Procedure Title

Development and Implementation of an Assessment Regime Diplomas Procedure

Parent Policy

Assessment Policy

Definitions

Assessment regime	The set of assignments, tests, examinations or other assessment tasks that comprise the assessment for a unit (both formative and summative) and the percentage contribution of these to the final result for the unit.
Equivalence (of assessment tasks)	Assessment tasks that are similar in complexity, nature, purpose and assess the same intended learning outcomes of the unit. Equivalence does not require assessment tasks to be identical.
Final examination	An invigilated examination held after the end of the teaching period. The results of the examination are partly used to determine the final result of the unit. A final examination may consist of one or more major assessment task.
Final result	The final mark and/ or grade awarded to a student on completion of assessment for a unit.
Hurdle requirements	Compulsory tasks within individual units that must be completed successfully in order to fulfil the assessment requirements of the unit.
Major assessment task	An assessment task that represents 20% or more of a student's final result in a unit. Minor, regular assessment activities (for example, weekly quizzes), may be categorised collectively as a major task.
Teaching period	A period of the academic year within which a unit is offered.
Group assessment	Assessment tasks in which students work cooperatively and some element of the marks/ feedback is awarded collectively.
Past paper	An assessment paper that has been used as a final assessment previously.
Chief Examiner	Monash University appointed staff member who has overriding responsibility for assessment in a particular Monash University unit, including oversight of the equivalent unit delivered at Monash College.
Moderator	Appointed Monash College or Monash University staff member who reviews assessments and ensures consistent marking standards and/or alignment with the intended learning outcomes for assessments and examinations across providers.

Preamble

1. In designing the assessment regime for a unit, the principles of good assessment practice outlined in the Assessment Policy will be taken into account, as well as its relationship to the broader Diploma assessment regime. The assessment regime is designed by:
    *   The relevant Unit Leader/ Subject Leader for all Diploma Part 1 units
    *   The relevant Unit Leader/ Subject Leader for all Part 1 and Part 2 Diploma of Business units
    *   The relevant Monash University faculty teaching the unit for all Part 2 Diploma of Art and Design, Diploma of Arts, Diploma of Engineering, Diploma of Engineering (IT), Diploma of Science units.

2. Implementing the unit assessment regime is a coordinated process under the direction of the following, who must ensure that all assessment tasks are aligned and mapped against unit outcomes and contribute to students achieving the learning outcomes.
    *   Team Leader/ Academic Manager (Part 1 units)
    *   Faculty Coordinator (Part 2 units, all Diplomas)
    *   Assessment Moderators (Part 2 Diploma of Business).

3. The unit assessment regime will be equivalent in all locations the unit is offered.

4. The assessment regime must take into account the requirement for effective and timely feedback to be given to students.

5. The student assessment load must enable all learning outcomes to be assessed appropriately. The assessment load for any unit must be appropriate and take account of the level of study.

Procedure

Ref	Steps	Responsibility
1.	**1.1 Integrity of Assessment** Each Diploma should have processes in place to ensure the integrity of assessment is maintained across different trimester teaching periods for each of their units and to minimise the likelihood of breaches of academic integrity (Refer to Section 4 Student Academic Integrity Diplomas Procedure).	Unit Leader/ Subject Leader/ Subject Coordinator
	1.2 Assessment Design A team-based approach, with oversight from the Assessment Moderator or Unit Leader/ Subject Leader for Part 1 units and the Chief Examiner for Part 2 units, should be employed for the design and development of assessment tasks.	Assessment Moderator/ Unit Leader/ Chief Examiner

