



SAIBT ASSESSMENT AND MODERATION POLICY

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SECTION A - INTRODUCTION

A.1 Purpose

This policy outlines the rules of assessment and moderation in the diploma and graduate certificate programs.

A.2 Scope

This policy covers all students of the South Australian Institute of Business and Technology (SAIBT).

A.3 Definitions

| Word/Term | Definition |
|--|--|
| Access Plan | An Access Plan provides information about the impact of a student's disability, mental health or medical condition on their studies, identifies agreed services that will be provided by Disability Services and any alternative examination adjustments. |
| Artificial Intelligence | The simulation of human intelligence in machines that are programmed to think and act like humans. |
| Assessment | Academic activities to gather and evaluate a student's understanding, knowledge and skills related to their learning program |
| Board of Examiners | A Board of Examiners (BOE) is a committee that is constituted for each award module to ensure the assessment and determination of performance of each student enrolled in that module is conducted in a fair and equitable manner |
| Compassionate or Compelling Circumstance | Circumstances beyond the control of the student that have occurred since the student accepted an offer and have significantly impacted on the student's well-being or progress. |
| Module | A single unit of study that counts towards completion of a program |
| Module Information Booklet | A booklet provided to the students in a module, either in hard copy or online which contains information pertaining to the assessment, content and structure of the module |
| Deferred | Delay in submitting assessment |
| Examination | A summative assessment which could be conducted under the following conditions: <ol style="list-style-type: none"> 1) Face to face – paper based 2) Face to face – computer based 3) Online open book – not invigilated 4) Online Invigilated – either by video conferencing or proctoring service |

- 5) Take home examination
- 6) Closed book examination – does not allow students to bring any materials into the examination room. Students who are eligible for agreed variations are entitled to bring approved materials as agreed
- 7) Open book examination – allows students to bring all relevant materials into the examination room
- 8) Partially open book examination – allows students to bring approved materials into the examination room, as specified by the module coordinator and in the module information booklet

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|---|---|
| Extension | Extra time granted for submission of an assessment item beyond the published due date |
| External moderation | Review of curriculum and or assessment tasks and student outcomes, by an appropriate academic outside the program/module teaching team |
| Formative assessment | Assessment tasks which provide feedback to students with the intention of improving performance on current or future tasks. Often (but not always) ungraded |
| Generative artificial intelligence software | A type of artificial intelligence technology that can produce various types of content in response to prompts, including text, imagery, audio and synthetic data that resembles human-created content |
| Internal moderation | Activities to ensure consistency of assessment outcomes conducted by teaching staff |
| Interim Grade | A grade awarded while awaiting confirmation of the final result. |
| Medical certificate | <p>A signed statement from a registered medical practitioner, health practitioner or approved health specialist certifying a period of time during which a student is/has been affected by a medical condition impacting on their participation and/or attendance.</p> <p>A medical certificate may be issued by the following medical and health practitioners registered under the Health Practitioner Regulation National Law (South Australia) Act 2010 and hold a valid professional registration with The Australian Health Practitioner Regulation Agency (AHPRA):</p> <ul style="list-style-type: none"> • Aboriginal and Torres Strait Islander health practice • Chinese medicine • medical practitioner • psychologist • chiropractor • dental practitioner (including the profession of a dentist, dental therapist, dental hygienist, dental prosthetist and oral health therapist) • medical radiation practice • midwife • registered nurse • occupational therapist • optometrist • osteopath • paramedical • pharmacist • physiotherapist • podiatrist • other health specialists as approved: <p>https://www.medicalboard.gov.au/Registration/Types/Specialist-Registration/Medical-Specialties-and-Specialty-Fields.aspx</p> |

| | |
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| Program | The container for a group of Modules that are to be completed in order to be eligible for an Award. The structure of a Program is defined in the Study Plan |
| Registered medical practitioner | https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx |
| Semester | A study period format. Generally, there are two semesters in a study year. |
| Summative assessment | Activities to evaluate student academic achievement against the standards of the intended learning outcomes |
| Supplementary Examination | An extra examination in addition to the original examination for students who are completing their last module. |
| Supplementary Pass | A pass grade awarded by the Board of Examiners for the module even though the student's percentage mark is less than the deemed pass mark for the unit |
| Trimester | A study period format. Generally, there are three trimesters in a study year |
| Withdrawn No Progress | A student withdrawn from one or more module(s) based on unsatisfactory academic progress within a study period in accordance with the SAIBT Academic Standing Policy. This may only be awarded in one trimester of a student's program as outlined in the Deferral, Leave of Absence, Withdrawal, Suspension and Cancellation Policy. |

