

## **ASSESSMENT POLICY AND PROCEDURE**

**See Also: Assessment Guide**

### **INTRODUCTION**

Subject lecturers are responsible for assessing competency as demonstrated in examinations, oral presentations, assignments, projects, class involvement and other means as outlined in the relevant Study Guides provided for each subject.

Students who fail to achieve competency but demonstrate sufficient competency to warrant a second attempt, may be granted a ‘re-sit’ of an examination or re-submission” of an assignment under certain conditions

“Provisional” Grades are awarded for each work assessed and for the subject overall. The grades become “finalised” once the Academic Committee confirms them.

Students have an opportunity, before the result is confirmed, to provide additional information to the Academic Committee if there were extenuating circumstances that may have affected the results of which the Academic Committee was not aware.

### **ACADEMIC COMMITTEE**

The Academic Committee consists of:

- The Vice Principal/Education Manager or delegate (Chairperson)
- A minimum of four of the ICHM Subject Lecturers teaching in any year of the programs.

The Academic Committee meets fortnightly during the academic semester to review and confirm (finalize) academic results (after considering any additional information provided by students), to consider student applications for supplementary assessments or examinations or extension to deadlines and due dates.

The Academic Committee may also meet in special session to formally consider Academic Grievances referred to it by the Principal in the second stage of the formal Grievance Procedure.

In making its decision or recommendation on any matter, the Academic Committee shall consider all relevant circumstances including:

- the reason the decision is necessary;
- the student’s academic record;
- the student’s attendance at subject lectures and tutorials;
- recommendation(s) from subject lecturers;
- any other matter impinging on the professional performance of the individual.

# International College of Hotel Management

In making its determination, the Academic Committee may make a decision conditional upon the student entering into an Enforceable Performance Agreement. Failure to abide by the conditions of that agreement in a material way may lead to a reconsideration of the original decision.

The Committee reports such results to the Academic Board and the Swiss Hotel Association and makes recommendations on student progression to the next semester of study or onto an internship.

## **METHOD OF ASSESSMENT**

An outline of the various assessments will be included in the Study Guide provided at the commencement of each subject.

There will be no more than four assessments (examinations, assignments or presentations) in each subject. Students must demonstrate Competence in each assessment to successfully complete the subject.

The Study Guide will specify the nominated criteria required to demonstrate Competence (CA) and explain the awarding of Assessment Points (AP) which determine the Grade. A minimum of 4.000 Assessment Points (AP) are required to achieve Competency.

Students will be given an opportunity to demonstrate Competence with Merit (CM) and with Distinction (CD). Additional questions or tasks will be set that will either cover more advanced, non core material or allow more in depth analysis and critical thinking that builds on the foundation or underpinning core, competency material. A Grade of CM will be awarded to students receiving from 4.750 to 5.449 Assessment Points and a Grade of CD, to those earning from 5.500 to 6.000 Assessment Points.

## **ASSESSMENT GRADES**

### ***Failure to provide evidence of competency in the CA criteria:***

The lecturer will review evidence presented in the CM and CD sections of the assessment and will make a judgment as to whether or not sufficient evidence exists to satisfy the CA criteria. If sufficient evidence of Competence is found, a grade of CA may be awarded, however, the evidence identified in the CM and/or CD section(s) for that purpose can not be re-assessed for higher grades. Remaining evidence of competency at the Merit and/or Distinction level may then also be assessed.

### ***Less than 3.000 Assessment Points:***

Nominated criteria will be specified for the achievement of 3.000 Assessment Points. Students who fail to achieve Competency at the first attempt and achieve less than 3.000 Assessment Points will be awarded a Grade of Competency Not Achieved (CNA) and will be required to re-enrol in the subject in a subsequent semester. (Note, in the case of Internship ONLY, a student who is awarded a CNA while on an Internship, may re-enrol in another Internship in the same semester.).

# International College of Hotel Management

If there are compelling, extenuating circumstances, a student who is awarded less than 3.000 Assessment Points at the first assessment (CNA), may apply to the Academic Committee, in writing, within 5 working days of having received notification of Competency Not Achieved (CNA), to undertake a Supplementary Assessment. The Academic Committee may grant a Supplemental Assessment at its sole discretion after considering the circumstances as detailed in Rule 15.5. The Supplementary Assessment will be at no cost to the student. Students achieving less than 3.000 Assessment Points at the first attempt and who fail to achieve Competency at the second attempt may not later apply for a second Supplementary Assessment.

### ***Between 3.000 and 3.999 Assessment Points:***

Students who achieve a minimum of 3.000 Assessment Points at the first attempt but otherwise fail to achieve 4.000 Assessment Points, Competency Achieved (CA), may be offered a Supplementary Assessment to be administered within a maximum period of 14 months, subject to the particular assessment guidelines. An interim grade of Not Yet Competent (NYC) will be awarded until the Grade is finalised.

