



Student Assessment Procedure

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Approving authority	Principal
Contact Officer	Registrar
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Related Documents	Australian Qualifications Framework (AQF) Student Assessment Policy Quality Assurance Framework Academic Misconduct Policy Academic Misconduct Procedure Assessment Appeal Policy Assessment Appeal Procedure Diversity and Equity Policy Special Consideration Request Form Reasonable Adjustment Application Form Internal Assessment Moderation Policy and Procedure Academic Quality and Governance Framework Record Management Policy Record Management Procedure Management of Personal Information Policy Management of Personal Information Procedure

1. Purpose

This Procedure supports the **Student Assessment Policy**, which outlines the process at the Australian Institute of Higher Education Pty Ltd ('the Institute') for collecting relevant evidence and making informed judgements to evaluate student learning outcomes.

2. Scope

This Procedure applies to all students and academic staff at the Institute.

3. Definitions

See the **AIH Glossary of Terms** for definitions.

4. Actions and Responsibilities

4.1 Forms of Assessment

The forms of assessment to be utilised for each unit are clearly set out in the Unit Outlines given to students at the commencement of the unit.

Each form of assessment should also reflect the level of rigour and challenge related to whether a unit is a 100/1000, 200/2000 or 300/3000 level unit.

Composition and Format of assessment may include:

4.1.1 Mid-semester exam

Mid-semester exams are closed book exams that test knowledge acquired up to the mid-semester point and will include multiple choice questions, short answer questions, and problem solving exercises. The limit on multiple-choice questions to be adhered to is fixed at no more than 50% of the examination. The mid-semester exam can range in value up to 40% of the total unit's marks.

4.1.2 Short Quizzes

Short quizzes are intended to test that students study regularly and have a good grasp of the theoretical material covered in lectures and tutorials. They usually take the form of multiple choice questions and short answer questions. Each quiz often represents 5 to 10% of the total unit marks. As many as four quizzes may be used in each unit.

4.1.3 End of semester exams (Final Exams)

End of semester exams (Final Exams) are (usually) closed book exams unless otherwise specified in the Unit Outline. End of semester exams test knowledge acquired from the entire unit and will include multiple choice questions, essays, short answers questions, problem solving exercises and practical exercises. The limit on multiple-choice questions to be adhered to is fixed at no more than 20% of the examination. An end of semester exam may range in value from between 50-70% of the total unit's marks with a duration of up to 3 hours, maximum.

A student cannot normally attempt a Final Exam and then sit for a Supplementary Exam. If the student is unwell, the student sits for a Supplementary Exam by submitting a Medical Certificate and completing the *Special Consideration Request Form*.

4.1.4 Essay/Report/Literature Review

Essays/ reports/ literature reviews are intended to test a student's ability to assess information, to formulate arguments, and to evaluate critically different alternatives to issues or problems. They usually also seek to demonstrate a student's research skills through conducting literature reviews and the creation of appropriate reference and reading lists. They can vary between 1000 words in 100 level units through to 3000 words in 300 level units. As many as two essays may be used in a unit, although one is more common. They can vary in value between 20-40% of the total unit's marks.

4.1.5 Case study

Case studies vary in length. They are not usually expected to be the same length as an essay. Case studies must adhere to expected academic standards, including referencing and should demonstrate appropriate levels of research as indicated by literature reviews.

4.1.6 Practical exercise(s)

These can be conducted individually or in groups and address a practical element of a unit. They might include some kind of written report and may employ several different media. They usually involve resolving some kind of technical problem or demonstrating a student's practical and technical skills, abilities, and understanding of the unit.

4.1.7 Presentations and Group work

Group work and presentations demonstrate a student's ability to work and interact with others. They often require the ability to demonstrate both leadership and follower abilities. They are usually

accompanied by written or visual presentation. Where the presentation is a means of presenting the findings of some larger piece of research, the length of the written report will be determined by the nature of the project being presented. Where the presentation is based on the topic for the week, the written report may be as simple and brief as a 1000 word executive summary of the key concepts and issues within the topic.

Presentations can be of varying length and weighting, depending on the nature of the unit. They are particularly appropriate for technical or creative units.

4.2 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 late penalty unless the Principal or his/her delegate has given prior approval in writing for an extension of time to submit that item, or if mitigating circumstances apply.

Assessments should be submitted in the form specified in the Unit Outline or as notified by the Lecturer. Where assessment items are submitted electronically, the date and time the email was received will be considered the date and time of submission. Written papers or other physical submissions are to be time and date stamped as a record of receipt.