A.4 Acronyms

| Abbreviation | Phrase or Word |
|---------------------|---|
| SAIBT | South Australian Institute of Business and Technology |
| SP | Supplementary pass |
| UniSA | University of South Australia |
| WNP | Withdrawn No Progress |

SECTION B - POLICY STATEMENT

B.1 Principles

Assessment has both formative and summative purposes.

Assessment practices within SAIBT are based on the principles of criteria-based assessment. This means that the desired learning outcomes for a module of study are clearly specified, assessment tasks are designed to indicate progress towards the desired learning outcomes, and the assessment grade is a measure of the extent to which the learning outcomes have been achieved.

B.2 Policy

1 Academic standards

1.1 Diploma Stage 1

1.1.1 Assessment standards are set at a level to prepare students for Stage 2.

1.1.2 Examinations will be approved by Stage 2 academic staff.

1.2 Diploma Stage 2 & Graduate Certificate

1.2.1 Assessments are set at an academic standard equivalent to the assessment in the comparable University of South Australia (UniSA) module.

1.2.2 Final Assessments (or written examinations) will be benchmarked against equivalent UniSA modules.

2 Quality assurance

2.1 To assure both consistency in, and achievement of, academic standards, SAIBT conducts both internal and external moderation.

3 Assessment

3.1 Students will be provided with assessment information at the beginning of their module.

3.2 If a student fails the first assessment which has a weighting equal to or greater than 10%, and the mark for their initial assignment is not below 25%, they may be allowed to resubmit. The maximum allowable mark for a resubmission will be 50%.

3.3 Students can use Turnitin for self-assessment for their written work.

3.4 Where appropriate all assignments are to be submitted electronically, following instructions in the module information booklet.

3.5 Group assessments focus on both the ability of students to work with others as well as the product. Group assignments weighted at 15% or higher (with a maximum of 30% for Diploma and Graduate Certificate programs) of the module total will include a collective mark for the product and the individual contribution, which is validated through evidence and peer assessment and adjusted as appropriate.

- 3.6** Late assignments, without a previously negotiated extension, will incur a penalty of 5% of the final mark per calendar day. Assignments will not be accepted for marking after one week post-submission date, without prior approval or after answers have been discussed or distributed in class or via the student portal.
- 3.7** Extensions requests for late submission of assignments must be made in writing to the Course Coordinator via an extension request form at least 3 days prior to the due date. Documentation (e.g. medical certificate, or other appropriate supporting evidence) must be provided to the Course Coordinator when requesting for an extension.
- 3.8** Students with documented learning needs or an Access Plan may be entitled to a variation or modification to standard assessment arrangements. Variations to assessment must be arranged with the Student Learning Advisor.

4 Deferred within-study period assessment

- 4.1** A student may apply for an extension to the submission deadline of an assessment where a compassionate or compelling circumstance has prevented their completion of the assessment task. This must be supported by documentary evidence.
- 4.2** Where submission of an assessment item cannot be extended and a student is unable to participate, the weighting of the other assessments may be adjusted.
- 4.3** SAIBT will only accept medical certificates signed by registered medical practitioners, health practitioners or approved health specialists.
- 4.4** Back-dated medical certificates will not be accepted except at the discretion of the Academic Director.
- 4.5** Deferred assessments will not be granted on the grounds that a student has mistaken the due date.
- 4.6** Students may request an extension on submission dates for assessments based on medical or compassionate reasons. Extensions must be sought at least three days prior to the submission date, and negotiated with the individual lecturer.

Requests closer to the submission date need to be negotiated with an Academic Coordinator, and will require at a minimum, a medical certificate or other documentation regarding reasons for seeking an extension.

5 Examinations

5.1 Communication before examinations

- 5.1.1** Students will be advised of their examination timetable and the Examination Conditions. Students will be advised of whether their examination is online or face to face.

5.2 Requirements for examinations

- 5.2.1** Students will be required to abide by the Examination Conditions.