If successful at the second attempt, a maximum of 4.000 Assessment Points and a grade of Competency Achieved (CA) will be recorded. The Supplementary Assessment (the second attempt to achieve Competency) will be at no cost to the student.

Students failing to demonstrate Competence at the Supplementary Assessment (a minimum of 4.000 Assessment Points) will be awarded CNA and will be required to re-enrol in the subject in a subsequent semester.

If there are compelling, extenuating circumstances, a student who fails to achieve a Grade of CA at the Supplemental Assessment, having achieved a minimum of 3.000 Assessment Points at the first attempt, may seek approval from the Academic Committee, in writing, within 5 working days of having received notification of CNA, to undertake a second Supplementary Assessment. The Academic Committee may grant a second Supplemental Assessment at its sole discretion after considering the circumstances as detailed in Rule 15.5. A fee of \$40 will be charged for a second Supplemental Assessment

### ***Failure to provide evidence of competency at the CM level:***

If, in the judgment of the lecturer, the student fails to provide sufficient evidence to achieve at the CM level, however, the lecturer can identify substantive evidence in the CD section that meets the lower criteria, the lecturer may follow a process similar to that outlined in Rule 16.4.1. If sufficient evidence of Competence with Merit is identified in the Competence with Distinction section, a grade of CM may be awarded, however, the evidence identified in the CD section can not be re-assessed for the CD section. Remaining evidence of competency at the Distinction level may then also be assessed.

Where possible, students will be given 48 hours notice of a Supplementary Assessment. Such notice may be verbal, in writing or via email. When finalising subject results at the end of a semester it may not be possible to give 48 hours notice. In this circumstance, a minimum of 24 hours will be given.

# International College of Hotel Management

If a student has properly departed the campus at the end of a Semester but before the assessment has been graded or if insufficient time is available to arrange a Supplementary Assessment before departure, the lecturer may hold over the Supplementary Assessment until the student returns from the internship in 6 (or if extended, 12) months. Under no circumstances may the assessment be held over for more than 14 months.

A Subject Point Average (SPA) will be determined by averaging the Assessment Points (APs) achieved in each graded assessment in a subject. The SPA will determine the overall Subject Grade as per the table in *Rule 21.3*.

### ***Non Graded Assessments:***

Non graded, but otherwise compulsory assignments may be included in individual subjects. Submission of such work to an acceptable standard within set timeframes is required to succeed in the subject. Additional criteria may be set if original deadlines are not met. Failure to submit work (including non graded assessments) to an acceptable standard will result in an overall Subject Grade of CNA.

### ***Special Provision regarding Re-enrolment:***

From January, 2007, a revised curriculum will be progressively introduced. In the event that, during the transitional period, a student is required to re-enroll in a subject that is no longer offered by classwork, the Academic Committee may determine an alternative method of study and assessment. Fees equivalent to the cost of a re-enrolment in the subject, had it been offered, would nevertheless still be payable and the Academic Transcript would reflect the original Grade of CNA and the Final Grade earned in a subsequent semester.

## **ASSIGNMENTS**

Students must submit assignments (and must upload electronic versions of the assignment to turnitin.com if requested to do so) by the hand up date and time.

### ***Submission within three (3) days of the hand up date***

Assignments submitted after the hand up time and date and within a period of three calendar days of the hand up date, will nevertheless be marked.

If a grade of Competency Achieved (CA) would otherwise have been granted, the provisional grade recorded will be Not Yet Competent (NYC). This includes late hand up due to loss of files resulting from disk failure, neglecting to save data (including saving to disk and hard drive) and any other hardware or software problems other than Server Failure on the Network.

Submissions within three (3) days of the hand up date will be returned to the student with one additional assessment criteria set for each day late and a new due date will be established. The paper will be remarked upon resubmission and a final provisional grade recorded. Failure to resubmit the assignment by the agreed date and time will result in a grade of Competency Not Achieved (CNA).

# International College of Hotel Management

If a grade of Not Yet Competent (NYC) or Competency Not Achieved (CNA) would otherwise have been awarded to the original assignment submitted within 3 calendar days of the deadline, a provisional grade of CNA will be recorded

## ***Submission after three (3) days of the hand up date***

Failure to submit an assignment within three days of the due date and time will result in a grade of Competency Not Achieved (CNA).

## ***Extension to hand up date***

An extension on the original 'hand up' date for an assignment may be granted by the subject lecturer for a period of up to 2 weeks upon receipt of a written application, detailing the reasons for the request for an extension and supporting documentation, no later than 5 working days prior to due date of assessment, at which point a draft copy of work commenced must be presented to the subject lecturer. Requests for an extension of a hand up date beyond two weeks must be referred to the Academic Committee. Students must also agree to comply with any additional conditions or requirements that might be assigned. Failure to meet such an extended deadline will result in a grade of Competency Not Achieved (CNA) being recorded and a re-enrolment will be required.

