

## 1 POLICY STATEMENT AND PURPOSE

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ICHM programs employ a range of assessment tasks tailored to individual subjects to build knowledge, skills and application in context across each qualification. Assessment tasks are based on a number of assessment principles:

- Assessment promotes student learning and engagement with subject content and delivery
- Assessment is aligned with the subject learning outcomes and delivery
- A variety of assessment tasks are used to help students demonstrate achievement of learning outcomes and to minimise the disadvantage that some students could suffer from a restricted use of different assessment methods
- Assessment is used for both formative and summative purposes
- Assessment is clear on purpose, expectations, requirements, and criteria
- Assessment methods are valid, and reliable
- Authentic assessment is the recommended type of assessment where possible
- Assessment processes allow for students to receive timely feedback in order to identify and implement improvements in their assessment performance.

## 2 POLICY DETAILS

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Each subject is formally assessed according to the assessment method, timing and weighting as specified in the section Student Assessment of each subject statement.

By the commencement of the first teaching week in a subject, the study guide will be available to each student via the Teams subject site for on campus students and the LMS for online only students. The study guide contains information of assessment methods (including information of the scheduling of assessment and the contribution of each assessment to the final grade) and what is considered a realistic percentage of non-original work.

There will be no more than four assessment points in any subject. Individual assessment points may be scaffolded or provided in parts with the approval of the Academic Team Lead.

The assessment activities in any subject do not total more than 4,500 words for undergraduate awards and 6,000 for postgraduate awards. In this calculation, each hour of a written exam is equivalent to 1,000 words for undergraduate awards and 1,500 words for postgraduate awards. This calculation may be changed by the Academic Committee for an individual piece of assessment and will be displayed on all documentation referring to that assessment.

At least 20% of the total assessment in a subject will be administered within the first half of the study period for the subject.

No assessment point in an undergraduate subject will be worth more than 40% of the total assessment for the subject unless an exemption is sought from the Academic Board. No assessment point in a postgraduate subject will be worth more than 60% of the total assessment for the subject unless an exemption is sought from the Academic Board.

Assessment points in each subject are cumulative. A student is required to achieve 50% on aggregate to successfully pass the subject.

A student who fails a subject for the third time is not permitted to re-enrol in that subject.

The Academic Committee reviews and approves student final results, hears and determines student appeals, reviews students course progression and may award supplementary assessments. The Academic Committee recommends

students to the Academic Board for conferral review once all requirements of the course have been completed. The College Council based on Academic Board recommendation approve the final conferral of students.

Only those students with governing body conferral approval will have academic transcript and completion documents released.

### 3 PROCEDURE

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#### 3.1 Supplementary Assessment

A subject lecturer may award a supplementary assessment where a student attains 45% to 49% in an assessment point. The supplementary assessment may be a resubmission of the original assessment piece. A supplementary assessment must be completed within 10 working days of the student being notified by the subject lecturer, unless an alternate specified date has been set by the Academic Team Lead due to extenuating circumstances. Where a supplementary assessment has been awarded, the maximum mark achievable for the assessment point is 50%.

The Academic Committee or Academic Team Lead (see Academic Grievance Policy) may award a supplementary assessment when considering final results for subjects. Such supplementary assessments could be awarded on medical, compassionate, academic or other special considerations. Where a supplementary assessment has been awarded for the subject, the maximum mark achievable for the subject is 50%. A supplementary assessment must be completed within 10 weekdays of the student being notified by the Academic Committee unless an alternate specified date has been set by the Academic Committee or Academic Team Lead due to extenuating circumstances. Failure to submit by the due date will result in a fail grade of the supplementary assessment. Failure of the supplementary assessment will result in a fail grade for the subject.

In the granting of a supplementary assessment the full range of grades may be available for situations involving medical, compassionate, or special considerations. This must be approved by the Academic Committee or Academic Team Lead (see Academic Grievance Policy).

#### 3.2 Submission dates and extensions

Failure to submit work by the nominated “due time and date” on Turnitin will result in a penalty of 5% of the total available mark for each day beyond the due time and date. Only one type of extension (short or long) can be applied once per assignment and is applied to the published due date in the Study Guide.

#### 3.3 Extensions

Short extensions (less than 3 working days) are granted at the discretion of the lecturer and may be requested without documentation.