4.3 Penalties for Late Submission

An assessment item submitted after the assessment due date, without an approved extension or without approved mitigating circumstance, will suffer a late submission penalty. The late submission penalty is a reduction of the mark allocated for the assessment item by 5% per day (or part thereof) of the total marks available for the assessment item as indicated in the Unit Outline. A 'day' for this purpose is defined as any day of the week including weekends. Assignments submitted later than one (1) week after the due date will not be accepted.

Extensions to assignment deadlines based on mitigating circumstances shall be at the discretion of the Principal, and should be granted in writing by completing the **Special Consideration Request Form** with appropriate documentation. Mitigating circumstances are circumstances outside of the student's control that have had an adverse effect on the student's work or ability to work. A Request is not automatically approved, and lecturer and/ or the Principal will inform the student in writing of the outcome of their Request.

4.4 Detection and Prevention of Plagiarism

Students are advised of the nature of plagiarism and the penalties for plagiarism in the **Academic Misconduct Policy**. This policy is communicated to the students through the:

- Student Orientation,
- Student Handbook, and
- Introductory session of each new unit of study

Students may be required to submit all work in electronic copy so that it can be subject to electronic scanning by Turnitin software to detect plagiarism.

Wherever practical, exams will be utilised at least once per unit to ensure the student demonstrates mastery of the material in a controlled environment. Exams should be comprehensive so that they re-examine knowledge that may have been demonstrated in other written assessments.

Students will be required to provide their Student ID Cards when sitting for their exams.

When setting assessment tasks, academic staff are encouraged to utilise methodologies that reduce the opportunity for students to reproduce work that has been completed in other circumstances, and to ensure that the student's work is their own.

Where there is doubt as to a student's understanding of content in their assessment or suspicions of submitted assessment items not being authentic (that of the student), the student may be called upon to provide a VIVA – style defence of the content. Where the student fails to adequately defend the content by demonstrating understanding or evidence of their work, the assessment item will be deemed as a fail grade and the process for academic misconduct as per the **Academic Misconduct Policy** will be instigated.

This section of the **Student Assessment Policy** must be read in conjunction with the Institute's **Academic Misconduct Policy**, which outlines the processes and procedures for dealing with plagiarism.

4.5 Assessment Feedback

To minimise the number of requests for reviews of an assessment decision, the Institute will provide students with feedback which enables them to understand the reason for their results.

4.6 Special Consideration and Reasonable Adjustment

Students with a disability or a long-term medical condition, which may have an impact on their studies, can apply for reasonable adjustment by completing the **Reasonable Adjustment Application Form**. Students must apply for reasonable adjustment in writing to Student Services at the earliest opportunity upon enrolment or as soon as the condition is diagnosed to ensure that reasonable adjustments can be made available within required timeframes.

Students whose ability to submit or attend an assessment item is affected by sickness, misadventure or other circumstances beyond their control, may be eligible for special consideration, but all medical grounds must include a medical impact statement, to be completed by the medical practitioner. (See appendix 2: Step to apply for special consideration due to serious illness and Medical Impact Statement Form) and submitted with the application form. The standard medical certificates may not be sufficient for the purpose of assessing a special consideration application for medical reasons. No consideration is given when the condition or event is unrelated to the student's performance in a component of the assessment, or when it is considered not to be serious.

Students must apply for special consideration by completing the **Special Consideration Request Form** and returning the form to Student Services within 3 days of the due date of the assessment item or exam.

When considering the special consideration or reasonable adjustment application, the Principal or delegated nominee may take into account one or more of the following conditions:

- the student's performance in other assessment tasks in the unit,
- the severity of the event,
- the student's academic standing in other units and in the course, and
- any history of previous applications for special consideration or reasonable adjustment, except where they indicate a specified chronic problem
- supporting evidence such as Medical Impact Statement. The application may be rejected without external objective documentation.
- If the supporting documentation is in a language other than English, student must supply copies of the original language document/s, and a complete English translation of the original language document/s.

If an application for special consideration or reasonable adjustment is lodged, any one of the following outcomes may be appropriate:

- no action is taken,
- additional assessment or a supplementary examination is undertaken. The additional assessment may take a different form from the original assessment. If a student is granted the additional assessment, the original assessment may be ignored at the discretion of the Principal or nominated delegate. Consequently, a revised mark based on additional assessment may be greater or less than the original mark;

- marks obtained for other completed assessment tasks in the unit are aggregated or averaged to achieve a percentage result,
- the deadline for assessment is extended, and/ or
- the student is allowed to discontinue from the unit without failure. This is unlikely to occur after an exam or final assessment has taken place.
- other arrangements as appropriate

The student will be advised in writing of the final decision regarding their application for special consideration or reasonable adjustment at the earliest opportunity.

