



ASSESSMENT POLICY

Purpose

This policy sets out the principles underlying how student assessment occurs at the Australian Institute of Business (AIB), in line with the Assurance of Learning Policy.

The performance of each student is individually assessed against the learning outcomes of the unit, independently of the assessment of other students in the unit.

Student performance is recorded in the form of marks and grades in relation to a set of agreed standards known as grade descriptors. These standards are applicable across all disciplines and professional fields.

Scope

This policy applies to all assessments for undergraduate and postgraduate subjects undertaken by coursework.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

Details

1. Assessments

- 1.1 Assessment items include (but are not limited to) projects, reports, presentations, small written items, forum posts, examinations, assignments, and collaborative work.
- 1.2 Details about each assessment item and the weighting for each assessment item in any given subject, including the due dates, word limits and marking criteria are set out in the subject outline provided for the subject.
- 1.3 Students should note that they need to comply with the word limit requirements for written assessment items. It is important that students always state the word count for the assignments and projects. No penalty is applied to assessment items below the word count range; however, students should note that such submissions are unlikely to demonstrate pass grade performance. A penalty of 25% off the maximum mark available for the assessment item will be applied to assessment items above the word count range.

- 1.4 Students must comply with the writing conventions set out in the AIB Style Guide.
- 1.5 Students must submit the assessment items for each subject on the due date stipulated.
- 1.6 If students require an extension for submission of an assessment item, a written request together with the reason for the request must be forwarded to AIB prior to the submission due date. The extension may be granted at the sole discretion of AIB.
- 1.7 If no extension has been granted and the assessment item is received by AIB after the due date (from either the student or the Teaching Centre):
 - (a) a penalty of 10% of the maximum mark available for the assessment item will be applied for each day overdue
 - (b) no assessment item will be accepted after 7 days of the due date unless an extension has been formally granted
 - (c) students with exceptional circumstances will be considered on a case-by-case basis.
- 1.8 If students have failed an assessment, they should refer to section 7 below, to identify what action they can take.
- 1.9 If students have plagiarised in an assessment or otherwise breached the Academic Integrity policy, penalties will apply. Re-mark requests for assessment items that have been found to be in breach of the Academic Integrity policy will not be accepted. Refer to the policy on Academic Integrity for more details.
- 1.10 Students are not permitted to submit assessment items if they are not correctly enrolled in the subject. If any assessments are received from students who are not correctly enrolled, AIB will not mark these assessments and will discard them.
- 1.11 Students should refer to the Examination Procedure for further details about examinations.

2. Accommodation of Special Needs in Assessments

- 2.1 A student with a disability, impairment or medical condition who seeks reasonable adjustments in their study or assessment methods on the basis of that disability may make a request:
 - (a) in the case of a pre-existing condition, in the 'special needs' section of the application form; or
 - (b) in the case of a condition occurring during the course of study, in writing to the Student Central department (during the course of study).
- 2.2 If approved by the Academic Director, any such reasonable adjustments will be confirmed in writing.

3. Moderation of Assessment

- 3.1 For subjects with more than one facilitator or marker, the subject coordinator is responsible for Moderation of Assessment. In order to enhance marking consistency, marking guides and/or rubrics are available for all major assessments and must be applied by all markers. In addition, sample marking and comparison of assessment results across classes takes place before finalising results.

4. Marking Scale

- 4.1 The following marking scale will apply for each subject:

0 - 49	Fail
50 - 54	P2
55 - 64	P1
65 - 74	Credit
75 - 84	Distinction
85 - 100	High Distinction

- 4.2 '**E**' means 'Exemption granted' and appears in the Academic Transcript if a student has been granted one or more subject exemptions (via Credit Transfer or Recognition of Prior Learning) or AIB has acknowledged an articulation arrangement.
- 4.3 '**IC**' means 'Incomplete' in that the student is yet to complete all of the requirements of the subject. This is not considered to be a final grade or final notation and hence does not appear in the Academic Transcript.
- 4.4 '**WNF**' means 'Withdraw Not Fail' and appears in the Academic Transcript if a student has correctly withdrawn from a subject on or before the census date. This is not equivalent to a fail.
- 4.5 '**WF**' means 'Withdraw Fail' and appears in the Academic Transcript if a student has withdrawn from a subject after the census date. This is equivalent to a fail.
- 4.6 '**MC**' means 'Medical/Compassionate' and appears in the Academic Transcript if a student has requested and been granted a deferral for a subject on medical/compassionate grounds. This is not equivalent to a fail. If Special Circumstances has been granted for a subject, no grade will appear in the Academic Transcript in relation to that subject.
- 4.7 '**DNS**' means 'Did Not Sit or Submit'.

