



## **Assessment Policy and Procedure**

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### Modification history

Date	Modification	Person responsible
03/01/12	New policy based on existing policies	Dr Ian Whyte
27/6/2012	Modification to various sections	Gerald Lipman, Toni Schammer & Dr Ian Whyte
16/11/12	Edit document to create Changes to the Policy section – move requirement of AB approval to new section	Dr Ian Whyte and Gerald Lipman
29/11/2012	Changes to the Policy section approved by Academic Board on 29/11	Academic Board - IW edit
29/11/12	Inclusion of comment on Industry Placement assessment approved by Academic Board on 29/11/12	Academic Board – IW edit
21/12/12	Attendance 80% required – approved out-of-session vote by Academic Board	Academic Board – edit IW
7/01/2014	Removal of reference to degree only so as to cover Study Abroad programs – as recommended by TEQSA in letter of 19/12/2013	Dr Ian Whyte and Gerald Lipman
7/01/2014	Change of Grievance Policy title to conform with changes recommended by TEQSA	Dr Ian Whyte and Gerald Lipman
25/1/16	Minor title changes	Dr George Brown
16/5/16	Updates to include backing up work, submission on Turnitin, specification of Assessment Brief	Approved by AB 16/5/16 Dr George Brown
17/11/16	Changes to wording in Supplementary Assessment and Submission dates and extensions	Approved by AB 17/11/16 Dr Ian Whyte
11/06/17	Sections added for postgraduate awards and change to wording in examinations	Approved by AB 22/06/17 Dr Ian Whyte – Added to public policy document following TEQSA accreditation of Masters in May 2018
19/2/18	Update to section on Turnitin and declaration of independent work.	Approved by AB 19/3/2018 Dr George Brown
19/11/18	Revised wording in policy, supplementary assessment and plagiarism sections, removed duplicate terms of reference	Dr George Brown

### Definitions

## Preamble

Within ICHM education programs the range of assessment tasks chosen for individual subjects and over the degree programs are based on a number of assessment principles:

- Assessment should promote student learning and engagement with subject content and delivery
- Assessment should be aligned with the subject learning outcomes and delivery
- A variety of assessment tasks should be used to help students demonstrate their achievement of learning outcomes and to minimize the disadvantage that some students could suffer from a restricted use of different assessment methods
- Assessment should be used for both formative and summative purposes
- Assessment should be clear on purpose, expectations, requirements and criteria
- Assessment methods should be valid and reliable
- Assessment processes should allow for students to receive timely feedback in order to identify and implement improvements in their assessment performance

## Policy

Each subject will be formally assessed according to the assessment method, timing and weighting as specified in the section Student Assessment of each subject statement.

By the end of the second teaching week in a subject, the subject lecturer shall provide each student with an Assessment Brief that contains information of assessment methods (including information of the scheduling of assessment and the contribution of each assessment to the final grade) and what is considered a realistic percentage of non-original work.

There will be no more than three assessment points in any 45-taught hour subject.

The assessment activities in a 45-taught hour subject will not total more than 4,500 words for undergraduate awards and 6,000 for postgraduate awards. In this calculation each hour of a written exam is equivalent to 1,000 words for undergraduate awards and 1,500 words for postgraduate awards. This calculation may be changed by the Academic Committee for an individual piece of assessment and will be displayed on all documentation referring to that assessment.

At least 20% of total assessment in a 45-taught hour subject will be administered within the first half of the study period for the subject.

No assessment point in a 45-taught hour undergraduate subject will be worth more than 50% of total assessment for the subject, with the exception of the International Hotel Project and Delivering Guest Services (Practicum). No assessment point in a 45-taught hour postgraduate subject will be worth more than 60% of total assessment for the subject.

Assessment points in each subject are accumulative. A student is required to achieve 50% on aggregate to successfully pass the subject. However, Industry Placement assessment is not accumulative but requires the successful completion of each assessment point.

A minimum attendance requirement of 80% is required for successful completion of each subject.