4.7 Resubmission

Where a student marginally fails a unit of study (i.e. has achieved a score of 46-49%) the Principal may recommend that the student be offered a Supplementary Exam which if passed, will result in the student passing the unit. The grade awarded after the Supplementary Exam is limited to a Pass (50%) or Fail grade.

If the student does not take up the opportunity to complete the Supplementary Exam the grade reverts to a Fail grade.

The Principal reserves the right to not award a Supplementary Exam if the student has not complete or attempted all other assessment items for that unit.

If the additional assessment task relates to the final exam for a unit the temporary grade awarded will be SX, otherwise it will be entered as GP. All SX and GP grades must be finalised before the end of the following semester.

4.8 Review of an Assessment Decision

A student may request a review of an assessment decision in accordance with the **Assessment Appeal Policy** and the associated procedure.

4.9 Examination Rules

During an examination or quiz (mid semester exam, final exam or in-class quiz) the Institute's examination rules will apply (refer to **Appendix 1: Examination Rules**). If a student breaches the examination rules, the student can be charged with misconduct in accordance with the **Academic Misconduct Policy** and associated Procedure.

4.10 Security of Assessments

In the preparation of examination papers, it is essential that Academic staff ensure the security of questions and papers, so that examinations are fair to all students and the opportunity for unfair advantage for any individual or group is precluded.

When questions are re-used in subsequent examination papers, variation is encouraged as far as practicable, within the constraint that questions requiring selected responses (including multiple choice variants) need to be trialled adequately to ensure their validity and reliability.

If the security of any paper is compromised, the Course Coordinator, Assistant Dean and Principal should be notified immediately. An alternative paper will then need to be set.

4.11 Security and Processing of Results

Results must be kept secure while they are being entered and summed up, so that they cannot be fraudulently changed.

Academic staff must:

- assemble all marks and records of assessment for the unit of study;
- ensure security of marks;

- arrange the collation of marks
- verify the returned result from evidence such as mark sheets, annotated examination scripts, and marked assessments in the Learning Management System (Moodle);
- submit the results to the relevant Course Coordinator by the required date; and
- keep appropriate records to justify the final mark.

The Course Coordinator will provide the final results records (after moderation, refer to the **Internal Assessment Moderation Policy and Procedure** for further information) to the Registrar or delegated nominee who will store the records in a secure location and prepare a final report for the Board of Examiners and the Grade Ratification Committee. For further information on the Board of Examiners and the Grade Ratification Committee, refer to the **Academic Quality and Governance Framework**.

After the final results are approved by the Board of Examiners and the Grade Ratification Committee, the Registrar or delegated nominee will enter the results into the Student Management System.

Access to enter or alter results in the Student Management System will be restricted to key personnel. Lecturers and students will not be permitted under any circumstance to have access to enter or alter results in the Student Management System.

All staff must ensure the security of marks to ensure that these are not accessed by unauthorised persons. Any suspected breach should be reported immediately to the Registrar and the Dean.

4.12 Amending Results

If an Academic staff member requests to change a result (mark or grade) after the result has been entered into the Student Management System, the Academic staff member must first get approval by the Registrar or the Dean. The Registrar or the Dean will approve the request after consideration of an explanation for the change.

The Registrar or delegated nominee will be responsible for updating the result in the Student Management System.

5. Version Control

This Procedure has been endorsed by the Australia Institute of Higher Education Principal as at July 2019 and is reviewed every 3 years. The Procedure is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2016-1	Registrar	Updated template	6 July 2016	6 August 2016
2017-1	Ms. McCoy	Incorporated communication policy indicators	22 February 2017	6 March 2017
2017-2	Registrar	Removed procedure relating to assessment moderation and added to Internal Assessment Moderation Policy and Procedure. Included Examination Rules in the procedure. Included internal procedure for maintaining security, processing and amending results.	7 June 2017	13 June 2017
2018.1	Registrar	Updated the Policy owner and responsible officer Updated the late arrival time for 1 hour exam Updated the toilet break is permitted only 1 for 1 hour examination	12 December 2018	13 December 2018
2019.1	Registrar	Updated the Special Consideration & Reasonable Adjustment Rules and Medical Impact Statement Form Added: Appendix 2: Step to apply for special consideration due to serious illness	20 March 2019	21 March 2019

2019.2	Registrar	Updated the Policy Owner and Responsible Officer to Principal	1 July 2019	2 July 2019
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Appendix 1: Examination Rules



EXAMINATION RULES

The following describes the rules for examinations, including breaches of procedures governed by the [Student Assessment Policy](#) and [Procedure](#) and the [Academic Misconduct Policy](#) and [Procedure](#) available on the AIH website (<http://www.aih.nsw.edu.au/>) under Policies and Procedures.

