

PROCEDURE

Procedure Title

Grading and Marking Diplomas Procedure

Parent Policy

Assessment Policy

Definitions

Assessment Moderator

Appointed by Monash College for each subject area in the Diploma of Business. The Assessment Moderator reviews the assessments and ensures consistent marking standards and/ or alignment with the intended learning outcomes for assessments and examinations across providers.

Chair, BOE

The Chair of Board of Examiners (BOE) is the Executive Director Pathways or nominee.

WRS

Web Resulting System

Preamble

A marking guide and rubric will be provided for each assessment task and quality assurance mechanisms are in place to ensure students are marked fairly and reliably. This includes blind marking, double marking and verifying fail grades. This procedure applies to all Diploma units taught at all locations.

Procedure

Ref	Steps	Responsibility		
1.	<p>Grading and Marking</p> <p>A marking guide and/ or rubric must be provided for each assessment task. The rubric must describe, for each marking criterion, the level of performance required for the different grades, and must be consistent with the Monash University Grade Descriptors:</p> <hr/> <table> <tr> <td style="vertical-align: top;"> <p>High Distinction (HD) 80-100</p> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> Exceptionally clear understanding of subject matter and appreciation of issues; clearly and logically organised with excellent presentation. </td> </tr> </table> <hr/>	<p>High Distinction (HD) 80-100</p>	<ul style="list-style-type: none"> Exceptionally clear understanding of subject matter and appreciation of issues; clearly and logically organised with excellent presentation. 	<p>Unit Leader/ Subject Leader/ Subject Coordinator</p>
<p>High Distinction (HD) 80-100</p>	<ul style="list-style-type: none"> Exceptionally clear understanding of subject matter and appreciation of issues; clearly and logically organised with excellent presentation. 			

Ref	Steps	Responsibility
	<ul style="list-style-type: none"> • Addresses all of the assessment criteria to a very high standard; • Evidence of insight and originality where appropriate. 	
	<p>Distinction (D) 70-79</p> <ul style="list-style-type: none"> • Strong grasp of subject matter and appreciation of key issues; • Addresses all the assessment criteria, with several to a high standard; • Clearly and logically organised with good presentation; • Evidence of solid work. 	
	<p>Credit (C) 60-69</p> <ul style="list-style-type: none"> • Competent understanding of subject matter and appreciation of most of the main issues; • Addresses most of the assessment criteria reasonably well; • Competent organisation and presentation. 	
	<p>Pass (P) 50-59</p> <ul style="list-style-type: none"> • Satisfactory; • Demonstrates appreciation of subject matter and issues; • Addresses most of the assessment criteria adequately but may lack in depth and breadth; • Often work of this grade demonstrates only basic comprehension or competency; • Work of this grade may be poorly structured and presented. 	
	<p>Fail (N) 0-49</p> <ul style="list-style-type: none"> • Unsatisfactory; • Evidence of lack of understanding of subject, • Minimal or inadequate comprehension and does not address the assessment criteria; • Work is often inadequate in depth and breadth and sometimes incomplete or irrelevant; 	

Ref	Steps	Responsibility
	<ul style="list-style-type: none"> • Lack of care and thought in organising, presenting and structuring work. <hr/> <p>Quality assurance mechanisms must be put in place and be clearly communicated to staff and students to ensure that all assessment items are marked fairly and reliably. This may include:</p> <ul style="list-style-type: none"> • Providing clear instructions to all markers regarding the allocation of student marks and grades • Conducting pre-marking calibration activities • Ensuring that the final result for each student is accurately calculated and the appropriate mechanisms are in place for verifying and recording of marks in WRS <p>Ensuring that all assessment items are marked within the specified timeframe.</p>	<p>Unit Leader/ Subject Leader/ Assessment Moderator/ Subject Coordinator</p>
2.	<p>2.1 Blind Marking</p> <p>Blind marking is recommended, where possible, for multiple choice exams, class tests and assessments.</p> <p>Blind marking is not required if the final exam is an oral exam, practical demonstration, or laboratory-based exam. In these circumstances, other measures (such as double marking or panel marking) must be taken to minimise the risk of unintentional bias.</p> <p>2.2 Exam Marking</p> <p>The final exam (written or digital), must be marked blind, as outlined below:</p> <ol style="list-style-type: none"> 1. Students will be advised to only record their student ID, desk number and unit code on the exam paper. 2. Each final exam will have an attendance list which includes: <ul style="list-style-type: none"> • Student ID • Student name • Desk number • Present/ absent indicator 3. At the end of the exam, the attendance list is placed inside a sealed bag with the completed exam responses and returned to Diplomas. 	<p>Teachers</p> <p>Teachers</p> <p>Student Administration</p> <p>Student Administration</p>

