

# Assessment: Courses and Coursework Programs - Academic Policy

## 1. Purpose of policy

1.1 This policy outlines the principles that inform assessment of students' learning within courses and coursework programs.

## 2. Policy scope and application

2.1 This policy applies to all staff, students and members of University decision-making or advisory bodies.

## 3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures. Terms and definitions identified below are specific to this policy and are critical to its effectiveness:

Formative assessment is a learning process that enables both the student and assessor to identify the student's strengths and gaps in knowledge and skills, more specifically:

- (a) assessment *for* learning involves staff using evidence about students' knowledge, skills and application of knowledge and skills, to clarify a student's understanding and learning, and to inform their future teaching.
- (b) assessment *as* learning involves students monitoring their own learning to decide what they know and can do, and how to use assessment information for new learning.

Summative assessment is assessment *of* learning and uses evidence of student learning to assess achievement against outcomes and standards. It contributes to the student's final grade in a course.

## 4. Policy statement

4.1 The University's approach to assessment is purposeful and fit-for-purpose. Assessment is a mechanism for students to demonstrate the University's Graduate Attributes and any Inherent Academic Requirements. Assessment is primarily formative or summative.

## 5. Principles

5.1 The Academic Board, in its role of overseeing academic quality:

- (a) approves the principles for the design, documentation, approval, monitoring, and review of assessment strategies for courses and coursework programs;
- (b) ensures methods of assessment are consistent with the learning outcomes being assessed, are capable of confirming that all specified learning outcomes are achieved and that grades awarded reflect the level of attainment;
- (c) ensures that, on completion of a program of study, students have demonstrated the learning outcomes specified for the program of study, whether assessed at course level, program level, or in combination;
- (d) ensures that assessment promotes effective learning and maintains academic standards;
- (e) ensures that the University provides mechanisms for students' assessment to be externally referenced or benchmarked in other ways; and
- (f) ensures that assessment practices are reviewed as part of the formal program reviews conducted by the University (Program Review – Procedures).

### APPROVAL AUTHORITY

Academic Board

### RESPONSIBLE EXECUTIVE MEMBER

Deputy Vice-Chancellor (Academic)

### DESIGNATED OFFICER

Pro Vice-Chancellor (Learning and Teaching Futures)

### FIRST APPROVED

29 August 2007

### LAST AMENDED

28 August 2024

### REVIEW DATE

6 March 2028

### STATUS

Active

5.2 Deans will ensure that staff involved in assessment of courses or programs within their School are competent, have an appropriate level of knowledge and are aware of all relevant policy documents that pertain to assessment.

5.3 The University has processes which ensure that assessment decisions are properly moderated, verified, and ratified, and that students are advised of the outcomes as quickly as possible within reasonable timeframes.

5.4 The University's Learning and Teaching Committee will periodically monitor assessment practices to determine consistency and/or compliance with policy documents.

5.5 Assessment is informed by the curriculum design principles as set out in the Coursework Curriculum – Academic Policy.

## 6. Authorities/Responsibilities

6.1 The following authorities/responsibilities are delegated under this policy:

ACTIVITY	UNIVERSITY OFFICER/COMMITTEE
Oversees academic quality	Academic Board (as per Terms of Reference)
Periodically monitor assessment practices to determine consistency and/or compliance with policy documents	Learning and Teaching Committee
Ensure staff involved in assessment of courses or programs have an appropriate level of knowledge and aware of all relevant policy documents	Deans

END

### RELATED DOCUMENTS

- Assessment: Courses and Coursework Programs - Procedures
- Central Examinations - Procedures
- Coursework Curriculum - Academic Policy
- Coursework Curriculum - Procedures
- Deferred Examinations - Procedures
- Grades and Grade Point Average (GPA) - Academic Policy
- Review of Assessment and Final Grade - Procedures
- Supplementary Assessment - Procedures
- Work Integrated Learning - Academic Policy

### LINKED DOCUMENTS

- Assessment: Courses and Coursework Programs - Procedures
- Deferred Examinations - Procedures
- Review of Assessment and Final Grade - Procedures
- Supplementary Assessment - Procedures