Prior to May 2018: DNS appears in the Academic Transcript if a student has enrolled in a subject but did not sit or submit the final assessment item (including examination, assignment or project) AND the student was not awarded a withdrawal or medical/compassionate or Special Circumstances. This is equivalent to a fail.

From May 2018: DNS appears in the Academic Transcript if a student has enrolled in a subject but did not submit or sit any of the assessment items AND was not awarded a WF, WNF or MC. This is equivalent to a fail.

- 4.8 **'NGP'** means 'Non-Graded Pass' and appears in the Academic Transcript when AIB in its discretion decides to award a non-graded pass.
- 4.9 All fail marks/grades will appear on the Academic Transcript. The Academic Transcript will also include a Grade Point Average (refer to policy on Calculation of Grade Point Average).

5. Explanation of Grading System

5.1 The characteristics of the various assessment grades are described in the table below.

The table provides a guideline which, in general terms, identifies the standard of work expected for each grade; however the specific assessment criteria for the assessment, as defined in specific rubrics for each subject, will always take precedence. In order to meet the criteria for a higher grade, work should meet the descriptor of that grade in all categories. It should be noted that the expected level of performance is different depending on the AQF level of the subject.

	HD	D	C	P1 and P2	F
	High Distinction	Distinction	Credit	Pass	Fail
General description	Very high standard of work demonstrating creativity and originality.	High standard of work demonstrating originality and insight.	Reasonably high level of work with some originality and insight.	Satisfies minimum requirements.	Fails to satisfy minimum requirements.
Knowledge of principles and concepts	Insight and awareness of deeper aspects of topic; understanding well beyond required knowledge base.	Awareness of deeper aspects of topic.	Sound knowledge of principles and concepts.	Adequate knowledge of principles and concepts.	Scant knowledge of principles and concepts.
Application of knowledge	Excellent examples and application; clearly explained and justified.	Significant examples and application; explained and justified.	Appropriate examples and application.	Some examples and application; some attempt at explanation and justification.	Very little evidence of examples or application; inadequately explained and poorly justified.
Analysis and evaluation	Highly developed analytical and evaluation skills. Demonstrating critical reflection. Clearly articulated argument	Well-developed analytical and evaluation skills. Demonstrating some critical reflection.	Appropriate use of fundamental analysis and evaluation skills.	Some evidence of analytical and evaluation skills.	Very little evidence of analytical and evaluation skills.

	throughout.				
Use of readings and materials	Evidence of broad independent reading beyond core learning materials.	Evidence of reading beyond core learning materials.	Good understanding of core learning materials and some evidence of further reading.	Evidence of having read core learning materials.	Very little evidence of having read core learning materials.
Communication, presentation, referencing	Highly developed communication, presentation and referencing skills.	Well-developed communication, presentation and referencing skills.	Good communication, presentation and referencing skills. Accurate and consistent acknowledgement of sources.	Adequate communication, presentation and referencing skills.	Rudimentary communication and presentation skills. Inaccurate and/or inconsistent acknowledgement of sources.

6. Finalising and Recording of Assessment Grades

- 6.1 The final marks/grades are an aggregate of the marks/grades for the various assessment items.
- 6.2 Final marks/grades and notations for subjects will not be deemed official until after Moderation of Assessment marks/grades by subject coordinators and after formal review by the Examination Committee.
- 6.3 Final marks/grades are formally recorded. Final marks/grades and final notations can only be altered with the approval of the Examination Committee.

7. Review of Marks for, and Re-Marking of, Assessments

Some written feedback is provided for assignments, projects and reports, but not normally for exams. However, if a student has failed an exam, a breakdown of marks and feedback will be provided for each failed question. Exam papers are not returned to students. Where a re-mark of an assessment is requested, only the re-marked grade will be provided, not any breakdown of marks or feedback.

