

IEFT STUDENT ASSESSMENT PROCEDURE

PURPOSE

This document articulates the processes for the implementation of the IEFT Student Assessment Policy, so that assessments are conducted in accordance with the requirements specified in the Course Outlines, and enable a judgement about each student's capacity to apply the knowledge and skills specified in the learning outcomes of a particular unit of study.

SCOPE

This policy applies to all assessments conducted as part of IEFT's accredited higher education courses.

DEFINITIONS

Assessment Moderation is the process used to safeguard the quality of assessment and its outcomes. The process ensures that decisions regarding student performance are consistent.

Consensus Moderation is the processes used by IEFT academic staff 'to reach a general agreement about what quality assessment and its outcomes 'look like'. It ensures that the judgments of students' performance are consistent and have the same meaning'¹.

Course Co-ordinator means the academic staff member, designated by the Dean (Emotionally Focused Therapy) to be responsible for:

- the management, conduct, teaching and assessment of a n IEFT course;
- teaching and assessment of a unit of study where more than one member of the academic staff is engaged in the teaching of that unit.

Administrative Withdrawal means an enrolled student who has not attended any classes or communicated with IEFT regarding lack of attendance by the conclusion of week six of the semester (or equivalent), is administratively withdrawn from the course by IEFT.

RESPONSIBILITIES

The Academic Board is delegated responsibility by the Board of Directors for the academic governance and leadership of IEFT, and is responsible for monitoring the implementation of this policy.

The Teaching and Learning Committee is responsible for:

- overseeing the process by which students are assessed and ensuring:
 - 'the appropriateness, fitness of purpose and effectiveness of all methods of assessment'²;
 - that the methods of assessment are a valid evaluation of the students' application of knowledge and skills for courses at that particular AQF Level.
- confirming student results in each semester.

The Assessment Committee is responsible for:

- confirming there is no error in the aggregation of each individual student's performance in individual assessment tasks during the semester;
- recommending the final overall assessment of each student's performance in each unit in the course, to the Dean (Emotionally Focused Therapy).

¹ <http://app.griffith.edu.au/assessment-matters/docs/consensus-moderation>

² TEQSA Guidance Note: Course Design (including Learning Outcomes and Assessment).
<http://teqsa.gov.au/sites/default/files/GuidanceNoteCourseDesignLearningOutcomesandAssessment1.0.pdf>

The **Dean (Emotionally Focused Therapy)** is responsible for:

- conveying to students clear advice about the aims and objectives of the course, units of study and the assessment requirements;
- convening the **Assessment Committee** to recommend the final grade for each student in each unit of study in a course;
- presenting the final overall assessment of each student's performance in each unit in the course, as determined by the Assessment Committee, to the Teaching and Learning Committee.

The **Course Co-ordinator** is responsible for ensuring that:

- the process of assessing the standard of achievement in units of study is appropriate, consistent and effective;
- each assessment task given to students matches the assessment requirements and performance criteria listed in the unit outline;
- all relevant resources required for the conduct of assessments detailed in the unit outline are available to academic teaching staff.

Academic Teaching Staff Members are responsible for:

- ensuring that students are fully informed, by the end of the first week of the semester (or equivalent), about unit objectives and expectations, including the assessment requirements;
- planning the timing of assessment tasks to achieve a balance of formative and summative assessments, and to avoid the imposition of a heavy imbalance of assessment load toward the second half of the semester;

PROCEDURE

1. Submission of Assessment Items

- Students are required to submit assessment items at the time and date specified in the unit outline.
- Assessment items submitted after the due date may be subject to a penalty as outlined in the unit outline, unless an extension has been approved, with consideration of equity and individual circumstances.

2. Assessment Feedback

- Students will be given constructive and appropriate feedback on all assessment tasks within 10 working days of the submission date. Assessed work (except for examination scripts) will be returned to the student.
- Students have the right to seek clarification of the assessment result and to appeal.

3. Special Consideration

- Students whose ability to submit or attend an assessment item is affected by sickness or other circumstances beyond their control, will be eligible for special consideration.
- No consideration is given when the condition or event is unrelated to the student's performance in the assessment task.
- Students seeking special consideration will submit a completed application for Special Consideration to the relevant Course Co-ordinator as soon as is practicable after the due date of the assessment task or exam.
- The student will be advised in writing of the final decision regarding the application for special consideration within 10 working days.

4. Additional Assessment

- Where a student marginally fails a unit of study (i.e. has achieved a score of 46-49%) the student will be offered the option of completing additional assessable work which, if completed to the required standard, will result in the student passing the unit.
- The grade awarded after the additional assessment is finalised is limited to P/NGP or F/NGF.
- If the student does not take up the opportunity to complete additional assessment work, the grade will resolve to an F/NGF.
- If the additional assessment task relates to the final examination for a unit of study, the temporary grade awarded will be 'Supplementary Exam' (SX), otherwise it will be entered as 'Grade Pending (GP).
- All SX and GP grades shall be finalised before the end of the following semester.

