

## ASSESSMENT

Authorised by: Board of Directors	Date authorised: 21-Oct-06
Effective date:	7-Feb-07
Last amendment date:	8-Aug-08
Review due date:	
Related documents:	
Implementation and review:	Vice President - Academic
Superseded documents	No superseded documents

### 1. Overview

This policy deals with the academic assessment of all units offered by IOTA.

### 2. Scope

This policy applies to all students of IOTA, unless the application of a revision of the policy would disadvantage the student, in which case the student may proceed under the policy in force at the time at which the student first enrolled.

### 3. Definitions

Term	Definition
Assessment	work (for example, an examination, assignment, practical, performance) which a student is required to complete for any one or more of the following purposes – <ul style="list-style-type: none"> <li>the fulfilment of an educational purpose (for example, to motivate learning, to provide feedback);</li> <li>to provide a basis for a record of achievement or certification of competency;</li> <li>to permit grading.</li> </ul>
Complete a unit	Meet attendance requirements and submit all assessment items of the unit as set out in the unit outline
Course requirements	the specific requirements for completing an award course
Degree	study within a specified intellectual domain of knowledge which culminates in an award which has been accredited by an authorised body
Documented illness	illness referred to in a certificate signed by a registered medical practitioner that includes the following information – <ul style="list-style-type: none"> <li>the nature of the illness</li> <li>the expected duration of the illness</li> <li>the occasion or occasions on which the student consulted the medical practitioner</li> <li>the likely impact the illness has on the student's ability to carry out their academic work</li> </ul>
IOTA	the Institute of Technology Australia Pty Ltd
Session	the weekly requirement of scheduled contact time in a unit, incorporating facilitator-student, student-student, and student-online material interactions. A session is part of the unit workload
Teaching period	a period of time within which units are offered OR a designated period of weeks in which the program of study and instruction for a unit or award course is undertaken and includes –

Term	Definition
	<ul style="list-style-type: none"> <li>• three standard semesters of 13 weeks duration per year; and</li> <li>• other periods during the year which are designated by the Vice President - Operations as a teaching period.</li> </ul>
Unit	Coherent, structured study in an academic discipline usually consisting of 13 <i>sessions</i> . Session 13 in each unit usually is an examination session. Undergraduate degrees consist of 24 units and Postgraduate degrees consist of 12 units
Unit outline	A document that describes the aims and objectives, desired outcomes, structure, content, method of delivery, assessment procedures, attendance requirements, textbook and reference items of a unit.
Unit workload	the weekly <i>session</i> together with an individual workload comprising readings, preparation, and assignments. Whilst the time needed to complete this individual workload will vary from student to student, a student who wants to perform well in mandatory assessments will need to spend about 6 to 8 hours per week

#### 4. Policy Principles

##### 4.1 Student Assessment Policy

There are both formative and summative assessment requirements in each unit of each award.

Assessment for each unit with an undergraduate or postgraduate degree requires a student to perform a range of tasks such as written examinations, assignments, self paced activities, and practical or other work, as prescribed for the unit.

The unit outline specifies the ways in which each unit will be assessed. Students are to familiarise themselves with the methods of assessment prescribed for each unit in which they enrol.

A student is required to be available to undertake an examination at the time and place specified by the Vice President - Operations. A student who holds religious beliefs which preclude attendance at an examination at the time specified may apply for special consideration in accordance with the procedure set out below.

All students are expected to behave honestly and ethically in undertaking assessment requirements.

##### 4.2 Focus tasks

Focus Tasks are an integral and mandatory component of IOTA units. You must provide reasonable answers to at least 75% of your Focus Tasks to qualify for sitting the final exam. It is expected that recording of Focus Tasks in an online Learning Journal will be implemented in 2007. When available, the examiners will consider the quality of the online Learning Journal when deciding on the grade for borderline students. It could make the difference between a pass and a fail.

##### 4.3 Submission of all assessment items

All assessment items are compulsory. Submission of all assessment items is a prerequisite for sitting the final exam. Please ensure that you provide your facilitator with documented exceptional circumstances if you feel that the examiners should take them into account.

#### 4.4 Repeated unit failures

The maximum number of times you can fail a single unit is THREE. If you fail a fourth time, you need to show cause why you should not be suspended from the program.

#### 4.2 Academic misconduct

Academic misconduct is conduct that is inappropriate in the academic context. Academic misconduct can not be defined in all cases in advance, but it includes -

- **plagiarism**, which means representing another person's ideas or work (including the ideas or work of another student) as one's own, without properly acknowledging the source in the usual way in the discipline concerned. Plagiarism is not limited to direct copying, but includes –
  - paraphrasing or summarising someone else's work
  - developing someone else's idea or thesis
  - using the results of someone else's experiments or research without properly acknowledging the source
  - encouraging or assisting another person to commit plagiarism is a form of improper collusion and may attract the same penalties which apply to plagiarism.
- **cheating**, including –
  - bringing unauthorised material into an examination
  - communicating with others during an examination
  - reading the work of other candidates during an examination
  - substitution in an examination – that is, sitting an examination in place of another student or arranging for someone else to sit an examination in place of a studentor attempting to do these things.
- **other conduct** such as –
  - presenting again work that has already been submitted for assessment elsewhere
  - fabricating or falsifying data, experimental results or sources of information
  - presenting the result of collaboration with another student as one's own individual work, where this has not been contemplated in the assessment requirements for the unit
  - use of web-based services to thwart the intentions of assessment
  - disrupting a class by inappropriate behaviour.