Extension between 4 and 10 working days are granted at the discretion of the lecturer. The student must apply to their subject lecturer in writing on the appropriate ‘Extension Request’ form a minimum of 2 working days prior to the due date of the assessment published in the Study Guide. Lecturers may require a draft copy of work commenced prior to approving the extension. Lecturers are required to keep the Extension Request forms for each student for 12 months.

Extension longer than 10 working days will be at the discretion of the lecturer and the Academic Team Lead working together and reported to the Academic Committee on an *ad hoc* basis in line with the ICHM Support for Students Policy. The student will then be assessed as a potential student at risk. The applicant must follow the same procedure outlined for the 4-10 day extension.

In the case of an extension of 6 or more working days or in any case involving a timed, date-specified assessment, the subject lecturer will email their student with the details of the granted or denied extension within 2 working days of the request.

All extension decisions will be guided by the ICHM Diversity, Equity and Inclusion Policy and will take the ICHM Support for Students Policy into consideration.

All ICHM students are provided with access to their own dedicated 'OneDrive' account. It is the student's responsibility to use this account to save and back up all written assessment work. Requests for extensions due to the loss of work based upon failing to use OneDrive will not be accepted.

If an extension is being sought based on medical grounds, the approved ICHM Medical Certificate form must be used to support this application.

### **3.4 Tests, Examinations, Presentations and timed, date specified assessments**

#### **Attendance at tests, examinations, presentations and timed, date specified assessments**

is compulsory. Failure to sit for these at the set time and date without written permission from the Academic Team Lead or delegate will result in 0% being recorded for the assessment point.

- In the case where a student knows they will miss a mandatory date-specified assessment, they are to use the extension policy process to arrange a supplementary assessment.
- In the event of illness or other extenuating circumstance, a student must email [academiccommittee@ichm.edu.au](mailto:academiccommittee@ichm.edu.au) prior to the commencement of the assessment and advise of their non-attendance. The student is then required to email, within 24 hours of the completion of the assessment, a completed copy of the ICHM Medical Certificate form or other documentation approved by the Academic Team Lead, supporting such illness or other extenuating circumstance. Failure to provide the required documentation within the specified timeframe will result in a 0% Fail being awarded for the assessment point.
- Students who are ill or have experienced an extenuating circumstance on the day of the assessment and are able to provide medical or alternate evidence to support that, may defer the assessment or elect to attempt the assessment. They must, however, so declare that to the Invigilator or Lecturer at the commencement of the assessment. Subsequent appeals in relation to diminished capacity to the Academic Committee requesting a supplementary examination before finalizing the result of that examination will only be considered if the diminished capacity was so declared.

### **3.5 Conduct of examinations**

Having entered the examination room, a student shall not:

- Be in possession of any books, notes, diagrams or programmable calculators / dictionaries or any electronic devices or materials other than those which the subject lecturer has specified may be taken into that particular examination; or
- Directly or indirectly give assistance to any other student; or
- Directly or indirectly accept assistance from any other student; or
- Permit any other student to copy from or otherwise use his or her examination papers; or
- Use any examination papers of any other students; or
- By any other improper means whatever obtain or endeavour to obtain, directly or indirectly, assistance in their work, or give or endeavour to give directly or indirectly, assistance to any other student.

Any breach of the above requirements is dealt with in accordance with the Academic Integrity Policy.

Students are not permitted to leave an examination room within the last 10 minutes of an examination ending.

Students are not re-admitted to an examination room after they have left it unless during the full period of the absence the candidate has been under approved supervision.

Students are required to obey any instructions given by an examination supervisor for the proper conduct of the examination.

- In the event of a fire alarm or other unexpected emergency requiring an evacuation of the building during the conduct of an examination or assessment, the examination shall be immediately suspended, and the examination room locked. All papers and personal effects are to remain in the room.
- The supervisor of the examination or assessment will make the decision whether to resume the examination or assessment following the “all clear” based on the circumstances.
- If the examination or assessment is cancelled, the examination will be declared invalid and a new time and date will be set for a replacement examination or assessment as soon as practical.

A student may not communicate with a member of the lecturing staff on any matter relating to any examination between the holding of that examination and the publication of results unless specifically authorised by the Academic Team Lead or delegate.

