Assessment Policy and Procedure
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Modification history

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<th>Date</th>
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<tr>
<td>03/01/12</td>
<td>New policy based on existing policies</td>
<td>Dr Ian Whyte</td>
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<tr>
<td>27/6/2012</td>
<td>Modification to various sections</td>
<td>Gerald Lipman, Toni Schammer &amp; Dr Ian Whyte</td>
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<tr>
<td>16/11/12</td>
<td>Edit document to create Changes to the Policy section — move requirement of AB approval to new section</td>
<td>Dr Ian Whyte and Gerald Lipman</td>
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<tr>
<td>29/11/2012</td>
<td>Changes to the Policy section approved by Academic Board on 29/11</td>
<td>Academic Board – IW edit</td>
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<tr>
<td>29/11/12</td>
<td>Inclusion of comment on Industry Placement assessment approved by Academic Board on 29/11/12</td>
<td>Academic Board – IW edit</td>
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<td>21/12/12</td>
<td>Attendance 80% required – approved out-of-session vote by Academic Board</td>
<td>Academic Board – edit IW</td>
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<td>7/01/2014</td>
<td>Removal of reference to degree only so as to cover Study Abroad programs – as recommended by TEQSA in letter of 19/12/2013</td>
<td>Dr Ian Whyte and Gerald Lipman</td>
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<tr>
<td>7/01/2014</td>
<td>Change of Grievance Policy title to conform with changes recommended by TEQSA</td>
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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 a Learner Guide 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. In this calculation each hour of a written exam is equivalent to 1,500 words. 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 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)

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. Learner Guides 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.

Learner Guides will identify what assessments are to be electronically uploaded to turnitin.com as part of the submission process.

Harvard Referencing 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 examinations. 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

Academic Committee

The Academic Committee shall consist of:

- the Vice Principal/Education Manager or delegate (Chairperson) (voting member) and
- a minimum of three degree subject lecturers (voting members) and
- the Student Welfare Manager or delegate (non-voting member)

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

- the reason the decision is necessary;
- the student’s academic record;
- the student’s attendance record;
- recommendations from the subject lecturer;
- any other matter impinging on the performance of the student.

A decision by the Academic Committee requires a consensus by a minimum of 75% of attending Academic Committee members.

The Academic Committee meets monthly during the academic semester. The Academic Committee may also meet in special session to formally consider grievances referred to it under the Grievance Policy. Academic Committee meeting dates will be published on the students program and share drive.

Supplementary Assessment

A subject lecturer may award a supplementary assessment where a student attains 45% to 49% in an assessment point. This supplementary assessment must be completed within 10 weekdays of the student being notified by the subject lecturer and/or Academic Committee.

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.

The maximum mark achievable for a supplementary assessment is 50%. However the full range of grades may be available for situations involving medical, compassionate or special considerations.

ICHM shall charge a student a fee for a supplementary assessment as deemed appropriate.

Turnitin

Learner Guides will identify what assessment points are to be submitted through Turnitin as part of the submission process.

An assessment that is not submitted through Turnitin as required will not be marked by the lecturer until the student has submitted the piece of work through Turnitin.

Administration will notify the student if an assessment has not been submitted through Turnitin. The student is responsible to submit the assessment and notify the lecturer of proof of submission.

Marks will not be deducted for failure to submit assessment through Turnitin on time. However students who fail to submit their work through Turnitin within 7 days of being informed by administration that they have not submitted will receive a 0% for the assessment.
Submission dates and extensions
Failure to submit work by the nominated “due time and date” will result in a penalty of 5% of the total available mark for each and every weekday 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 working 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.

If an extension greater than two weeks is required, a written request must be received by the Academic Committee 5 working 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 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.
- 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 Vice Principal.
- 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 Grievance Policy and Procedure.
Examinations

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

- In the event of illness, a student must contact the degree administration office prior to the commencement of the examination and is required to submit, within 24 hours of the completion of the examination, a medical certificate or documentation supporting such illness.

- 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, 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.

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 Vice Principal 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 Grievance Policy and Procedure.

**Changes to the Policy**

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