General Procedures

1. Students who arrive more than **20 minutes for 2 hours exam** and more than **10 minutes for 1 hour exam** after the published examination start time will not be permitted to enter the examination room. For short quizzes with a duration of less than 20 minutes, students will not be permitted to enter the examination room once the quiz has ended.
2. Students must sit in the seat that has been allocated to them.
3. Examination start and finish times will be strictly applied.
4. Mobile phones, smart watches, notes, bags and any other personal belongings must be left where directed by the invigilator. No notes or mobile phones should be left in pockets and any smart watches must be removed and left where directed by the invigilator. Anyone caught in possession of unauthorised belongings will instantly receive zero marks or a fail grade for the assessment.
5. No hats or other headwear is to be worn unless required for religious observance or medical reasons.
6. Student ID cards must be displayed on the desk for the duration of the examination.
7. On completion of the examination, students are to leave the venue when instructed by the exam invigilator and not communicate with any student still completing their examination.
8. Any student disrupting an examination may be required to leave the room and may be reported under the [Academic Misconduct Policy](#) and [Procedure](#).
9. There are 3 types of examinations:
 - I. **Open book examination** - In an open book examination, only hardcopies are permitted, no electronic devices are allowed. Students are permitted to take textbooks and/or pieces of paper.
 - II. **Reference sheet examination** - Students will be advised prior to examinations if reference sheets are permitted. Reference sheets must be on the Institute issued template and notes must be hand written, not typed. No other books or paper, including scrap paper, are permitted.
 - III. **Closed book examination** – No books or paper, including scrap paper, are permitted.
10. Electronic or hardcopy dictionaries are not permitted.
11. Programmable calculators or calculators with text capabilities are not provided nor permitted.
12. Students are to ensure that they have sufficient stationary and other permitted equipment required for the examination. The Australian Institute of Higher Education will not be able to provide these items.

During the examination

1. During reading time, students are not permitted to use a calculator or write on any examination material unless told otherwise by the invigilator.
2. Students may not commence writing until authorised by the exam invigilator. All students must stop writing when instructed by the exam invigilator.

3. No cheating or attempted cheating is allowed. Breaches of the following non-exhaustive list may result in a **fail grade** or a **zero** for the exam:
 - speaking to or communicating with any other student or reading out loud to one's self
 - providing or receiving any form of assistance to any other student
 - possession of unauthorized notes, papers, mobile phones or smart watches
 - writing on hands, rulers, erasers, calculators, water bottles, drink cans, etc.
 - talking while on toilet break
 - placing notes in the toilet and accessing them during the examination

Leaving the examination room

1. Students are not permitted to leave the examination room during the first 20 minutes of the published start examination time, or during the last 10 minutes of any examination.
2. Students wishing to permanently leave the examination room must raise their hand to alert the exam invigilator and remain seated until all examination materials are collected by the exam invigilator.
3. No examination materials may be taken from the examination room. Any permitted reference sheets must be submitted with the examination papers.
4. Toilet breaks
 - A maximum of 1 toilet break for 1 hour and 2 hours examination is permitted per student (unless reasonable adjustment request due to medical reasons). Departures from the examination room are recorded and are at the discretion of the invigilator. Only one student at a time may leave the room (at the discretion of the invigilator).
 - Students are not permitted to bring additional items such as coats, mobile phones or water bottles to the toilet.
 - A student may be requested to empty their pockets prior to or upon returning from a toilet break.

Appendix 2: Step to apply for special consideration due to serious illness

STEPS IN APPLYING FOR SPECIAL CONSIDERATION

1. Complete the Special Consideration Request Form: <https://aih.nsw.edu.au/wp-content/uploads/2017/09/Special-Consideration-Request-Form.pdf>
2. Gather your supporting documents (see the next section)
3. Submit the Special Consideration Request Form and supporting documents to student services via email: studentservices@aih.nsw.edu.au or in person at the reception.