### **3.6 Final Grades**

After student grades have been moderated through the *Assessment Validation and Moderation Policy* procedures, subject lecturers will record each student’s final grade into an online portal that is accessible to each student within 3 weeks of their final submission unless the subject lecturer and the Academic Team Lead agree on an extended marking period and notify the relevant students through their ICHM communications portal.

## **4 REVIEW**

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The Academic Team Lead is responsible for the review of this policy on a 3-yearly basis.

## 5 APPROVAL

| Accountability and review                 |   |                                |  |
|---|---|--------------------------------|--|
| Delegate                                  | Academic Team Lead  | Ref: ICHM Delegations Register |  |
| Approval body                             | Academic Board  |                                |  |
| Approval date                             | 20250211  |                                |  |
| Review date                               | 3 years from last review 20280211                                       |                                |  |
| Supporting information                    |   |                                |  |
| Related legislation                       | Higher Education Standards Framework (Threshold Standards) 2021 (Cwlth) |                                |  |
| Sector benchmarking                       |   |                                |  |
| Supporting documents                      |   |                                |  |
| Related documents                         |   |                                |  |
| Superseded documents                      |   |                                |  |
| Type and location                         |   |                                |  |
| Policy type<br><select row and shade>     | Corporate Governance  |                                |  |
|   | Academic Governance   |                                |  |
|   | Academic Management   |                                |  |
|   | Operational Management  |                                |  |
| Location/access<br><select row and shade> | Website   |                                |  |
|   | Student access  |                                |  |
|   | Staff access  |                                |  |
|   | Overseas  |                                |  |
| Amendments                                |   |                                |  |
| Version No.                               | Amendment type  | Amendment Date                 | Key changes  |
| 1.0                                       | New Document  | 03/01/12                       | New policy based on existing policies  |
| 2.0                                       | Major   | 27/6/2012                      | Modification to various sections   |
| 3.0                                       | Major   | 16/11/12                       | Edit document to create Changes to the Policy section – move requirement of AB approval to new section                     |
| 4.0                                       | Major   | 29/11/2012                     | Changes to the Policy section approved by Academic Board on 29/11  |
| 5.0                                       | Major   | 29/11/12                       | Inclusion of comment on Industry Placement assessment approved by Academic Board on 29/11/12                               |
| 6.0                                       | Major   | 21/12/12                       | Attendance 80% required – approved out-of-session vote by Academic Board   |
| 7.0                                       | Major   | 7/01/2014                      | Removal of reference to degree only so as to cover Study Abroad programs – as recommended by TEQSA in letter of 19/12/2013 |
| 8.0                                       | Major   | 7/01/2014                      | Change of Grievance Policy title to conform with changes recommended by TEQSA  |

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|------|-------|-------------|--|
| 9.0  | Major | 25/1/16     | Minor title changes  |
| 10.0 | Major | 16/5/16     | Updates to include backing up work, submission on Turnitin, specification of Assessment Brief  |
| 11.0 | Major | 17//11/16   | Changes to wording in Supplementary Assessment and Submission dates and extensions   |
| 12.0 | Major | 11/06/17    | Sections added for postgraduate awards and change to wording in examinations   |
| 13.0 | Major | 19/2/18     | Update to section on Turnitin and declaration of independent work.   |
| 14.0 | Major | 19/11/18    | Revised wording in policy, supplementary assessment and plagiarism sections, removed duplicate terms of reference                        |
| 15.0 | Major | 30/11/19    | Minor updates and major extracted sections moved for creation of a new Academic Integrity Policy   |
| 16.0 | Major | 15 Mar 2022 | Minor amendments. Updates to ICHM. Language edits. Applicability check for all students regardless of study mode or ICHM qualification   |
| 17.0 | Major | 02/05/2023  | Updates to Submission dates and extensions section. Addition of Short Extension, amendments to Long Extension. Minor title changes.      |
| 17.1 | Minor | 20/12/2023  | Updates to supplementary assessment as per changes aligned with the Academic Grievance Policy.   |
| 17.2 | Minor | 20/02/2024  | Updates to Study Guide release timeline and addition of minor wording updates to the short extension.                                    |
| 17.3 | Minor | 15/10/2024  | Update to role titles. Removal of Academic Director and replaced with Academic Team Lead.  |
| 18.0 | Major | 11/02/2025  | Update to section 3.3 and 3.4 re. short and long extension requirements. Addition of section 3.6 to clarify the release of final grades. |