7.1 Failing an assignment and/or subject

All references to assignments shall be deemed to include projects, reports and all other similar pieces of assessment.

- (a) If a student fails an assignment, they may:
- (i) take the opportunity to re-submit if offered and if meeting the criteria in 7.1 (b)
 - (ii) obtain informal feedback from an academic staff member;

- (iii) request a re-mark of the assignment (see section 7.3);
 - (iv) re-enrol in the subject and pay the relevant fees.
- (b) Resubmission of an assignment is not normally permitted and will only be considered if all of the following requirements are met:
- The assessment item is a final assignment in the final subject of the MBA; and
 - The final or overall mark for the subject is between 45% and 49% inclusive; and
 - The mark for the final assignment is 45% or higher; and
 - The student has made a genuine attempt at all other assessment items in the subject.
- (c) If the requirements in 7.1(b) are met, AIB will give the student an opportunity to use the feedback provided and to re-submit the final assignment within a set timeframe, as communicated by AIB. Resubmissions will be permitted only once per subject instance and no resubmission fee will be charged. The maximum overall mark available in the case of resubmission is 50% for the subject.

7.2 Failing an exam and/or the subject

- (a) If a student fails an exam, they have the following options:
- (i) obtain informal feedback from an academic staff member;
 - (ii) request a re-mark of the exam answer paper (see section 7.3 below);
 - (iii) re-enrol in the subject and pay the relevant fees.

7.3 Re-mark

- (a) Students are entitled to formally request a re-mark for an assessment within 14 days (inclusive of public holidays) of AIB's release of the assessment grade. If a request (accompanied by a re-marking fee) is not made within this time, AIB will not conduct the re-mark. Any fees paid after the cut-off date will be held in credit in accordance with the fees in credit policy.
- (b) Any formal re-mark request must be made in writing in the required form, specified in the relevant student handbook, and must include evidence why the student believes the mark/grade was wrong or unfair. The Head of Discipline will determine if a re-mark is justified or not. If not, the student will be advised of the decision within five working days of receipt of the re-mark request. The Head of Discipline may determine whether re-marking is not justified in various circumstances including, but not limited to, plagiarism or breach of the Academic Integrity policy.
- (c) If the Head of Discipline allows the re-marking, independent re-marking by a person other than the original assessor ("the re-marker") shall be arranged. The re-marker may be from AIB or from another institution, but must have expertise in the area related to the assessment. The re-marker must use their best endeavours to ensure that the re-marking is as independent as possible, and will be given:

- (i) all relevant documentation about the assessment in question, which may include but is not limited to a description of the subject, the assessment question, assessment criteria, solutions guide and any available information about standards expected for each range of marks; and
- (ii) a clean copy of the student's work, where possible.

At this stage, the re-marker will not normally be given details of the student's original assessment, including the marks.

- (d) Only the re-marked assessment mark/grade will be provided, not any breakdown of marks/grades or feedback.
- (e) Only one re-mark for each assessment will be permitted. The re-marked mark/grade will be the final mark/grade, whether it is higher or lower than the original mark/grade.
- (f) The re-mark fee may be refunded to the student if
 - (i) the re-marked assessment mark is 10% or more than the original assessment mark, and
 - (ii) the overall subject grade increases.

Notwithstanding the sub-sections in the above section 7.3, Fee Help Eligible Students are required to pay the relevant re-marking fees, except for assessments they have failed.

8. Appeal

- 8.1 Students dissatisfied after following the re-marking process referred to in section 7.3 above, can submit a formal appeal/grievance in accordance with stage one as referred to in the Academic and Non-Academic Grievance Handling Policy and Procedure. Students should note that such an appeal may only be on the grounds that correct policies and procedures were not followed in carrying out the re-marking process (and the review of the appeal will not include a review of the assessment or subject mark/grade).

Related Forms:

Formal Request of Re-Mark Form

Related Policies:

Academic and Non-Academic Grievance Handling

Academic Progress

Academic Integrity

Assurance of Learning Policy

Examination Procedure

Student Review Procedures for Re-Crediting a Fee Help Balance and Refund of Fees

Withdrawal and Deferral Policy

Responsibility:

Academic Director

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