules
Registered medical practitioner	https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx
Summative assessment	Activities to evaluate student academic achievement against the standards of the intended learning outcomes
Trimester	A division of the academic year made up of three study periods

A.4 Acronyms

Abbreviation	Phrase or Word
BoE	Board of Examiners
HEP	Higher Education Programs

SECTION B - POLICY STATEMENT

B.1 Principles

Assessment has both formative and summative purposes.

Assessment practices within Eynesbury College 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 aligned to those 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 Courses in Diploma programs will have assessment criteria and tasks approved or specified by the university providing the curriculum content and Academic Board.
- 1.2 This policy must be read in conjunction with the **Academic Integrity Policy**.

2 Quality assurance

- 2.1 To ensure consistency in, and achievement of, academic standards, Eynesbury College conducts both internal and external moderation.

3 Assessment

- 3.1 Students will be provided with assessment information at the commencement of their module in the Module Information Booklet.
- 3.2 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 of the module total will include a collective mark for the product with a separate component mark for the individual contribution to the group assignment. Peer evaluations are assessed separately and graded as an individual component and will be used to inform adjustments to marking for members not contributing to the group as observed.
- 3.3 Students may request a variance to assessment tasks and deadlines based on pre-existing medical, compassionate or religious observance grounds, or community services. Such variations must be requested before or during the second teaching week. Variations requested after this date may not be able to be accommodated.
- 3.4 Late submission of an assessment task, without a previously negotiated extension, will incur a penalty of 10% per day (weekends included). Assessment tasks will not be accepted for marking two weeks after the due date. In some instances, penalties may vary according to the assessment tasks and any penalty that varies from that presented here will be stated in writing on the module website (and that penalty will take precedence).

4 Extensions and Deferred within-trimester assessment

- 4.1 A student may ask their Module Coordinator for an extension or deferral to the submission deadline of an assessment task where a compassionate or compelling circumstance has

delayed their completion. This must be supported by documentary evidence and approved by the module coordinator.

- 4.2** Eynesbury College will only accept original medical certificates signed by registered medical practitioners, health practitioner or approved health specialists. Back-dated medical certificates may be accepted at the discretion of the Academic Director.

5 Examinations

5.1 Communication before examinations

- 5.1.1** Students will be advised of their examination timetable and the **Examination Conditions and Instructions**.

- 5.1.2** Invigilators will be appointed to supervise students undertaking examinations.

5.2 Requirements for examinations

- 5.2.1** Students will be required to abide by the **Examination Conditions and Instructions**.

5.3 Deferred examinations

- 5.3.1** A student may apply for a deferred final examination where there is a compassionate or compelling circumstance. This must be supported by documentary evidence.

- 5.3.2** Eynesbury College will only accept original medical certificates signed by registered medical practitioners, health practitioner or approved health specialists. Back-dated medical certificates may be accepted at the discretion of the Academic Director

- 5.4.3** A student is ineligible for a deferred exam where they have attended the original exam and submitted an exam script without indicating to the invigilator that they are sick and do not wish to have the exam script marked, unless extenuating circumstances result in approval by the Academic Director.

- 5.3.4** There is a fee for a deferred examination application.

- 5.3.5** Deferred examinations will be conducted at the end of each trimester (Week 16).

- 5.3.6** A deferred final examination cannot be deferred to another trimester. The final mark awarded for the module after a deferred examination is not restricted (i.e. compare with 5.4.2).

5.4 Supplementary examinations

- 5.4.1** A supplementary examination will be approved by the Academic Directorate only where a student records a failing mark of at least 45% in any Stage 1 or Stage 2 module.

- 5.4.2** The maximum final mark for the module that may be awarded after a supplementary examination is 50%.

5.4.3 The following conditions apply to Supplementary Examinations:

- The original failing mark and grade will remain unaltered if the student does not sit a Supplementary Examination.
- A Supplementary Examination will be offered for a module that does not have a Primary Examination as part of its Assessment Structure and replace the largest weighted assessment task.
- Students must ensure that they are available to sit a Supplementary Examination at the time and venue nominated by Eynesbury College.
- A Supplementary Examination cannot be deferred to another trimester.
- For Stage 1 modules, to pass, students must achieve a minimum of 50% for the final overall mark or the Supplementary Examination.