5. Grades

- During each unit of study, students will be provided with an evaluation of their individual performance with reference to the criteria for each assessment task.
- Student performance in individual units of study shall be graded in accordance with the following guidelines:

Grade	Definition
High Distinction (outstanding performance) Code: HD Mark range: 85% and above	Complete and comprehensive understanding of the unit content; development of relevant skills to an outstanding level; demonstration of an extremely high level of interpretive and analytical ability and intellectual initiative; and excellent achievement of all major and minor objectives of the unit.
Distinction (very high level of performance) Code: D Mark range: 75-84%	Very high level of understanding of the unit content; development of relevant skills to a very high level; demonstration of a very high level of interpretive and analytical ability and intellectual initiative; and comprehensive achievement of all major and minor objectives of the unit.
Credit (high level of performance) Code: C Mark range: 65-74%	High level of understanding of the unit content; development of relevant skills to a high level; demonstration of a high level of interpretive and analytical ability and achievement of all major objectives of the unit; some minor objectives not fully achieved.
Pass (competent level of performance) Code: P Mark range: 50-64%	Adequate understanding of most of the basic unit content; development of relevant skills to a satisfactory level; adequate interpretive and analytical ability and achievement of all major objectives of the unit; some minor objectives not achieved.
Non-graded Pass Code: NGP	Successful completion of a unit assessed on a pass/fail basis, indicating satisfactory understanding of unit content; satisfactory development of relevant skills; satisfactory interpretive and analytical ability and achievement in all major objectives of the unit.

Grade	Definition
Fail (unsatisfactory performance) Code: F Mark range: below 50%	Inadequate understanding of the basic unit content; failure to develop relevant skills; insufficient evidence of interpretive and analytical ability; and failure to achieve some or all major and minor objectives of the unit.
Non-graded Fail Code: NGF	As above.
Fail - No Assessment Submitted Code: FNS	Did not present any work for assessment, to be counted as failure.
Grade Pending Code GP	A final grade is yet to be awarded for the unit. This is a temporary grade only and must be finalised before the end of the following term.
Supplementary Exam Code SX	A final grade is yet to be awarded for the unit as a supplementary exam has been approved. This is a temporary grade only and must be finalised before the end of the following term.
Withdraw With Failure Code: WF	Cancelled enrolment in the unit after the final date for withdrawal without failure.
Withdraw Without Failure Code: AW	Cancelled enrolment in the unit before the final date for withdrawal without failure. This grade may also be awarded to students who withdraw from a unit after the withdrawal date under special or compassionate circumstances. In these cases the grade is awarded at the discretion of the Teaching and Learning Committee. A unit with the grade of AW does not appear on a student's academic transcript.
Administrative Withdrawal Code: ADW	An enrolled student who has not attended any classes or communicated with IEFT regarding his/ her absence by the conclusion of week 6 of the Semester will be administratively withdrawn from the course by IEFT.
Advanced Standing Code: AS	Credit has been granted for the unit of study following an application for Advanced Standing.

6. **Rounding of Grades**

- Individual assessment results shall be rounded to one decimal place.
- Aggregate marks for a unit of study shall be rounded to a whole number.

7. **Moderation**

Moderation of student assessments is conducted in accordance with IEFT's Moderation of Assessment Policy.

8. **Confirmation of Grades**

- An Assessment Committee will be established at the conclusion of each examination period.
- The Committee will be chaired by the Dean (Emotionally Focused Therapy).

- Its membership will comprise an external member of the Teaching and Learning Committee, and the Course Co-ordinator.

The recommendations of the Assessment Committee shall be formally recorded and signed by the Dean (Emotionally Focused Therapy), for presentation to the Teaching and Learning Committee.

9. Review of Grades

- Students may request a review of a grade.
- Students should approach the Academic Staff member to discuss their concerns about their grade in the first instance.
- A formal request for a review must be made in writing and lodged with the relevant Course Coordinator within five working days of formal notification of the grade.

10. Grounds for Review of Grades

A student may request a review of a grade on the grounds that:

- the student believes an error has occurred in the calculation of the mark;
- the student contends that the grade is inconsistent with the published assessment requirements or assessment criteria.

The following reasons are **not** appropriate grounds for requesting a review of a grade:

- close proximity of the result to another level of grade;
- a comparison with the performance of another student or students;
- the student's belief that the result is not commensurate with their effort;
- financial difficulties experienced by the student;
- the grade will affect the employment prospects of the student.

Students should note that each review against a grade is determined on its own merits without reference to other applications.

The Course Co-ordinator will respond to the request for a review of a grade in writing within 10 working days and may confirm or vary the original decision. All decisions relating to review of grades are sent to the Dean (Emotionally Focused Therapy) who compiles an annual report for review by the Teaching and Learning Committee.

11. Record of Results

All grades, including grades for repeated units of study, with the exception of AW, will appear on the student's Record of Results. AW grades will not appear on the student's Record of Results. The student's Record of Results will include the approved grade for each unit of study.

12. Appeals

A student may appeal against a decision made under this policy. Appeals must be made as outlined in the *Grievance Complaints and Appeals Policy and Procedure*.

RELATED

Assessment Policy

Moderation of Assessment Policy

Moderation of Assessment Procedure

IEFT Quality Assurance Framework

Course Design Development and Approval Policy

Course Design Development and Approval Procedure

Course Evaluation and Review Policy

Course Evaluation and Review Procedure

Quality Assurance Procedure
 Benchmarking Policy
 Benchmarking Procedure
 Students at Risk Policy
 Students at Risk Procedure
 Student Progression Exclusion and Graduation Policy
 Student Progression Exclusion and Graduation Procedure

Version Control

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