WHAT EVIDENCE IS REQUIRED?

Every special consideration application must include **a valid supporting documents** as evidence to support your claim. You may be required to submit original copies of the supporting documents to student services.

The following documents may be submitted as supporting documents for each of the following cases;

Students who are affected by illness/ mental health grounds

Students affected by illness, injury or misadventure, mental health condition must print the Medical Impact Statement form, sign the student declaration part, and have it completed and endorsed by the relevant Medical Practitioner. You can download Medical Impact Statement form from the AIH website (<https://aih.nsw.edu.au/current-students/student-forms/>) or pick a copy from the reception.

Who can complete and sign Medical Impact Statement?

The Medical Impact Statement must be completed and endorsed by one of the following;

- registered medical practitioner with a Medicare provider number;
- registered psychologist;
- registered counsellor

Students who are affected by other circumstances

Students affected by circumstances other than medical or mental health issues must submit **an independently verified document** such as a:

- police report for incidents
- an official letter from a funeral director/ death certificate

- copy of a summons or court order

Who can issue an independently verified document?

The independently verified document may be issued by any of the following;

- Senior officer, emergency services
- authorised officer, Australian Defence Force
- authorised officer, Police Force
- a judge, or an authorised officer

The official letter should be written on an official letterhead of the issuing institution and must include the following information:

- Student's full name and ID number
- details of your circumstances
- impact on your ability to study
- name , signature and contact details of an appropriate representative
- date the statement was issued

Students affected by unexpected circumstances

In situations where there is an unexpected circumstance that cannot be confirmed by a registered professional or official body or an independently verified document cannot be obtained, the student must submit a statutory declaration.

A statutory declaration is a written statement which you sign and declare to be true before an authorised witness (example, Justice of the Peace, lawyer, notary public).

The statutory declaration should include the following details:

- your full name and student number
- nature of the unexpected circumstances
- duration of the circumstances (start and end date)
- impact on your ability to attend exams, classes or complete assessments or details of any group assessment that might be affected.

You can download a [NSW statutory declaration form](#) (opens an external site).

Appendix 2 (Continue): Medical Impact Statement



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AIH Special Consideration Medical Impact Statement

This Medical Impact Statement must be completed and signed by a registered medical practitioner or registered psychologist or registered counsellor for a student whose class attendance during a teaching period or whose assessment item or items, including examinations, in-class presentation and quiz has been seriously affected by illness, injury or misadventure.

1. Student details and declaration

SID _____ Surname _____ First Name _____

I hereby consent to relevant information being provided by my registered medical practitioner/ registered psychologist/ registered counsellor and agree that they may provide verification of this Medical Impact Statement if requested by the Australian Institute of Higher Education. I understand that I must keep the original copy of any document(s) submitted in support of a special consideration request and that AIH may request for the original copies of the documents to be submitted at any time during my study period until my degree has been conferred, or my enrolment otherwise cancelled.

2. Student circumstances and impact

I have examined OR The student reports they are suffering from (optional):

The student and I have discussed the nature of the illness or the mental condition that the student is suffering and I have determined that the impact on the student's capacity to complete assessment item(s) is as follows:

Degree of Impact	Date	
	From	To
Unable to assess the impact on the assessment item .The impact of the student's condition is not able to be determined.		
No impact on the assessment item . The condition does not have an impact on the student's capacity to sit for the exams / complete the assessment.		
Minor impact on the assessment item .The impact of the condition is not serious and has not had a significant impact on the student's capacity to sit for the exams /complete the assessment(s).		
Moderate impact on the assessment item . The impact of the condition is not severe and the student's capacity to sit for the exams /complete the assessment(s) is moderately affected.		

Severe impact on the assessment item .The impact of the condition is serious in nature and the student is severely affected. The student cannot sit for the exams /complete the assessment(s) or the student’s performance in the exams/ assessment will be severely affected.		
Total incapacitation The impact of the condition is extremely serious in nature and it is impossible for the student to sit for the exams /complete the assessment(s)		

Additional comments

3. Registered Practitioner Details

Registered Provider Name _____ Registration No. _____

Address _____ Contact No. _____

I declare that I am not in anyway related to this student. The medical assessment herein is based on my professional opinion/examination and/or the student’s medical history. I authorise AIH to contact me or my office to confirm the authenticity of this Medical Impact Statement.

Registered Practitioner’s signature _____

Date ____/____/____