Ref	Steps	Responsibility
	<p>4. Prior to marking, the attendance list must be removed from the exam responses and stored separately whilst the papers are being marked.</p> <p>5. Markers must not refer to the attendance list or any other method of identifying a student's name during the marking process.</p>	<p>Teachers</p> <p>Teachers</p>
3.	<p>3.1 Verifying Fail Grades</p> <p>Each Diploma must have specified processes for verifying all fail grades of a unit. Regular audits will be conducted on the verification of fail grades process to ensure marking practices are robust, consistent and fair.</p> <p>3.2 Second Marking Exams with a Mark of 30-49%</p> <p>All exam papers with a mark in the range of 30-49% will be second marked. If both teachers' marks differ, the higher mark will be accepted, unless there is a clear reason for it not to be accepted or where the difference is 5 or more marks.</p> <p>If the first and second markers cannot agree on the final mark, the Unit Leader/ Subject Leader or Team Leader must be consulted.</p> <p>3.3 Verifying Borderline Marks</p> <p>At each pre-BOE meeting, the results of students with borderline marks for the unit (e.g. 49, 59, 69 etc.) are reviewed and internal assessments marks are taken into consideration. Students with exceptional performance in internal assessments may have their overall unit mark increased by one mark.</p> <p>A report of these students is provided at each BOE meeting.</p>	<p>Assessment Moderators/ Unit Leaders/ Subject Leaders/ Subject Coordinator</p> <p>Teachers</p> <p>Team Leaders/ Academic Manager/ Deputy Director/ Manager, Education Administration</p>
4.	<p>Verifying Student Results</p> <p>The Diplomas BOE ratifies student's results before they are released to students. Refer to Moderation Diplomas Procedure.</p>	BOE
5.	<p>Amending Results</p> <p>In the unlikely event that amendments to student results are required after the BOE meeting, the amendments must be</p>	Chair, Diplomas BOE

Ref	Steps	Responsibility
	<p>approved by the Chair, Diplomas BOE using the Student Result Verification Notice form.</p> <p>The forms are retained for 12 months for audit purposes.</p> <p>An amended result can be recorded in the student management system up to 15 weeks after the teaching period end date.</p> <p>An audit of all amended results will be performed at least twice a year. The Student Result Verification Notice form will be checked against amended records extracted from the student management system.</p> <p>The Executive Director, Pathways (or nominee) may conduct additional regular audits.</p>	<p>Manager, Education Administration</p> <p>Education Process Improvement Analyst</p> <p>Executive Director, Pathways</p>
6.	<p>Grading and Marking</p> <p>The process of moderation occurs for all units at the end of each trimester. There are two aspects to moderation:</p> <ol style="list-style-type: none"> 1. The moderation process itself; a review and confirmation of the grading process that has already occurred, and 2. The completion of a Moderator's report. <p>Refer to Moderation Diplomas Procedure.</p>	Moderators
7.	<p>Re-marking assessments with errors</p> <p>With the exception of the verifying fail grade process (Section 3), there is no automatic right for students to have an assessment re-marked.</p> <p>If a student believes that an error has been made in the marking of their assessment, the student should contact their teacher in the first instance. If the student is still dissatisfied, they can make a written request to the Team Leader/ Academic Manager which outlines:</p> <ul style="list-style-type: none"> • What the error is • What steps they have taken to discuss their concerns with the teacher in the first instance. <p>In all circumstances, where a student's work is remarked because of an error, the last mark must stand.</p> <p>Students can apply to view their exam papers as per the process outlines in the Examination Diplomas Procedure.</p>	Students

Legislation and Standards	
Reference Policies and Supporting Documentation	Moderation Diplomas Procedure Examination Diplomas Procedure Assessment Policy
Responsibility for Implementation	Director, Diplomas Deputy Director, Diplomas Team Leaders/ Academic Manager Manager, Education Administration Assessment Moderators Moderators
Status	New
Key Stakeholders	Director, Diplomas Deputy Director, Diplomas Team Leaders/ Academic Manager Manager, Education Administration Assessment Moderators Moderators Student Administration 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.