A student who fails a subject for the third time will not be permitted to re-enrol in that subject.

Academic assessment by its nature requires a student to present original work. Where a student quotes other author's work or quotes excessively from third parties, it may not be possible to assess the student's academic ability. Assessment Briefs will contain information on the percentage of what is considered a reasonable percentage of non-original work for the subject's assessment. Student submission of work containing greater than this percentage may result in a Fail grade for this assessment point.

Assessment Briefs will identify what assessments are to be electronically uploaded to Turnitin.com or (in the case of files unsupported by Turnitin), placed on the ICHM Student Info SharePoint site as part of the submission process.

Harvard Author Date Referencing System (Charles Darwin University Style Guide) is to be used in all academic materials produced by staff and students.

The Academic Committee shall review and approve student results, hear and determine student appeals and relevant student applications for extensions and for supplementary assessments. The Academic Committee shall recommend final grades to the Academic Board.

Only those students whose fees and other indebtedness to the College have been fully paid will be eligible for assessment.

## **Procedure**

### **Supplementary Assessment**

A subject lecturer may award a supplementary assessment where a student attains 45% to 49% in an assessment point. The supplementary assessment may be a resubmission of the original assessment piece. This supplementary assessment must be completed within 10 weekdays of the student being notified by the subject lecturer and/or Academic Committee. Where a supplementary assessment has been awarded, the maximum mark achievable for the assessment point is 50%. Failure of the supplementary assessment will result in a fail grade.

The Academic Committee may award a supplementary assessment when considering final results for subjects. Such supplementary assessments could be awarded on medical, compassionate, academic or other special considerations. Where a supplementary assessment has been awarded for the subject, the maximum mark achievable for the subject is 50%. A supplementary assessment must be submitted on or before the revised due date. Failure to submit by the revised due date will result in a fail grade of the supplementary assessment. Failure of the supplementary assessment will result in a fail grade for the subject.

In the granting of a supplementary assessment the full range of grades may be available for situations involving medical, compassionate or special considerations. This must be approved by the Academic Committee.

### **Turnitin**

All assessment points are to be submitted through Turnitin as part of the submission process. Exceptions to this requirement are final examinations and assessments which require the submission of file types unsupported by Turnitin, as outlined in each Assessment Brief. By submitting work on Turnitin, students are deemed to have automatically declared that their submission is entirely their own work. Furthermore, by submitting on Turnitin, students are deemed to have automatically declared that the work has not been previously submitted for a subject of the College, or any other educational institution. Submissions must be made by the date and time specified in each Assessment Brief.

### **Submission dates and extensions**

Failure to submit work by the nominated "due time and date" on Turnitin will result in a penalty of 5% of the total available mark for each and every day beyond the due time and date. An extension on the due time and date for an assignment or report may be granted by the subject lecturer for a period of up to two weeks. Written application on the appropriate 'Extension Request' form must be made a minimum of 5 days prior to the due date of the assessment, at which point a draft copy of work commenced must be presented to the subject lecturer.

All ICHM students are provided with access to their own dedicated 'OneDrive' account. It is the student's responsibility to use this account to save and backup all written assessment work. Requests for extensions due to the loss of work based upon failing to use OneDrive will not be accepted.

If an extension greater than two weeks is required, a written request must be received by the Academic Committee 5 days prior to the due date of the assessment, at which point a draft copy of work commenced must be presented to the Academic Committee.

If an extension is being sought based on medical grounds, the approved ICHM Medical Certificate form must be used to support this application.

If an extension is granted and the work is not submitted by the new, approved due time and date, a 0% will be recorded for the assessment point.

## **Plagiarism**

Plagiarism, defined as the presentation of thoughts and words of another as one's own, is regarded as a serious act of academic misconduct.

A distinction will be made between deliberate plagiarism and inadvertent plagiarism through ignorance. The intent to deceive determines whether a serious offence has been committed.

