



Assessments Policy

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Approver	Chief Executive Officer
Responsible Officer	General Manager, Services
Contact Officer	General Manager, Services
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Policy Approval

Approver (CEO)	Responsible Officer	Policy Officer
Laurie Pearcey	Vicki Drewe	Hayley Alderton
Date:2/10/2020	Date:2/10/2020	Date:2/10/2020

UNSW College

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UNSW Global Pty Limited ABN 62 086 418 582 trading as UNSW College™ delivers Diploma and Foundation Studies on behalf of UNSW Sydney (CRICOS Code 00098G). UNSW College™ delivers ELICOS programs under CRICOS code 01020K. See unswcollege.unsw.edu.au/esos for more information. © 2023 UNSW Global Pty Limited

1. Background

UNSW College is committed to delivering a high standard of education and training services to all of its students.

For UNSW College Academic Programs including Foundation Studies Programs, oversight and approval for curricula and formal assessments is provided by UNSW Quality Assurance and Review Consultants (QARCs). For UNSW English language courses, the development of internal standards are set using documents such as the Academic English Framework and standards are also externally monitored and benchmarked by NEAS and by peer review with other university language institutions.

In addition to these quality assurance measures, external regulatory frameworks, such as the ELICOS National Standards, and the Foundation Program Standards guide the quality assurance procedures applied to all aspects of student assessment as outlined in this policy.

2. Purpose

This policy aims to:

- (a) enable the effective implementation of assessment regulations and processes; and
- (b) support the development of valid, reliable, and contextually appropriate assessment activities.

3. Scope

This policy applies to:

- (c) All UNSW College Programs excluding Diplomas (for Diploma programs please refer to UNSW Sydney's policy framework);
- (d) UNSW College staff involved in the promotion, recruitment, admission, delivery, management or administration of students.

This policy does not apply to Part-time English and Modern Languages.

4. Definitions

ELICOS Standards means English Language Intensive Courses for Overseas Students (ELICOS) Standards 2018.

FEEC means the Foundation English Entry Course.

Foundation Program Standards means the National Standards for Foundation Programs.

IELTS means the International English Language Testing System.

QARC or Quality Assurance and Review Consultant, is a UNSW Faculty member who provides subject matter advice, oversight and approval for UNSW College Academic Program courses.

TOEFL iBT means Test of English as a Foreign Language internet-based test.

UEEC means the University English Entry Course.

UNSW Foundation Studies is a division of UNSW College Education, UNSW Global Pty Limited, a not-for-profit provider of education, training and consulting services and a wholly owned enterprise of the University of New South Wales, CRICOS Provider No 00098G.

UNSW College Programs means all programs and courses delivered by UNSW College excluding UNSW Diplomas but including UNSW Foundation Studies, FEEC and UEEC but excluding part-time English and modern languages.

5. Policy Statement

UNSW College is committed to developing valid, reliable, and equitable assessments to enhance the student learning experience and promote principles of program coherence.

5.1. UNSW College Student Responsibilities

UNSW College students are expected to:

- (a) Adhere to standards of academic integrity and honesty at all times;
- (b) Comply with UNSW College assessment, examination, and academic regulations;
- (c) Respect the rights of fellow students; and
- (d) Adhere to the Complaints and Appeals Processes when exercising their right to a review of results. Note: A review of results is only available if a student believes the grades assigned to them are incorrect or unjustified.

5.2. UNSW College Responsibilities

UNSW College is expected to:

- (a) Provide effective communication of assessment requirements to students about the following:
 - (i) their role in the assessment process.
 - (ii) expectations of assessment including timing, weighting, and applicable modes;
 - (iii) appropriate provision made for students with special needs where applicable.
- (b) Provide effective assessment of student academic performance through tasks that are:
 - (i) inclusive (e.g. cultural sensitivity), equitable, and appropriately scheduled (e.g. spread in terms of load and intensity);
 - (ii) aligned to and consistent with course aims and stated learning outcomes;
 - (iii) reliable and valid (i.e. reflective of recognised best practice methodology);
 - (iv) evaluated periodically for currency and efficacy;
 - (v) designed so that all students receive feedback on their performance throughout the duration of the course.

Note: Appropriate provision is made for students with special needs.

