

Student Assessment Procedure

1. Purpose	This Procedure describes EIA's processes for assessment management in support of the principles outlined in the Student Assessment Policy.	
2. Scope	This Procedure applies to all EIA students and staff who are involved in the assessment process.	
3. Procedure	The Procedure constitutes structured processes on Assignment Design, Assessment Submission, Supplementary Assessment, Examination and Final Grade.	
Element	Procedure	Key Accountability
3.1 Assessment design	<p>3.1.1 The Degree Forum chaired by the respective Course Coordinators selects assessment methods that are appropriate to the specified learning outcomes at a unit level.</p> <p>3.1.2 The Course Coordinator ensures the assessment tasks be mapped against the specified unit learning outcomes to ensure the tasks are appropriately scaffolded and the learning outcomes are achievable.</p> <p>3.1.3 The Course Coordinator evaluates the mapping to ensure that students can demonstrate their knowledge and skills at three stages; introductory, consolidatory, and mastery. The mastery stage aligns with the AQF level prescribed for the course.</p> <p>3.1.4 Teaching staff will use a combination of formative and summative assessment in the classroom to identify "at risk" students and measure their progress within the unit.</p> <p>3.1.5 All learning and assessment materials will be validated each trimester through the internal unit review process using the Unit Review Checklist.</p> <p>3.1.6 The Unit Review Checklist completed by the lecturers will be reviewed at the Degree Forum. Minor changes can be approved by the Course Coordinators and major changes will be approved by the Academic Board.</p> <p>3.1.7 All the changes will be recorded in the Unit Review Register by the Course Coordinator of the respective disciplines and reflected in the updated unit outline.</p>	Lecturers; Course Coordinators; Academic Board

	3.1.8	All the assessments shall follow the EIA assessment template.	
3.2 Assessment submission	3.2.1	Students are required to submit assessments on or before the due date specified in the unit outline.	Students; Lecturers; Academic Support Officer; Course Coordinator
	3.2.2	Students must declare the originality of each written assessment including assignment, report, presentation, lab work and project (except quiz, test and exam). For group assignment/project work, each team must submit only one declaration that includes all the team member details.	
	3.2.3	The teaching staff may approve late submission of an assessment task, provided the student has: <ul style="list-style-type: none"> a. Made a written request for late submission one week prior to the due date; and b. Attached supporting documents to the extension to sustain the reason for late submission. 	
	3.2.4	If the reason is deemed unacceptable, the teaching staff may reject the request in writing. Students may appeal to the Course Coordinator if they consider the decision to be unreasonable.	
	3.2.5	Teaching staff and Course Coordinators can approve an extension no longer than seven calendar days from the initial due date of an assessment.	
	3.2.6	If students require an extension longer than seven calendar days from the initial due date of an assessment, they must apply for a special consideration with the Academic Support Officer (ASO).	
	3.2.7	Student applying for special consideration must complete the Special Consideration Application Form, attach supporting evidence and submit to the ASO at acadop@eia.edu.au as soon as possible, but no later than 72 hours of the assessment deadline.	
	3.2.8	Extensions will not be approved after the submission due date, except under special circumstances. Compelling reasons and evidence for the delay in requesting that extension must be given.	

	<p>3.2.10 Once approved, the ASO will inform students of the amended due date. Penalties will apply to any submission after that nominated date.</p> <p>3.2.11 Late submissions attract a deduction of 10% of the total marks possible for the assessment task, for every day that the submission is late.</p> <p>3.2.12 If the special consideration application is approved, one of the following may occur:</p> <ul style="list-style-type: none"> a. The deadline for the assessment task is extended; or b. An alternative form of assessment or supplementary assessment is provided, if it is the final examination. <p>3.2.13 Where a student is unable to attend an examination due to compassionate and compelling reasons beyond their control, they are required to submit the Special Consideration Application Form to the ASO, no later than 72 hours after the scheduled examination date.</p> <p>3.2.14 Compelling reasons for requesting and extension, and extenuating circumstances that may leading to a request for special consideration include significant concerns that may negatively impact on student's performance in an assessment, such as:</p> <ul style="list-style-type: none"> a. Medical problems b. Physical trauma c. Psychological trauma d. Financial problems e. Carer requirements linked to illness or medical treatment f. Other emergencies. <p>3.2.15 Acceptable forms of evidence include:</p> <ul style="list-style-type: none"> a. Medical/doctor's certificate; b. Police incident reports; or c. Other documented evidence such as Statutory Declarations that support the request. <p>3.2.16 Based on the evidence submitted, the Course Coordinator will determine whether a deferred examination is to be granted to the student.</p>	
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3.3 Supplementary assessment	<p>3.3.1 A supplementary assessment may be provided under the following circumstances:</p> <ul style="list-style-type: none"> a. When a student has failed the final unit marginally before completing a course (e.g., with a mark ranging between 45% to 49%) b. When a student is granted special consideration. <p>3.3.2 Where a student has marginally failed a unit and completes a supplementary assessment, the final grade awarded for the unit is limited to a Supplementary Pass (SP) or Supplementary Fail (SN).</p> <p>3.3.3 Where a student completes a supplementary assessment as a result of a successful special consideration application, his/her work will be assessed as per normal; standards grade allocation apply.</p> <p>3.3.4 Only one supplementary assessment per study period is permitted, unless a student receives special consideration.</p>	Students; Markers
3.4 Examination	<p>Exam Preparation</p> <p>3.4.1 Course Coordinators are responsible to delegate academic staff to prepare and moderate examination papers.</p> <p>3.4.2 The following principles are taken into account when preparing and moderating examinations:</p> <ul style="list-style-type: none"> a. Exams assess unit learning outcomes and graduate attributes; 	Students; Markers/lecturers; Course Coordinators; Invigilators;

