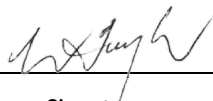


Policy Name	ASSESSMENT POLICY
Policy Number	A002_PO_HE (Academic)
Purpose	This policy aims to establish the principles of assessment for student work within Higher Education courses and subjects at Whitehouse Institute of Design, Australia, (Whitehouse).
Scope	This policy applies to all subjects in all accredited Higher Education courses across all campuses, and is binding on all staff.
Policy Statement	<p>Whitehouse defines and develops learning outcomes and assessment criteria to confirm students' achievements and success at particular award levels as specified by sector standards and the Australian Qualifications Framework (AQF). Assessment is designed to measure student performance against explicit learning outcomes, to promote learning, achieve graduate capabilities and improve student attributes. The principles of assessment include that:</p> <ul style="list-style-type: none"> • assessment in each subject should involve more than one type of assessment task • assessment methods and criteria are based on academic achievement and align to specified learning outcomes for each subject in Higher Education programs • assessment methods should include provision of constructive and timely feedback to provide students with a measure of their progress against the stated learning outcomes and feedback to assist in the preparation of future assessment tasks • assessment should be fair, equitable and objective • assessment should be moderated using appropriate methods to ensure parity.
Relevant Legislation	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2015 • 2016 Higher Education Support Act (2003) • Australia Qualifications Framework (AQF)
Key Related Documents	<p>Academic Honesty Policy (HE) Academic Misconduct Procedure (HE) Access and Equity Policy (HE) Access and Equity Procedure (HE) Academic Grievance and Appeals Resolution Policy (HE) Academic Grievance and Appeals Resolution Procedure (HE) Privacy Policy (HE) Privacy Procedure (HE) Code of Conduct Academic Workload Policy Academic Workload Procedure Student Progression and Exclusion Policy (HE)</p>

	<p>Quality Assurance and Continuous Improvement Policy</p> <p>Application for Extension Form</p> <p>Application for Special Consideration</p> <p>Academic Grievance Policy</p> <p>Academic Grievance Procedure</p> <p>Academic Grievance Form</p> <p>AQF Handbook</p> <p>Assessment Cover Sheet</p> <p>Notice to Re-submit Form</p>
Definitions	<p>Assessment, learning outcomes, moderation, formative, summative, plagiarism, adjustments, results, VET, validation, competency, Recognition of Prior Learning (RPL), moderation, validation.</p> <p>Accredited course: any of the higher education delivered by Whitehouse, that lead to a nationally recognised qualification.</p> <p>Assessment: the process of collecting evidence of a student’s skill and knowledge in relation to criteria; the judgment made of the level of a student’s achievement provides their grade for that course.</p> <p>Australian Qualifications Framework (AQF): the guidelines established for learning outcomes, knowledge, and skill levels for defined levels of education in Australia.</p> <p>Formative Assessment: occurs during the process of skills and knowledge acquisition, it does not contribute to the final grade. It is a type of assessment used to assist in measuring a student’s progress to date and identifying requirements still to be met.</p> <p>Summative Assessment: occurs at the conclusion of a period of study and the results contribute to the final grade for the subject.</p> <p>Moderation: the review of assessment decision-making to ensure consistency in grading. Student Learning.</p> <p>Outcomes: student work is assessed against specified learning outcomes identified for each subject.</p> <p>Student Learning Outcomes: student work is assessed against specified learning outcomes identified for each subject.</p> <p>Plagiarism: is the action or practice of taking and submitting or presenting the thoughts, writings or other work of someone else as though it is your own work.</p> <p>Validation: the process by which assessment tools and assessment evidence are reviewed with respect to the AQF requirements and standards established for each level.</p>
Responsible Officer	Academic Directors
Approval Authority/ Authorities	<p>Joint Executive Directors</p> <p>Academic Board</p>
Date Approved	10/04/2017

Date of Commencement	11/04/2017		
Date for Review	11/04/2020		
Documents superseded by this Procedure	010-11P Assessment Policy 010-11D Assessment Procedure		
Amendment History	<p>05/2018 Re-branding – Header & Footer only</p> <p>10/2016 Policy and Procedures separated and HE and VET documentations separated. Updated formatting and minor amendments.</p> <p>01/2016 Late submission penalties and late submission amended for a 0-49 marking band. Reporting lines within the document amended as per new operational chart.</p> <p>06/2014 Late Submission Penalties changed based on benchmarking. Special Consideration, Extensions and Adjustments collated and process of application reviewed. Minor adjustments to higher education policy wording.</p> <p>11/2012 Changed formatting – included procedure and policy in one document. Minor adjustments and inclusions to policy wording – no material change Semester 2, August 2012. Effective from</p> <p>30/03/2012 Approved - Academic Board, Agenda item number 5.4.</p>		
Signed and dated for Whitehouse Pty Ltd	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  <hr style="width: 100%;"/> Signature </div> <div style="text-align: center;"> Les Taylor <hr style="width: 100%;"/> Name </div> <div style="text-align: center;"> 30/05/2018 <hr style="width: 100%;"/> Date </div> </div>		

INFORMAITON FOR PUBLISIHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Academic Board Executive Management LTACC Committee Academic Staff Administration Staff Students