- (c) Provide effective student feedback within a reasonable period following the completion of a major assessment and in a form that will:
 - (i) assist students in preparing for future tasks;
 - (ii) enable students to make judgements about their learning and how they can improve their learning outcomes;
 - (iii) enable evaluation against explicitly stated assessment criteria and standards.
- (d) Provide clear information to staff about their role in the assessment process. UNSW College staff are made aware of their responsibility for ensuring that:
 - (i) they comply with UNSW College assessment, examination, and academic procedures and regulations;
 - (ii) appropriate advice about preparing for examinations and assessment tasks is given to students throughout the course and before exams;
 - (iii) no staff are involved in assessment events in which a conflict of interest exists or may reasonably be perceived to exist;
 - (iv) assessment items are kept safe and secure;
 - (v) secure and appropriate processes are followed for the recording, transfer, storage, retrieval, communication and reporting of information on student achievement, including final course results;
 - (vi) when involved in assessment-related activities, they receive appropriate training and guidance.

6. Assessment Quality Assurance Mechanisms

6.1. Quality Assurance Responsibilities

- (a) The Director of Studies is responsible for the quality of assessment standards and processes for programs and courses under their management.
- (b) The Education Manager is responsible for the quality of the assessment schedule, tasks and delivery for courses under their supervision including preparation, implementation and reporting.
- (c) The Manager, Academic Services is responsible for the administration of examinations and clerical checking processes.

6.2. Assessment Quality Standards:

- (a) Assessment is aligned to course learning outcomes.
- (b) A range of assessment instruments are used to evaluate student performance including formative and summative assessment tasks;
- (c) Detailed assessment criteria and grading system is applied to all Assessment tasks to

assure consistency across classes and campuses;

- (d) Assessment of proficiency is made against published assessment criteria;
- (e) All assessments are developed and implemented in line with the relevant course curriculum.
- (f) Assessment moderation sessions are conducted with teaching staff to assure reliability and consistency where appropriate.
- (g) The assessment instrument is reviewed for accuracy prior to the assessment event.
- (h) A portion of examination scripts are check marked by teaching staff to assure reliability and consistency of marking. Other, non-examination assessment, may be check marked in Foundation Studies programs.
- (i) Assessment mark additions and data entry undergo clerical checks before the results are released to students.

6.3. Review of a decision on final assessments

Where there is a dispute about the final result of a course/program, the student can apply for a review of the result by submitting an *Application for Review of Examination Results form* which is available from the UNSW College Student Services. A review of a result is not a detailed academic reassessment, but a recalculation of marks.

If a student is dissatisfied of the assessment process, they may submit a formal complaint in accordance with the UNSW College Complaints and Appeals Policy.

7. Legal and Policy Framework

This policy complies with Standard 4 of the ELICOS Standards, Standards 5 and 6 of the Foundation Program Standards.

7.1. Responsibilities

- (a) *Approver*
The Chief Executive Officer is responsible for the approval of this policy.
- (b) *Responsible Officer*
The General Manager, Services is responsible for the implementation, dissemination and review of this policy.
- (c) *Contact Officer*
The General Manager, Services is responsible for the day to day implementation of this policy and is the first point of contact for all enquiries that relate to this policy.
- (d) *Administration and publication*
The Legal and Compliance team is responsible for the administration and publishing of this policy.

(e) *Staff, Supervisors and Executives*

UNSW College staff, supervisors and executives are responsible for assisting in the implementation of and adherence to this policy.

7.2. Review

This policy is due for review three (3) years from its date of implementation or in case of legislative or regulatory changes.

7.3. Related Documentation

(a) *Application for Review of Examination Results Form*

(b) UFS Program Components and Weighting

(c) UFS Student Handbook

(d) AELP Student Handbook

(e) Academic English Framework

(f) Related Policies and Procedures

(a) UFS Assessment Procedure

(b) Course Progress Monitoring Policy

(c) Complaints and Appeals Policy

7.4. Version History

Version Control	Date Effective	Approved By	Amendment Notes
2	See page 1	Laurie Pearcey	Removal of Diploma programs from scope – UNSW Sydney's policy applies
1	01/11/2018	Emma Drummond	N/A