Ref	Steps	Responsibility
	Where a major assessment or final examination (internal assessment or exam) has been developed by a teacher, the Assessment Moderator/ Unit Leader/ Subject Leader, in conjunction with the Chief Examiner (if applicable) will ensure alignment with the principles of good assessment practice outlined in the Assessment Policy.	Unit Leader/ Subject Leader/ Subject Coordinator
2.	**2.1 Assessment Recycling** A recycled assessment: 1. Must not contain questions from at least the three preceding trimesters, OR 2. Can contain up to 100% recycled questions, if the questions have been selected randomly and allocated different question numbers. Questions from previous assessments can be adapted and reused, provided that the formulation of the factual situation and/or the questions themselves have been significantly altered. Where possible, names of companies, people and places should be changed.	
	2.2 Deferred Exams At the discretion of the Unit Leader/ Subject Leader/ Subject Coordinator and where appropriate, deferred exams may be recycled, provided the questions are renumbered and re-ordered. The deferred exam may be a past exam from at least two trimesters prior except where circumstances do not allow for this e.g. unit did not exist previously, major curriculum changes or the student sat the exam previously. In this instance, in consultation with the Team Leader/ Academic Manager, another exam can be used or created.	Unit Leader/ Subject Leader/ Subject Coordinator
3.	**Assessment Weighting** The weighting of each internal assessment is determined by the relevant Unit Leader/ Subject Leader/ Subject Coordinator in consultation with the Chief Examiner. The weighting of the exam is determined by the Chief Examiner.	Unit Leader/ Subject Leader/ Subject Coordinator
4.	**Hurdle Requirements** A hurdle requirement is a compulsory task within individual units that must be completed successfully in order to fulfil the assessment requirements of the unit. If a unit has a hurdle requirement, this will be aligned with one or more of the unit learning outcomes.	Unit Leader/ Subject Leader/ Subject Coordinator/

Ref	Steps	Responsibility
	If a student fails to meet a hurdle requirement, the student's final result will be impacted. Students who do not meet the unit hurdle requirements and would have otherwise received a 49N or higher grade, will automatically receive a 48N.	Manager, Education Administration
5.	**Units Offered in Multiple Locations** A Unit Leader/ Subject Coordinator/ Subject Leader will be appointed for each unit or subject area. The internal assessments will be identical for all students enrolled in the same units offered in multiple locations. The final exam paper will be identical in all locations if it is scheduled at the same time. In exceptional circumstances approved by the Director, Diplomas, exams may be an equivalent level.	Team Leader/ Academic Manager Director, Diplomas
6.	**Assessment Scheduling** The scheduling of assessment tasks must take into consideration the following: • Assessments must be scheduled at an appropriate time in the trimester to assess student achievement against learning outcomes and to provide students with feedback that is constructive and supportive of further learning. • The scheduling of assessment tasks will take into consideration the overall assessment load of students in a normal course progression. • At least one assessment task for each unit is submitted and returned by the end of Week 6 to provide timely and constructive feedback to students. • The due dates for major assessment tasks in a unit must be at least two weeks apart. This does not apply to portfolio related assessment tasks that contribute to a broader project. • All assessments will be due no later than Friday Week 11. Exceptions may be made by the Diploma Deputy Director for assessment tasks that involve a practical component, such as computer simulations or laboratory work; those which students are required to present in person; or where the final assessment tasks are not exams.	Unit Leader/ Subject Leader/ Subject Coordinator