### Definition

Plagiarism, whether inadvertent or deliberate, shall include the following:

- Word-for-word copying of sentences or whole paragraphs from one or more sources (the work or data of other persons), or presenting of substantial extracts from books, articles, theses, other unpublished work such as working papers, seminar and conference papers, internal reports, computer software, lecture notes or tapes, or from the internet without clearly indicating their origin.
- Using very close paraphrasing of sentences or whole paragraphs without due acknowledgement in the form of reference to the original work.
- Submitting another student's work in whole or in part.
- Use of other person's ideas, work or research data without acknowledgement. Acknowledgement is only accepted using the Harvard Author Date System (Charles Darwin University Style Guide).
- Submitting work which has been written by someone else on the student's behalf.

### Procedures and Policy

- Where it is suspected that a case has involved plagiarism, the lecturer concerned shall consult with the Director, Academic.
- If it is believed that deliberate plagiarism has occurred a formal enquiry will be conducted by the Academic Committee. The student shall be invited to attend or make a submission to this inquiry.
- A student, found guilty of deliberate plagiarism by the Academic Committee, will receive a fail grade for the work submitted.
- It is the responsibility of all students to safeguard against plagiarism of their written work, assignments, electronic data and notes. Students are expressly prohibited from giving access to their assignments and their electronic media to other students and those students who do so will be penalized in the same way that students found guilty of plagiarism are penalized.
- Should any student have reason to believe that his or her work has been plagiarized or copied, he/she must report the matter at once (in writing) to the appropriate lecturer.
- If a student believes they have been unfairly treated in the administration of with regard to plagiarism, they may appeal under the Academic Grievance Policy and Procedure.

## **Tests and Examinations**

Attendance at tests and examinations is compulsory. Failure to sit for these at the set time and date without written permission from the Director, Academic or delegate will result in 0% being recorded for this assessment point.

- In the event of illness, a student must email [attendance@ichm.edu.au](mailto:attendance@ichm.edu.au) prior to the commencement of the examination/ test and advise of their non-attendance. The student is then required to email, within 24 hours of the completion of the examination/ test, a completed copy of the ICHM Medical Certificate form or other documentation approved by the Director Academic, supporting such illness. Failure to provide the required documentation within the specified timeframe will result in a 0% Fail being awarded for the assessment point.

- Students who are ill on the day of the examination and are able to provide medical evidence to support that, may defer the examination or elect to attempt the examination. 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.

### **Conduct of examinations**

Having entered the examination room, a student shall not:

- Be in possession of any books, notes, diagrams or programmable calculators / dictionaries or any electronic devices or materials other than those which the subject lecturer has specified may be taken into that particular examination; or
- 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 examination papers; or
- Use any examination papers of any other students; 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.

When a student is alleged to have committed a breach of any of the above provisions, a written report will be prepared and submitted to the Principal and such misconduct shall be dealt with under the Personal Conduct Policy and if the misconduct is found proved, the student, in addition to any other penalty which may be imposed under the Personal Conduct Policy, will receive a 0% for that assessment point and will be deemed to have therefore failed the subject.

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

No student shall be admitted to an examination after half an hour from the time of commencement of the examination.

No student shall be permitted to leave an examination room before the expiry of half an hour from the time the examination commences.

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.

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

- 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 locked. All papers and personal effects are to remain in the room
- The supervisor of the examination or assessment will make the decision about whether or not to resume the examination or assessment following the "all clear" based on the particular circumstances.
- 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

A student may not communicate with a member of the lecturing staff on any matter relating to any examination between the holding of that examination and the publication of results unless specifically authorised by the Director, Academic or delegate.

### **Misconduct**

The Principal shall advise the Chief Executive of any instances of misconduct under this policy and shall include a report on such misconduct in the Principal's quarterly report to College Council.

**Student appeals**

Students who wish to appeal a decision of the Academic Committee can do so through the Academic Grievance Policy and Procedure.

**Changes to the Policy**

The Academic Board must approve any change to this Assessment Policy and Procedure.