

## ASSESSMENT POLICY AND PROCEDURE

### Purpose

This policy is to ensure fairness and consistency across AIB in the marking of assessments of students' work, in line with the Assurance of Learning Policy.

### Scope

This policy applies to all assessments for undergraduate and post graduate 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, exams, assignments, group assignments.
- 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 (normally stated in terms of a specific word count plus or minus 10%). 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 enable demonstration of pass grade performance. A penalty of 25% off the assessed mark 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 Where no extension has been granted and the assessment item is received by AIB after the due date (either from the student or the Teaching Centre) a penalty will be applied as identified in the subject outline or student handbook.

- 1.8 If students have failed an assessment, they should refer to section 7 below, to know what action they can take.
- 1.9 If students have plagiarised in an assessment or otherwise breached the Academic Integrity policy, penalties will apply and they may receive zero marks for the assessment and/or the subject and may not be able to request a re-mark. 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 Student Relations 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**

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   | <b>Fail</b>             |
| 50 - 54  | <b>P2</b>               |
| 55 - 64  | <b>P1</b>               |
| 65 - 74  | <b>Credit</b>           |
| 75 - 84  | <b>Distinction</b>      |
| 85 - 100 | <b>High Distinction</b> |

- 4.2 'E' means 'Exemption granted' and appears in the Academic Transcript if a student has been granted one or more subject exemptions or AIB has acknowledged an articulation arrangement.
- 4.3 'I' means 'Incomplete' and appears in the Academic Transcript if a student is yet to complete all of the requirements of the Course. 'I' is no longer in use.
- 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 medical/compassionate for a subject's exam. 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' and 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), that is, the student did not get a withdrawal or medical/compassionate or special circumstances. 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.

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

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 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.

<b><i>HD</i></b>	<b><i>D</i></b>	<b><i>Cr</i></b>	<b><i>P1 and P2</i></b>	<b><i>F</i></b>
<b><i>High Distinction</i></b>	<b><i>Distinction</i></b>	<b><i>Credit</i></b>	<b><i>Pass</i></b>	<b><i>Fail</i></b>

<b>General description</b>	Sustained excellent or outstanding work demonstrating creativity and originality.	Very high standard of work demonstrating originality and insight.	High level of work with some originality and insight.	Satisfies minimum requirements.	Fails to satisfy minimum requirements.
<b>Knowledge of principles and concepts</b>	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.
<b>Application of knowledge</b>	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.
<b>Analysis and evaluation</b>	Highly developed analytical and evaluation skills. Demonstrating critical reflection. Clearly articulated argument throughout.	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.
<b>Use of readings and materials</b>	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.

<b>Communication , presentation, referencing</b>	Highly developed communication, presentation and referencing skills.	Well developed communication , presentation and referencing skills.	Good communication , presentation and referencing skills. Accurate and consistent acknowledgment of sources.	Adequate communication , presentation and referencing skills.	Rudimentary communication and presentation skills. Inaccurate and/or inconsistent acknowledgment of sources.
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## 6. Finalising and Recording of Assessment Grades

- 6.1 The final marks/grades are made up 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 the 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 Teaching and Learning Committee.

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

Some written feedback is provided for assignments, projects and reports, but not for exams. However, if a student has failed an exam, a breakdown of marks and feedback will be provided. 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) Regardless of what a student's total mark/grade for a subject is, if they fail the major assessment item (which in any one subject is either the major assignment or the exam), they will fail the subject.
- (b) Resubmissions of assignments are not permitted. However, in certain circumstances resubmissions of projects (and project proposals) may be permitted as determined by the Subject Coordinator in consultation with the Academic Director (or nominee).
- (c) If a student fails an assignment, they have three options:
  - (i) obtain informal feedback from an academic staff member; or
  - (ii) request for a re-mark of the assignment (see section 7.3); or

(iii) re-enrol in the subject and pay the relevant fees.

## 7.2 Failing an exam and/or the subject

- (a) Regardless of what a student's total mark/grade for a subject is, if they fail the major assessment item (which in any one subject is either the major assignment or the exam), they will fail the subject.
- (b) If a student fails an exam, they have the following options:
  - (i) obtain informal feedback from an academic staff member; or
  - (ii) request a re-mark of the exam answer paper (see section 7.3 below); or
  - (iii) re-enrol in the subject and pay the relevant fees.

## 7.3 Re-mark

- (a) If a student is dissatisfied with their assessment or subject mark/grade they should if possible, contact the relevant academic to attempt to resolve the matter informally. If the student does not do so or the matter cannot be resolved informally, the student may formally request a re-mark of the assessment.
- (b) 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 **total grade** for the subject. If a request (and/or re-marking fee) is not made within this time, AIB will not provide any re-mark or feedback. Any fees paid after the cut-off date will be held in credit in accordance with the fees in credit policy.
- (c) 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 they believe the mark/grade was wrong or unfair. The Academic Director 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 Academic Director may determine whether a re-marking is not justified in various circumstances including but not limited to plagiarism or breach of the Academic Integrity policy.
- (d) If the Academic Director allows the re-marking, wherever possible it shall be arranged for an independent re-marking by a person other than the original assessor ("the re-marker") after the appropriate re-marking fee is paid, noting this fee must be paid within the abovementioned timeframe. The re-marker may be from AIB or from another institution, but must have expertise in the area that the assessment relates to. 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.

- (e) If necessary, after the re-marker has marked the assessment, they will compare their marks and reasoning with the original assessor's marks and reasoning, and if necessary the two of them will have a discussion to endeavour to reach an agreed mark. If they cannot agree, the Academic Director will decide on what re-mark mark/grade will be awarded.
- (f) Only the re-marked mark/grade will be provided, not any breakdown of marks/grades or feedback.
- (g) 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.
- (h) 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**

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 of the re-marking process (and will not be a review of what an assessment or subject mark/grade should be).

### **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

### **Responsibility:**

Academic Director

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