If an extension greater than 2 weeks is required, a written request must be received by the Academic Committee no less than 5 working days prior to the nominated 'hand up' time and date. A maximum mark of Competency Achieved (CA) can be awarded for any work receiving such an extension. If an extension is granted and work is not submitted by the new, approved 'hand up' time and date, a Grade of Competency Not Achieved (CNA) will be recorded.

## ***Unoriginal content***

Academic assessment by its nature requires a student to present original work. Where a student quotes other authors' work or quotes excessively from third parties, it may not be possible to assess the student's academic ability. Presence of excessive non-original work may lead to a Grade of Competency Not Achieved (CNA). Subject specialists will nominate a percentage of what is considered a reasonable percentage of non-original work for their subject's assessment. Submission of work containing greater than this percentage may result in a Grade of Competency Not Achieved (CNA) for this piece of work.

ICHM has implemented an anti-plagiarism strategy. Lecturing staff may request that an electronic version of an assessment piece be submitted to <http://www.turnitin.com>. Students must, if so directed by a lecturer, visit this site to create a User Profile as a "Student" and then must register for each subject for which a lecturer indicates electronic versions of assessments must be lodged. Failure to submit an electronic version of the assessment to [turnitin.com](http://www.turnitin.com) by the due date will be treated in a manner similar to that of the late submission of the hard copy version.

# International College of Hotel Management

## ***Group Work***

Unless otherwise specified in the assessment criteria of a particular subject or assignment, work submitted by a group (2 or more individuals) shall be deemed to be the result of the best, combined effort of the group members. All members of the group are expected to have contributed to the final result and to know, understand and endorse all parts of the material.

## **EXAMINATIONS**

### ***Conduct of examinations***

A student shall not during any examination:

- be in possession of any books, notes, diagrams, bags, pencil cases, electronic diaries, mobile telephones, pagers or other electronic devices or materials other than those which the examiners have specified may be taken into that particular examination except that each student may have access to one unmarked, non electronic, general purpose dictionary.
- directly or indirectly give assistance to any other student; or
- directly or indirectly accept assistance from any other student; or
- permit any other student to copy from or otherwise use his or her papers; or
- use any papers of any other student; or
- by any other improper means whatever obtain or endeavour to obtain, directly or
- indirectly, assistance in his or her work, or give or Endeavour to give, directly or indirectly, assistance to any other student; or
- be guilty of any breach of good order or propriety.

When a student is alleged to have committed a breach of any of the provisions of this statute a complaint may be made in writing to the Principal and such complaints shall be dealt with under the provisions of Rule 28.4 as Academic Misconduct and if the complaint is found proved, the student, in addition to any other penalty which may be imposed, will receive a Grade of Competency Not Achieved for that examination.

A student who is detected committing, or apparently committing a breach of any of the provisions of this Rule may be summarily dismissed from the examination room.

A student may not communicate with a member of the teaching staff of the College on any matter relating to any examination between the holding of that examination and the publication of the results unless specifically authorised by the relevant member.

# International College of Hotel Management

No student shall be permitted to leave an examination room before the expiry of half an hour from the time the examination commences. Where in special cases this rule is varied an appropriate announcement will be made.

No student shall be re-admitted to an examination room after he or she has left it unless during the full period of the absence the candidate has been under approved supervision.

In the event of a fire alarm or other unexpected emergency requiring an evacuation of the building during the conduct of an examination or assessment, the examination shall be immediately suspended and the examination room shall be locked. All papers and personal effects are to remain in the room.

The Supervisor of the examination or assessment will make a decision about whether or not to resume the examination or assessment following the "all clear" based on the particular circumstances (for example, the length of the interruption, the length of time remaining in the examination or assessment and a personal judgment about the consequences of each option).

If the examination or assessment is cancelled, the examination will be declared invalid and a new time and date will be set for a replacement examination or assessment as soon as practical.

Students are required to obey any instructions given by an examination supervisor for the proper conduct of the examination.

Students who are ill on the day of the examination and are able to provide medical evidence to support that, may defer the examination (see the *Attendance Policy*) or elect to attempt the examination, nonetheless. They must, however, so declare that to the Invigilator at the commencement of the examination. Subsequent appeals in relation to diminished capacity to the Academic Committee requesting a supplementary examination before finalizing the result of that examination will only be considered if the diminished capacity was so declared and if the provisional grade was below a CA.

Examination papers will be retained for a maximum of 12 months during which period students may arrange access. Examination papers will be destroyed after one year.

## **STUDENT APPEALS AGAINST A DECISION OF THE ACADEMIC COMMITTEE**

Students who wish to appeal a decision of the Academic Committee should do so in writing to the Principal under the *Grievance Policy - Academic*