	<ul style="list-style-type: none"> b. The complexity and length of the exam reflects the AQF level of the unit; c. The language is clear and unambiguous. d. Colloquial language is discouraged; e. Case studies and quotations are fully referenced; f. Marks are allocated to each section and question; and g. Any special instructions are printed on the cover page of the exam paper. <p>3.4.3 All exam papers will be approved by the Course Coordinator by the end of week 12.</p> <p>Exam Moderation</p> <p>3.4.4 Moderation of marking will take place at the start of the marking process to ensure that reliable and consistent judgments are made about a student's performance, assessment criteria have been applied consistently and that the outcomes are reliable.</p> <p>3.4.5 All final assessment will need to be moderated.</p> <p>3.4.6 The number of assessments sampled depends on many factors such as number of markers, variability of performance, student cohorts, logistics, time and cost. A minimum sample of 5 items or 5% of the total shall be selected by lecturers for moderation.</p> <p>3.4.7 The marker and reviewer will mark the samples at the same time and discuss their marking for an agreed approach.</p> <p>3.4.8 Course Coordinators need to monitor standards across units and create linkages between staff in different units to encourage greater consistency in assessment processes.</p> <p>3.4.9 The moderation process will be recorded in the Internal Assessment Moderation Form and the completed forms will be reviewed by the Course Coordinator and reported to the Academic Board through the SPEC (Student Progress and Examination Committee).</p> <p>Exam periods</p> <p>3.4.10 Mid-trimester examinations will be held during the trimester within scheduled class times.</p> <p>3.4.11 Final examination will be held in week 14 of each trimester.</p> <p>3.4.12 Deferred/supplementary exam will be scheduled in the second week of the following trimester.</p> <p>3.4.13 Alternative arrangements will be made for students if they have:</p>	
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	<div>a. Two or more examinations scheduled at the same time; or</div> <div>b. Three examinations scheduled on a single day.</div> <div>Exam rules</div> <div>See Appendix A</div>	
3.5 Final grade	<div>3.5.1 All markers are responsible for completing a Results Report and submitting it to the Course Coordinator before a specific date, as nominated by the Course Coordinator. The Results Report must provide the details of:<div>a. The assessment results and unit results for each studying student</div><div>b. The grade distribution and pass rate</div><div>c. The assessment moderation feedback</div></div> <div>3.5.2 Before the Final Grades are released to students, the Dean must organise the Student Progress and Examination Committee (SPEC) meeting to review student progress in each unit and the course overall. The SPEC will report the final results to the Academic Board for approval.</div> <div>3.5.3 All the results reports and SPEC minutes will be documented in the EIA repository.</div> <div>3.5.4 A student may request to review their grade for an individual assessment task or unit if they believe that a mistake may have occurred in the grading process and/or the compilation of their final results.</div> <div>3.5.5 The student should contact the Course Coordinator to discuss their concerns about their grade within five (5) working days of being notified of the grade.</div> <div>3.5.6 The Course Coordinator or delegate will review the grade and discuss the outcome of the review with the student within five (5) working days of the request being made.</div>	Markers; Course Coordinators; Dean
Administrative Details		
Procedure Owner	Managing Director	
Implementation Officer	Dean	
Approved Authority	Managing Director	
Definitions	See EIA Glossary of Terms	
Version History		
Version	Approved/Effective	Amendments