6 Grade determination and notation

- 6.1** The Higher Education Programs BoE approves all student grades prior to release.
- 6.2** At its discretion, the Higher Education Programs BoE may adjust a student's final assessment upwards by a maximum of 0.25GPA where the student falls marginally short of the required entry score for their preferred university program.
- 6.3** A student's GPA is the average of the grades obtained in all modules studied as part of a Higher Education program, weighted by the unit value of each module as per 6.5.1. If a student is enrolled in more than one program they will have a GPA for each program.
- 6.4** After BoE approval, final results may only be altered by the Academic Director.

6.5 Graded assessment symbols

6.5.1	Grade	Symbol	Grade Points	Mark %
	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
	Fail level 1	F1	1.5	40-49
	Fail level 2	F2	1	<40
	Withdraw not fail	WNF	-	Withdrawal from the module (without penalty) on or before the published date for withdrawal
	Withdraw fail	WF	1.5	Withdrawal from the module after the published date for withdrawal
	Exemption	EX	-	An exemption for completion of equivalent prior study has been granted

7 Appeals

- 7.1** 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	HEP Assessment and Moderation Policy
Policy Owner	Academic Director
Approving Authority	Eynesbury Academic Board
Initial Issue date	May 2009
Directory Location	Academic Directorate, Policies

C.2 Version Control

Version Number	Summary of Changes	Approved by	Date of Effect	Review Date	Privilege Level
v1.0	Initial Policy	EIBT Academic Board	4/2010	4/2012	Private
v2.0	Insertion of paragraph 3 in "2.0 Course Assessment". Inclusion of Item 3.0 "Moderation". Inclusion of the following wording at the end of Item 7.0 External Moderation of Exam papers : "Where the EIBT Course Coordinator is also the university Course Coordinator, an independent member of the relevant university faculty will carry out the review"	EIBT Academic Board	11/2011	11/2013	Private
v3.0	Insertion of 'Preclusion' clause	EIBT Academic Board	3/2013	3/2015	Private
v3.1	Moved into new template, minor editorial updates	Quality Manager	6/2013	3/2015	Private
v3.2	<ul style="list-style-type: none"> Addition of study period definition Put into new template 	Quality Manager	8/2013	3/2015	Private
v3.3	<ul style="list-style-type: none"> Editorial updates Moved to a three year review cycle 	Quality Manager	11/2013	3/2016	Private
V4.0	Complete review	College Director	8/2014	8/2017	Private
v4.1	<ul style="list-style-type: none"> Addition of clauses 9.1, 9.2, 9.3 supersedes EC and EIBT Student Conduct in Examinations Policy. 	Quality Manager	8/2014	8/2017	Private

	<ul style="list-style-type: none"> Clause 2.1 'assure' changed to 'ensure' Numbering corrected in clause 8.4 				
v4.2	Addition of new clause 5.2 regarding fee	Quality Manager	10/2014	8/2017	Private
v4.3	Two amendments to clause 6.1 as requested by EIBT APC	Quality Manager	10/2014	8/2017	Private
v4.4	<ul style="list-style-type: none"> Addition of new clause 5.2 re ineligibility for deferred exam if original exam script submitted Amendments following review by AB – removal of clause 7 re Academic Integrity and subsequent removal of Academic Integrity Policy from related policies 	EIBT Academic Board	10/2014	10/2017	Private
v5.0	<ul style="list-style-type: none"> Formal review by QRM and Academic Board Addition of 'Medical certificate' to definition table Addition of new clauses 1.3, 3.3, 4.2, 5.2, 7.2, 7.4 and 8.3.2 3.3 'sent' changed to 'issued with' Amendment to wording of clause 6.1, new first dot point added and last dot point removed, and last sentence moved to new 6.2 and '... for the course' added removal of 'Assessment and Progress Committee' from 7.1 and Eynesbury changed to EIBT renumbered 7.3 (old 7.2) 'Eynesbury' changed to 'EIBT' Amendment to document title in 8.2.1 Title of 8.3 'Chief Invigilator' changed to 'Invigilators' 'Diplomas' changed to 'Diploma in 1.2 title' Minor amendment to clause 7.3.1 Addition of 'Approving Authority' box to C1 	EIBT Academic Board	11/2015	11/2018	Private
v5.1	<ul style="list-style-type: none"> Change to the definition of medical certificate addition of registered medical practitioner to the definitions table change to wording of 4.2 and 5.2 '.... currently being documented' removed from 'EIBT Assessment and Moderation Procedure' in D.1 	Chair, EIBT Academic Board	4/2016	11/2018	Private
v5.2	<ul style="list-style-type: none"> References to Cert IV TPP removed as no longer offered Clause 6.1 amended and new clause 6.3 to make consistent with UoA and UniSA policies 	Eynesbury Academic Board	4/2018	11/2018	Private

