Course Unit and Assessment Policy and Procedures

Policy Id	T003
Previous versions	4 March 2015; 10 April 2019, 12 April 2022
Current version	Approved by the Academic Board 11 May 2025
Scheduled review date	March 2025
Threshold Standard	1.4 Learning Outcomes and Assessment, 5.2 Academic Research and Integrity
Responsible person/s	Academic Director
Appendix A	List of amendments

1. Introduction

Assessment is an integral part of the educational process, used to support student learning and engagement, measure student achievements, and monitor the effectiveness of the learning environment. Assessment practices should constructively align with unit learning outcomes and curriculum design.

Adelaide Central School of Art (ACSA) is committed to implementing assessment processes that are supportive, transparent, and understandable to students. Assessment tasks should be inclusive, supporting equity and disability principles and promoting academic integrity. Formative and summative assessment throughout the semester ensures that students are cognisant of their own performance and can work toward academic success.

2. Purpose

This policy sets out the principles which underpin ACSA's approach to assessment, and the mandatory procedures which ensure that the principles are implemented. Specific assessment requirements are contained in course unit outlines and assessment rubrics.

3. Scope

This Policy applies in respect of all award programs offered by ACSA. All staff 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 provides ongoing feedback to students to guide them towards achieving the required course unit learning objectives.

4.3 **Summative assessment:** Summative assessment is a quantitative result that contributes to the student's overall final grade for a course unit.

5. Policy

Assessment Requirements

Completion of Assessment Work: Students must meet all summative assessment requirements for the course unit in which they are enrolled.

Attendance Requirements: Students are expected to attend all 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 course 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 identified as at-risk at the unit level. Procedures for identifying and supporting at risk students are outlined in the *Support for Students Policy*.

6. Responsibilities

6.1 The Academic Director is responsible for ensuring that academic and administration staff comply with the 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 (HoDs) are responsible for moderating course unit final grades.

6.4 The Academic Committee is responsible for certifying course unit final grades.

6.5 The Academic Administration Manager (AAM) is responsible for ensuring course unit final grades are recorded in student records and distributed to students.

6.6 The Student Support Team is responsible for managing applications for extensions.

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 assessment panel of internal and external assessors.

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

8. Moderation of Grades

8.1 Moderation is the term given to a range of processes that help to ensure that assessments of student learning are reliable and valid. Moderation processes occur at pre-assessment, point of assessment and post assessment (grading outputs). Management of these processes at a course unit level is the responsibility of HoDs or delegated lecturers.

8.2 Moderated grades are recommended by the HoDs to the Academic Committee for certification.

9. Certification of Grades

9.1 The Academic Committee reviews the moderated grades and formally approves them for recording and distribution to students. During the review process, HoDs will not participate in the Academic Committee's decision to approve a set of grades arising from their Department.

10. Recording Assessments

10.1 Lecturers record final percentages and grades for a course unit using the assessment template in accordance with the Schedule of Final Grades and Symbols.

10.2 HoDs confirm in the assessment template that final grades have been moderated for each semester unit.

10.3 Once certified by the Academic Committee, Administration staff upload the final grades to the student management system and distribute them to students.

10.4 Final grades only are recorded on official academic transcripts.

10.5 Final grades for work submitted by the prescribed due date are available within 4 weeks of the end of the study period.

10.6 ACSA will act in accordance with its Privacy Policy to ensure student personal information, including final grades, is protected.

11. Application for Extension

11.1 Introduction

In case a student has been unable to complete the required work for assessment by the assessment deadline, an extension to the deadline may be sought.

11.2 Extension Policy

- Extensions can only be granted based on medical, compassionate or extenuating circumstances and when supporting documentation (evidence) is provided.
- In the absence of supporting documentation, the application can be endorsed by the Student Support Team (based on a student consultation or Study Support Plan).
- Minor difficulties, such as time management or competing priorities, are not sufficient grounds for an extension.

- The length of extension granted is based on the information provided by the student and is usually approved for up to a maximum of seven days.
- In exceptional circumstances, an extension of more than seven days may be approved. Such requests are assessed on a case-by-case basis, and approval is dependent upon the reasons provided by the student as well as any supporting documentation provided.
- 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.
- When an extension is granted at the end of semester and therefore delays the finalisation of the student's grade for a semester unit, a Result Withheld will be recorded on the student management system until the grade is finalised.

11.3 Extension Procedures

- The student completes the online Application for Extension form with supporting evidence (e.g. medical certificate) and submits it at least 48 hours prior to the assignment due date.
- The Student Support Team determines if the extension is to be granted based on the evidence provided and, if required, in consultation with the lecturer.
- The Student Support Team notifies the student and lecturer of the outcome of the application.

12. Penalties for Late Submission of Assessment Work

All assessment tasks are scored out of 100 marks. If an assessment task is submitted after the due date without an extension, 3 marks out of 100 will be deducted for every working day 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 Reassessment Policy and Procedure, which includes information on re-marking and resubmissions.

14. Supplementary Assessment

For information on supplementary assessment please refer to the Supplementary Assessment Policy and Procedure.

15. Schedule of Final Grades and Symbols

A final grade is the grade awarded for a course 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 at a satisfactory level, with some to an exceptional or most to a high level.

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

50% - 64% Third Class (TC)
Assessment tasks completed at 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 ACSA's academic grievance procedures. Please refer to the Student Grievance Policy and Procedures.

Related Documents

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

APPENDIX A: Policy Amendments

1. Version 1: Approved by the Academic Board on 4 March 2015.
2. 3 January 2018: Minor amendments in accordance with new policy template and updates to position titles. Approval not required.
3. 10 April 2019: Inserted sections 8.2 and 9.1 related to Certification of Grades. Minor amendments to 11.2 Results Withheld (Extension).
4. Minor updates throughout. Major updates to 1. Introduction; 10. Recording Assessments; 11. Application for Extension.
5. Version 3: Updates to 1. Introduction and 11. Application for Extension. Approved by the Academic Board on 22 April 2022.
6. Version 4: Minor updates throughout. Updates to Item 8.1 Moderation and 11 Application for Extension,