

Assessment Policy

1. Purpose and Scope

- 1.1 The Assessment Policy sets out the principles which underpin AIAT's approach to assessment, including design, quality assurance, conduct and review. This policy provides a framework for maintaining the quality, integrity and equity of assessments.
- 1.2 The policy applies to all Academic Staff designing and delivering courses or subjects and all students enrolled in any courses delivered by AIAT. This policy should be read in conjunction with the Assessment Procedure.

2. Definitions

Refer to *Glossary of Terms*.

3. Policy Statement

- 3.1 AIAT is committed to assessment methods which support the development of self-reflective graduates who are committed to advanced technology and leadership as a means to progressing industry and society. Assessment tasks are guided by and reflect current industry practices.
- 3.2 The Australian Quality Framework (AQF) standards are the basis on which assessment requirements are set and approved by AIAT governing bodies.
- 3.3 Students receive constructive assessment feedback within a nominated time after completion of the assessment. Assessment will encourage and reinforce learning.
- 3.4 Student requests to review assessment results to improve learning outcomes are supported. Appeals processes are accessible for promptly and fairly resolving assessment issues.

4. Policy Principles

- 4.1 Assessment is based on the following principles:
 - 4.1.1 assessment must encourage and reinforce learning;
 - 4.1.2 assessment must measure achievement of the stated learning objectives;
 - 4.1.3 assessment must enable robust and fair judgements about student performance;
 - 4.1.4 assessment practices must be fair and equitable to students and give them the opportunity to demonstrate what they have learned; and
 - 4.1.5 assessment must maintain academic standards
- 4.2 AIAT will provide learning and assessment arrangements to enable students to demonstrate their achievement of subject learning outcomes.

4.3 Assessment Design

- 4.3.1 Assessments are designed to assess learning outcomes to a standard appropriate for the Australian Qualifications Framework (AQF) level of the subject and/or course and any relevant professional standards. Assessments are designed with industry involvement to assure authenticity and relevance to the workplace trends.
- 4.3.2 Assessments are fair and equitable, providing reasonable opportunities for all students to demonstrate their learning, based on informative and transparent criteria, and measuring achievement against learning outcomes. Requirements are clearly communicated in the subject outline and any accompanying materials including rubrics.
- 4.3.3 Assessment prioritises the achievement of learning outcomes over the testing of content knowledge.
- 4.3.4 Assessments promote academic integrity and discourage plagiarism and dishonesty.

4.4 Assessment communication and feedback

- 4.4.1 The purpose, requirements and criteria of assessment are clearly articulated to students.
 - 4.4.2 Students are provided with opportunities for feedback on their assessed work in a timely manner to facilitate understanding and improvement. Feedback will be consistent with the learning outcomes.
 - 4.4.3 Student assessment tasks and outcomes are confidential to the student.
- 4.5 Assessment approaches are continuously reviewed with a view to improvement as per the Course and Subject Lifecycle: Review, Monitoring and Change Policy.

5. Roles and responsibilities

- 5.1 The Learning and Teaching Committee is responsible for monitoring and making recommendations for improvement related to assessment matters.
- 5.2 The Academic Management Progression Committee (AMPC) approves the release of grades to students upon finalization of moderation activities.
- 5.3 The Director, Learning and Teaching is responsible for the implementation and communication of modifications to this policy.
- 5.4 Course Directors:
 - 5.4.1 are responsible for coordinating internal moderation activities and maintaining records of moderation activities.
 - 5.4.2 compile a report for the AMPC for each set of assessment tasks for the study period, including distribution of results, adjustments to results, recommendations for change to assessment tasks, and feedback to markers.
 - 5.4.3 approve task extension requests.

5.4.4 review assessment decision requests.

5.5 Academic Staff are responsible for

5.5.1 designing assessment which enable students to demonstrate their achievement of the learning objectives;

5.5.2 marking assessments against marking rubrics;

5.5.3 providing feedback to students in a timely manner; and

5.5.4 responding to student concerns regarding marks/grades received for assessment tasks.

5.6 Students are responsible for:

5.6.1 ensuring they understand assessment tasks;

5.6.2 seeking advice from Academic Staff if they do not understand the assessment task;

5.6.3 submitting assessments on time;

5.6.4 requesting extensions as specified in the unit outline;

5.6.5 approaching Academic Staff with concerns about their marks/grades for assessment tasks, and;

5.6.6 requesting a re-mark or re-submission.

6. Policy Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Policy name	Assessment Policy
Policy Reference No.	POL – 21
Policy Approval	Board of Directors
Policy Authority	Academic Board
Responsible Officer	Learning and Teaching Committee
Governance Reference Threshold Standards	HESF 2021: 1.3.2b, 1.4, 3.1, 5.3
Related Documents	Assessment Procedure Course and Subject Lifecycle: Review, Monitoring and Change Policy Course and Subject Lifecycle: Review, Monitoring and Change Procedure Student Complaints and Appeals Policy Student Appeals Procedure
Related Legislation	Higher Education Standards Framework (Threshold Standards) 2021 (HESF) National Code of Practice for Providers of Education and Training to Overseas Students 2018
References	Adelaide University (2021) Assessment for Coursework Programs Policy Kaplan Business School Australia (2019) Assessment Policy

	RMIT (2020) Assessment Processes UniSA (2021) Assessment Policies and Procedures Manual
Date of approval	31 March 2022
Review date	December 2024
Policy Category	Academic

6. Document Version Control

Document No	POL - 21	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
	1.01	31/3/2022	Updated HESF and removed legislation
Created Date	March 2022		