Table 1 sets out the possible penalties for academic misconduct, the circumstances in which they might be imposed, and the actions to be taken to record and report the misconduct.

**Table 1: Actions in relation to alleged academic misconduct**

Occurrence of behaviour that might constitute academic misconduct in relation to -	Action by member of the academic staff	Records to be made and retained	Form of report and to whom report to be made
an assessment item in a unit	1) discuss the behaviour with the student concerned and if appropriate following that discussion 2) reduce the marks awarded or give no marks for that assessment item	Evidence of misconduct Notes of all discussions Copies of correspondence	Verbal Program Director
a student's performance in more than one assessment item in a unit, or in a unit overall	1) discuss the behaviour with the student concerned and the Program Director and if appropriate following those discussions 2) recommend the award of a failing grade in the unit concerned	Evidence of misconduct Notes of all discussions Copies of correspondence	Verbal Program Director
A student's performance in more than one unit	1) discuss the behaviour with the student concerned, other cohort co-ordinators and the Program Director and if appropriate following those discussions 2) recommend the award of a failing grade in the units concerned	Evidence of misconduct Notes of all discussions Copies of correspondence	Written Program Director Vice President - Academic Vice President - Operations
A student's performance in more than one unit or teaching period	1) discuss the behaviour with the student concerned, other cohort co-ordinators and the Program Director and if appropriate following those discussions 2) recommend suspension of the student from enrolment for a specified period of time	Evidence of misconduct Notes of all discussions Copies of correspondence	Written Program Director Vice President - Academic Academic Board Vice President - Operations Board of Directors

## Academic Policy and Procedure Manual



Occurrence of behaviour that might constitute academic misconduct in relation to -	Action by member of the academic staff	Records to be made and retained	Form of report and to whom report to be made
A student's overall performance	1) discuss the behaviour with the student concerned, other cohort co-ordinators, the Program Director and the Vice President - Academic and if appropriate following those discussions 2) recommend expulsion of the student	Evidence of misconduct Notes of all discussions Copies of correspondence	Written Program Director Vice President - Academic Academic Board Vice President - Operations Board of Directors
Disruption of a session on one occasion	1) discuss the behaviour with the student concerned and if appropriate following the discussion 2) suspend the student for the remainder of the session	Brief report describing the occurrence	Written
Disruption of more than one session in a unit	1) discuss the behaviour with the student concerned and if appropriate following the discussion 2) suspend the student for the remainder of the unit	Report describing the occurrences of the behaviour	Written Program Director Vice President - Academic Vice President - Operations

In addition, for cases of plagiarism, the degree of plagiarism can be taken into account such that the penalty is commensurate with the severity of the offence:

**Minor:** Up to 20% of the work submitted      **Penalty:** 20% of available marks deducted.  
**Substantial:** Up to 50% of the work submitted      **Penalty:** 50% of available marks deducted  
**Severe:** More than 50% of the work submitted      **Penalty:** Zero score for the item

The percentage reflects either the quantity or significance of the material plagiarised, whichever is higher.

A first instance of plagiarism by a student might be unintentional and the penalty can be a written warning, at the discretion of the unit coordinator. However, such warnings will be recorded in the plagiarism database and subsequent incidents will be treated as 'intentional' plagiarism and dealt with in the same manner as stated in this policy.

#### 4.3 Conduct during examinations

Students are to follow IOTA's procedures for examinations, including -

- the requirements for a student entering or leaving the examination room
- identity security requirements as specified from time to time; and
- the requirements for a student's conduct during the examination.

#### 4.4 Deferred examinations

A student who, due to exceptional circumstances beyond the student's control, is unable to attend an examination at the prescribed time may apply for a deferred examination. The Program Director is to determine the outcome of an application for a deferred examination.

#### 4.5 Grades to be awarded

The grades to be awarded in both undergraduate and postgraduate units are as follows:

Grade	Description	Mark range	Note	Grade status
HD	High Distinction	85 – 100		Passing
D	Distinction	75 – 84.99		Passing
CR	Credit	65 – 74.99		Passing
P	Pass	50 – 64.99		Passing
UP	Ungraded Pass	50 – 100	Used in units assessed on a Pass/Fail basis only	Passing
F	Fail	Less than 50	Has not satisfied the assessment requirements of the unit	Failing
FW	Fail	Not applicable	As a result of withdrawing from a unit after the closing date for withdrawal	Failing
FN	Fail	Not applicable	As a result of failing to attempt one or more of the assessment items in the unit	Failing

Grade	Description	Mark range	Note	Grade status
WD	Withdrawn	Not applicable	As a result of withdrawing from the unit before the closing date for withdrawal	Not applicable
WR	Withheld	Not applicable	Result withheld pending further information or action	Not applicable

#### 4.6 Supplementary examinations

In exceptional circumstances, the Academic Board may permit students awarded a grade of F or FN in a unit to undertake a supplementary examination in the unit. The supplementary examination is to be held within a limited period of time from the original examination period.

The supplementary examination is to cover all aspects of the unit.

#### 5. Responsibilities

The following IOTA personnel are responsible for the maintenance and application of this policy:

- Vice President – Academic
- Academic Program Director
- Program Directors
- Vice President - Operations
- Student Administration Officer

#### 6. Communication

This policy and procedures document will be communicated to –

- all staff members of IOTA and Learning Support Centres by electronic means
- students of IOTA through the student intranet.