	<ul style="list-style-type: none"> • C.3 links updated • D.2 updated 				
v6.0	<ul style="list-style-type: none"> • Major review • Policy name updated • EIBT brand archived and replaced by 'Higher Education Programs' in all instances • Change to definition of 'Deferred assessment' • 'Eynesbury' amended to 'Eynesbury College' • Clause 3.2 amended • New clause 3.4 (group work) and 3.5 (variation to assessment) • Section 4 expanded to include extensions • 5.4.6 reworded for clarity • Section 8 (Examinations) moved to new section 5 and reworked to include previous section 5 (deferred final exam) and previous section 6 (supplementary exam) • Table 6.5.1 re-formatted • New clause 6.6 (late penalties) • Previous 7.6 (interim grades) removed • C.1 updated 	Eynesbury Academic Board	5/2018	5/2021	Private
v6.1	Branding updated	Chair, Eynesbury Academic Board	8/2018	5/2021	Private
v6.2	APC replaced by BoE Course replaced by module	Chair, Eynesbury Academic Board	12/2018	5/2021	Private
v6.3	<ul style="list-style-type: none"> • Addition of 'Stage 1 or...' in clause 5.5.1 • Editorials 	Eynesbury Academic Board	2/2019	5/2021	Private
v7.0	<ul style="list-style-type: none"> • Work definition 'Formative assessment' amended • Clause 3.5.1 amended 'Medical' changed to 'Pre-existing medical' • Clause 5.1.1 amended: rephrased and formatted • Clause 5.3.1 amended word 'will' changed to 'may' • Clause 5.4.3 amended 'unless extenuating circumstances result in approval by the Academic Director' added to end of paragraph • Clause 5.5.1 amended: Board of Examiners changed to Academic Directorate • Clause 6.2 amended • Paragraph removed from clause 6.3 • Clause 6.5 word 'Notional' changed to 'Mark' • Clause 6.5 amended "Prescribed by the Academic Director" removed 	Eynesbury Academic Board	05/2021	05/2024	Private
v7.1	<ul style="list-style-type: none"> • Additional dot point added to Section 5.5.3 to cover Stage 1 modules. 	Eynesbury Academic Board	08/2023	05/2024	Private

v8.0	<ul style="list-style-type: none"> • Major Review • Definitions: Assessment, Board of Examiner, Deferred assessment, Extension, External Moderation, Medical Certificate, Module, Program, Trimester updated • Courses changed to modules throughout document. • B.1 Principles updated • B.2 Policy Section 1: Clause 1.1 updated and 1.1.1 deleted. • Section 3: Clauses 3.1, 3.2 updated. Clause 3.2, 3.3 deleted. Clause 6.6 moved to Section 3 • Section 4: Clause 4.3 deleted. Clause 4.1 updated. • Section 5: Section 5.3 removed, clause 5.3.2 moved to Section 5.1. Clause 5.3.4, 5.3.5, 5.3.6, 5.4.1, 5.4.3 updated. • Section 6: Clause 6.3, 6.5 updated. • C.3: HESF link updated 	Eynesbury Academic Board	02/2024	02/2027	Private
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C.3 Legislative and Organisational Context

Name
Higher Education Standards 2021
The National Code of Practice 2018

SECTION D - PROCEDURE

D.1 Related Procedures

HEP Assessment and Moderation Procedure

D.2 Related Policies

Academic Integrity Policy

Student Grievances and Appeals Policy