Course Unit Assessment Policy and Procedures

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1. Introduction
Assessment is an integral part of the educational process and it is a belief of the School that the student must always be cognisant of their own performance in terms of personal growth and the School’s values and objectives. Self-awareness is considered to be an important part of a student’s personal and professional development. It is believed that formative and summative assessment strategies are equally important.

The main purposes of assessment are to encourage student learning, to measure student achievements, and to monitor the effectiveness of the learning environment.

2. Purpose
This policy sets out the principles which underpin the Adelaide Central School of Art’s approach to assessment, and the mandatory procedures which ensure that the principles are implemented. Specific assessment requirements are contained in course unit outlines.

3. Scope
This Policy applies in respect of all award programs offered by the Adelaide Central School of Art. All staff of the School must comply with this policy whenever they are engaged in an aspect of the assessment process.

4. Definitions
4.1 Student: The term ‘student’ includes enrolled students.

4.2 Formative assessment: Formative assessment is an informal continuous assessment, providing feedback to students as they work on either set projects or self-initiated projects. The purpose is to provide ongoing feedback guiding the student towards achieving the required course unit learning objectives. Through formative assessment, students are continually informed of how they are progressing in their course.

4.3 Summative assessment: Summative assessment is a quantitative result provided at the end of each semester unit. Each student’s body of work over the course unit is assessed and given a graded result upon completion of the semester course unit. The result given for a summative assessment task will therefore contribute to the student’s overall final grade for a unit.

5. Policy
Assessment Requirements
Completion of Assessment Work: Students normally must complete all project requirements for the semester course unit in which they are enrolled.

Attendance Requirements: Students are expected to attend all of the prescribed sessions in a semester course unit. Attendance to at least 80% of the prescribed sessions is required for the student to pass in a semester unit.

If unforeseen circumstances prevent a minimum of 80% attendance, notification must be submitted to the Administration office.

Students at risk of failing to fulfil the 80% attendance requirements are issued with a formal warning.
Students who have failed to meet the minimum attendance requirements for a course unit are required to attend an Academic Counselling session to determine if and how they can continue in the unit.

6. Responsibilities

6.1 The Chief Executive Officer (CEO) of the School is responsible for ensuring that academic and administration staff comply with the School’s Course Unit Assessment Policy and Procedures.

6.2 Lecturers are responsible for assessing and grading student work at the end of each course unit.

6.3 Heads of Departments are responsible for moderating course unit assessment grades.

6.4 The Academic Administrator is responsible for managing the recording of assessment grades in student records and distributing grades to students.

Procedures

7. Marking arrangements

7.1 Students’ projects and assignments contributing to each course unit are marked and graded by the lecturer who has delivered the course unit. Exceptions include:

- Studio Practice 3:1 and Honours Studio Practice 1:1, which are marked and graded by an internal assessment panel.
- BVA Level 3 Final Grade and Honours Final Grade, which are marked and graded by an external assessment panel.

7.2 Grades are awarded in accordance with the Schedule of Final Grades and Symbols.

8. Moderation of Grades

8.1 Course Units

Moderation is a process of grade validation, independent of the lecturer delivering the course unit. For studio based units, summative grades are moderated by the Head of Department during assessment week. For theory based units, moderation is completed by the Head of Department on a selection of summative grades from each grade division. If the Head of Department is not able to moderate a unit, he or she may appoint another lecturer to undertake moderation.

The School cannot guarantee that moderation will be completed for work submitted after assessment week (e.g. when an extension has been approved), except in cases where a Fail or High Distinction has been awarded.

9. Recording Assessments

9.1 Project marks will be recorded by the lecturer on the Class Assessment Sheet

9.2 A final percentage mark and grade for each student in the class will be recorded on the Class Assessment Sheet at the end of the semester in accordance with the Schedule of Final Grades and Symbols;

9.3 Final grades for the semester unit will not be deemed official until after the moderation of assessments;

9.4 Final grades only are recorded on official academic transcripts;

9.5 Records of students’ academic performance will be kept by administration. Students will be provided access to these records on request

9.6 Final semester marks are available within 4 weeks of the end of semester. For work handed up late (e.g. 2 week extensions), final semester marks will be available within 6 weeks after the end of semester. Students can access their marks through the School’s website.

9.7 To ensure student confidentiality and compliance with privacy legislation, the School will not discuss students’ results with any other party, release results over the phone or to another party (without written consent from the student).
10. Result Withheld (Extension)

10.1 Introduction
In the case where a student has been unable to complete the required work for assessment by the assessment deadline, a two week extension of time may be sought. In this case a Result Withheld (RW) will be noted on the Class Assessment Sheet. An extension will not exceed two weeks unless there are exceptional medical or compassionate circumstances. Application for an extension should be made on the prescribed form which is available from Administration and on the School’s website.