Ref	Steps	Responsibility
7.	**Assessment Submission** The Student Academic Integrity Diplomas Procedure outlines the process for students to submit assessments and coversheet requirements.	Students
8.	**8.1 Late Penalties** Assessments submitted after the due date will incur a penalty. Students with compassionate or compelling circumstances can apply for special consideration as per the Adjustments to Assessments Diplomas Procedure. Unless otherwise stated in the unit outline, a 5% penalty applies for each calendar day an assessment is submitted after the due date, including weekends. Assessment items will not be accepted after more than 14 calendar days unless a Special Consideration application has been approved. This 14 day time frame does not apply to assessments due in Week 12. For assessments due in Week 12, the unit outline will inform students of the shortened time frame in which assessments will be accepted.	Students Teachers
	8.2 Applying Penalties The late penalty will be applied to the total mark available for the assessment item e.g. For an assessment worth 100 marks, the student will be penalised 5 marks (5%) each day the assessment is submitted after the due date.	Teachers
	8.3 Submitting Online Assessments For assessments submitted via Turnitin or any other online submission facility, students are responsible for ensuring they complete and submit the online assessment with sufficient time before the deadline to resolve any technical or user difficulties. This includes allowing sufficient time for a Turnitin Originality report to be generated or if applicable, capturing proof there were technical problems. A second attempt to submit the assessment will not be automatically offered if the student has technical difficulties. These will be determined on a case by case basis on the judgement of the Unit Leader/ Subject Leader/ Subject Coordinator.	Students Unit Leader/ Subject Leader/ Subject Coordinator

Ref	Steps	Responsibility
9.	**Group Assessments** For units with group assessments, the following information is made available to students: ● The proportion of assessment marks allocated to the group assessment, ● How the group will be formed and managed; ● How the individual contribution of each student to the group assessment will be assessed, and who will determine the criteria to make this assessment (the group, teacher or both); ● Who will assess the contribution of the individual students (peers, teacher or both); ● The requirements for timely notification and resolution of disputes among group members; and ● The group's responsibility to ensure correct and timely submission of the assessment, including the process for gaining the groups agreement to submit the assessment.	Unit Leader/ Subject Leader/ Subject Coordinator
10.	**Communication to Students** A unit outline is available for each unit and will be provided to all students at the end of Week 0. The unit outline will include: ● Outline of the assessment requirements; ● Topic release dates (where relevant); ● Word limits (where applicable); ● Assessment weightings; ● Contribution of each assessment task to the final result; ● Submission and presentation requirements; ● Duration of tests and examinations (where applicable); ● Broad criteria by which performance will be assessed ● Details of how the individual and group performance will be assessed (for group assessments); ● Submission dates; ● Late penalties; ● The two week time frame that assessment feedback will be provided; ● A description of the types of feedback the students can expect in relation to their performance in the unit;	Unit Leader/ Subject Leader/ Subject Coordinator

Ref	Steps	Responsibility
	• Instances of assessment tasks where some aspects can be negotiated and the process for negotiation (for example, allowing students to nominate topics); • Requirements to pass the unit (including hurdle requirements); • Details of approved electronic devices for exams. Students are responsible for familiarising themselves with the unit outline. Failure to do so does not excuse any student from any unit requirements nor does it provide grounds for special consideration.	Students

Legislation and Standards	
Reference Policies and Supporting Documentation	Assessment Policy Special Consideration Diplomas Procedure Student Academic Integrity Diplomas Procedure Adjustments to Assessments Diplomas Procedure
Responsibility for Implementation	Director, Diplomas Deputy Director, Diplomas Associate Directors, Diplomas Team Leaders, Diplomas Academic Manager, Diplomas Unit Leaders/ Subject Leaders/ Subject Coordinator Assessment Moderators
Status	New
Key Stakeholders	Director, Diplomas Deputy Director, Diplomas Associate Directors, Diplomas Team Leaders, Diplomas Academic Manager, Diplomas Unit Leaders/ Subject Leaders/Subject Coordinator Assessment Moderators Teachers Students
Approval Body	Director, Diplomas Director, Governance
Date Effective	1/10/2018
Next Review Date	1/10/2021

Owner Job Title	Director, Diplomas Diplomas
Procedure Author	Manager, Quality and Process Improvement

Change History

Version number	Approval date	Approved by	Brief outline of changes
1.0	17/08/2018	Director, Diplomas Director, Governance	Procedure created.
1.1	04/06/2019	Governance	Hyperlinks removed; role titles updated.
2.0	31/10/2019	Director, Diplomas Director, Governance	Wording added to clarify submission time frame for assessments due in Week 12.