	Date	
1.1	20/05/2019	<ul style="list-style-type: none"> • Change company name to Edvantage Institute Australia (EIA); update responsibility
1.2	25/01/2023	<ul style="list-style-type: none"> • Added the rule of no single piece of assessment will have the weight higher than 50% • Updated the procedures in accordance with the operation delegation <p>Added the conditions for Conceded Pass</p>
2.0	13/07/2023	<ul style="list-style-type: none"> • Separated assessment related policies from procedures and integrated the content from <ul style="list-style-type: none"> ○ Special Consideration Policy and Procedures ○ Examination Policy and Procedures

EIA Final Examination Rules	
Punctuality	<ul style="list-style-type: none"> Please plan your journey, allowing sufficient time for any unexpected delays. Arrive at the examination venue at least 30 minutes before the examination commencement time. Students who arrive 30 minutes after the scheduled commencement time will not be permitted to sit the examination.
Required Identification	<ul style="list-style-type: none"> Remember to bring your student ID card to be checked by the invigilators at the entrance of the examination venue. You are required to place your ID card on the desk so that the invigilator can confirm your identification at any stage of the examination period. Students without their student ID card may provide other forms of identification such as passport or Australian driver's licence. Students without a valid photo ID will not be permitted to sit the examination.
Prohibited Items	<ul style="list-style-type: none"> Electronic devices such as mobile phone, laptops and tablets are not permitted in the examination. They should be switched off and stored in the designated storage areas, and not on students or in their pockets. Invigilators will confiscate any devices brought into the examination venue. Notes and course materials are not permitted in closed-book examinations unless instructed otherwise.
Student Belongings	<ul style="list-style-type: none"> An area will be designated for students to leave their belongings and will be attended by EIA staff. EIA will not be liable for any belongings left outside of the designated areas.
Authorized Materials	<ul style="list-style-type: none"> You are only allowed to bring into the examination items such as pens, pencils, erasers and rulers. Calculators may be permitted if specified by your lecturers and stated on the examination paper. Calculators must be cleared of any programmed equations and memory. Invigilators will inspect devices at any stage of the examination period.
Reading Time	<ul style="list-style-type: none"> You will be given 15 minutes' reading time at the commencement of the examination. During the reading time, you are not allowed to write. You may only commence writing when instructed by the invigilators.
Special Consideration	<ul style="list-style-type: none"> Students who become ill during the examination should notify the invigilators immediately. If a student briefly leaves the venue with supervision from the invigilator and returns to continue their examination, no extra time will be provided to the student to complete it. If a student is unable to continue, the invigilator will make a record of the situation in the Examination Incident Report and report to the Academic Support Officer. In order to be eligible for a deferred examination, the student will need to apply for the special consideration in accordance with EIA's Student Assessment Policy.

Academic Integrity	<ul style="list-style-type: none"> • Upholding academic integrity is of utmost importance. • Cheating, plagiarism, collusion, or any other form of academic misconduct is strictly prohibited and can result in severe consequences, including disqualification from the exam or the entire course. • Ensure that your work is entirely your own. • You will be required to sign the Student Declaration Form at the commencement of the writing time. • You are required to put your signed Declaration Form on your desk, and it will be collected by the invigilator during the examination period.
Interruption to the Examination	<ul style="list-style-type: none"> • In the case of an unexpected interruption to the examination (e.g. fire, evacuation, or other emergency), the invigilator will provide instructions and take appropriate action. • Depending on the nature of the interruption, the invigilator may: <ul style="list-style-type: none"> ○ Ask students to return to their examination and provide additional time (equivalent to the interruption) for students to complete their exam. ○ Seek the advice of the Dean/Academic Support Officer and advise students, of the intended course of action, based on the options below: <ul style="list-style-type: none"> ▪ The examination is void and a new examination will be scheduled within the central/deferred examination period ▪ Examination papers will be marked but students will be given an adjusted/weighted result ▪ An alternative assessment will be set in place of the examination, with an appropriate due date ▪ Examination papers will be marked, and the students will also be given an additional assessment that will count towards their final result
Leaving the Examination Venue	<ul style="list-style-type: none"> • Students are not permitted to leave the examination venue until 30 minutes after the examination has commenced, and during the final 30 minutes of the examination, unless permitted to do so by the invigilator (e.g. emergency)
Conclusion of the Examination	<ul style="list-style-type: none"> • Students must remain seated until all papers are collected by the invigilator(s) and the principal has given permission to leave the examination venue.