10.2 Procedures for Result Withheld (extension)
- the student completes an Application For Extension form, recording the assignment details, the original due date for the assignment and the 2 week extension due date;
- the student lodges the Application For Extension form with the Academic Administrator along with supporting evidence for the extension (e.g. letter from doctor);
- the Academic Administrator determines if an extension is to be granted based on the evidence provided;
- if the extension is approved, the Academic Administrator signs the form to confirm the extension due date; if the evidence is not sufficient to grant an extension, the student is notified immediately;
- the Academic Administrator notifies the lecturer that the student has been approved for an extension and the lecturer signs the form;
- the RW (Result Withheld) notation and extension due date is recorded on the Class Assessment Sheet; and
- the lecturer must advise the Academic Administrator of the final assessment mark as soon as it has been determined.

10.3 Conditions for Result Withheld (extension)
- a student given a Result Withheld notation can re-enrol for the subsequent semester, pending the outcome of the final assessment;
- only one Result Withheld (extension) can be granted for each subject in any one semester, unless there exist exceptional medical or compassionate circumstances;
- if work is not completed by the extended deadline but handed in after the extension due date, the work will be graded according to the policy outlined in 12: Penalties for Late Submission of Assessment Work; and
- work will not be accepted after 2 weeks past the extension due date and a Fail will be registered unless there are exceptional circumstances, in which case a supplementary assessment may be offered.

11. Result Pending – Assessment to be finalised
Result Pending (RP) can be applied to the following units: Studio Practice 3.1, Art History & Theory 3.1, Honours Studio Practice 1.1, and Honours Research Methods 1.1.

Students may receive a Result Pending for the above units if they have received a grade between the range of 46-49%. A Result Pending will be awarded when the assessment panel has decided to withhold the grade. In these cases, additional assessment in the form of tasks set by the Course Coordinator and Supervisor must be completed. If the student fails to complete the additional assessment tasks, a Fail grade will be awarded. The final grade will be changed to a Pass (P) or Fail (F) by the census date of the next semester.

Students who receive a Result Pending will be contacted by the Academic Administrator for an explanation of the witholding of the grade and to arrange a meeting with the relevant lecturers.

12. Penalties for Late Submission of Assessment Work
All assessment tasks are scored out of 100 marks. In the event that an assessment task is submitted after the due date without an extension, 3 marks out of 100 will be deducted for every working day that the assessment task is late.
A maximum of 30 marks can be deducted. Work will not be accepted more than two weeks past the due date without an extension and a Fail will be registered, unless there are exceptional circumstances.

In cases where an extension has been granted, the same penalties apply to work submitted after the extension due date.

13. Reassessment
For information on reassessment please refer to the School’s Reassessment Policy and Procedure, which includes information on re-marking and resubmissions.

14. Supplementary Assessment
For information on supplementary assessment please refer to the School’s Supplementary Assessment Policy and Procedure.

15. Schedule of Final Grades and Symbols
A final grade is the grade awarded for a semester unit of work. Grades are awarded on the following guidelines:

85% - 100% High Distinction (HD)
All assessment tasks completed at an outstanding level with exceptional performance in achieving the learning outcomes.

75% - 84% Distinction (DN)
All assessment tasks completed at a high level with demonstrated excellence in achieving the learning outcomes.

65% - 74% Credit (CR)
All assessment tasks completed at a satisfactory level, with some assessment tasks completed at a high level. The learning outcomes have been satisfactorily met, with some examples of excellence.

50% - 64% Pass (P)
All assessment tasks and learning outcomes completed at a satisfactory level.

OR
All assessment tasks completed and learning outcomes met. Some assessment tasks completed at an unsatisfactory level, but a pass level is awarded due to the completion of some tasks at a high level.

0% - 49% Fail (F)
Failure to submit or complete one or more assessment tasks.

OR
Assessment tasks completed at an unsatisfactory level and failure to demonstrate the learning outcomes.

Bachelor of Visual Art (Honours) Classes

80% - 100% First Class (FC)
Assessment tasks completed at an exceptionally high degree.

75% - 79% Second Class, Division 1 (SCD1)
Assessment tasks completed to a satisfactory level, with some to an exceptional or most to a high level.

65% - 74% Second Class, Division 2 (SCD2)
Assessment tasks completed to a satisfactory level, with some to a high level.

50% - 64% Third Class (TC)
Assessment tasks completed to a satisfactory level.

0% - 49% Fail (F)
Assessment tasks completed at an unsatisfactory level.
16. Academic grievance process
Where a student is dissatisfied with decisions relating to their academic progress, results of assessment or believes that proper procedures in any matter related to curriculum or awards in a course of study have not been properly or fairly followed, they can invoke the School's academic grievance procedures. Please refer to the Student Grievance Policy and Procedures.

17. Repeating a semester unit
If a student receives a final grade of Fail in a course unit, they will be required to repeat the entire unit at a later date in order to progress in the course. A student can undertake the same course unit a maximum of three times. If a student fails the same course unit three times, they will not be eligible to undertake that unit a fourth time.

Related Documents
- Student Handbook
- Student Grievance Policy and Procedures
- Reassessment Policy and Procedures
- Supplementary Assessment Policy and Procedures
- Schedule of Grades