5.3 Chief Invigilator

5.3.1 A Chief Invigilator will be appointed to oversee Examination Conditions wherever SAIBT examinations are conducted in a face-to-face setting.

5.3.2 The Chief Invigilator manages the invigilator team.

5.4 Re-mark and review of examination results

5.4.1 All failed examinations will be double-marked as per the following criteria:

- If the examination has a hurdle requirement, then all failed examinations less than 10 marks below the hurdle and up to and including 49 marks will be double marked.
- If no hurdles are prescribed, then all scripts from 35-39 (inclusive) and 45-49 (inclusive) will be double marked.

Examination scripts that fall outside of these criteria will be checked to ensure all marks have been added accurately and no questions were missed.

5.4.2. The student will be required to re-enrol in the failed module.

5.4.3 A student may request to review their examination paper in Week 3 of the following trimester.

6 Deferred final examination or assessment

6.1 A student may apply for a deferred final examination or assessment where there is a compassionate or compelling circumstance. The application must be submitted no later than three working days after the examination or final assessment due date, it must be supported by documentary evidence. Each application is assessed individually. A non-refundable fee must be paid upon lodgement of the application.

6.2 A student is ineligible for a deferred examination or final assessment where they have attended the original examination and submitted an examination script without indicating to the invigilator that they are sick and do not wish to have the examination script marked or if they have submitted the final assessment.

6.3 Amendment due dates for final assessments will be set at the discretion for the Academic Directorate.

6.4 Deferred final examinations will be conducted at the end of each study period.

6.5 A deferred final examination cannot be deferred to another study period.

6.6 The full range of final grades may be used for the conversion of an interim grade.

7 Final module arrangements

7.1 Supplementary pass

7.1.1 A Supplementary Pass (SP) grade is awarded by the Board of Examiners for a) the final module even though the student's percentage mark is less than the deemed pass mark for the unit but greater than 45% or b) for successfully passing a supplementary assessment.

7.2 Supplementary assessments

- 7.2.1** A student will be eligible for a supplementary assessment or examination where they have attempted the final assessment component of the last module required to complete their Diploma program, have attempted more than 50% of the assessments in the course(s), and where they are not eligible for a supplementary pass on their total marks.
- 7.2.2** If an academic integrity investigation is undertaken for a major assessment, a supplementary assessment will not be available for that module until the investigation has been completed and it is determined that no breach of academic integrity occurred.
- 7.2.3** A student will not be eligible for a supplementary assessment or examination if a breach of the Academic Policy following an investigate has been determined for that module.
- 7.2.4** Supplementary assessments will be conducted after the results of the deferred examinations are released.
- 7.2.5** Students who pass the supplementary assessment will be awarded the grade "SP" for the module.
- 7.2.6** A student who attempts and fails the supplementary assessment will be awarded the grade F for the module

8 Acceptable Medical Certificates

- 8.1** Students applying for an extension of an assessment or a deferred schedule final assessment or examination on medical grounds will need to provide a medical certificate that satisfies the following:
 - printed on the medical centre/practice letterhead.
 - contains the heading 'Medical Certificate'.
 - the date of the examination by the practitioner must be dated on or before the assessment due/scheduled date.
 - if the certificate has been backdated, the practitioner must explain why, and provide the reason in their medical opinion as to why they believe the student was unfit at that time. Without this information, backdated medical certificates will not be accepted.
 - state that in their medical opinion the student was unfit to complete the assessment on or before the date the assessment due date / scheduled date, and for how long.
 - the practitioner's name, provider number, and signature.
 - the practitioner's stamp.
- 8.2** If a medical certificate is suspected to be forged or fraudulent, SAIBT will contact the issuing practice to verify the authenticity of the document. If the document has been confirmed by the practice to be forged or fraudulent, the following actions and penalties may be undertaken by SAIBT:
 - forward the forged or fraudulent documents with the details of the student to the practice and/or practitioner who may take further legal action against the student.
 - apply one of more penalties against the student from behavioural misconduct as per SAIBT's Student Code of Conduct.
 - possible cancellation of enrolment, and Confirmation of Enrolment (for international students) and reporting to Immigration in accordance with Penalties for behavioural misconduct as outlined in the Student Code of Conduct Policy.

9 Academic Integrity

- 9.1** The **Academic Integrity Policy** must be adhered to.

10 Generative Artificial Intelligence

- 10.1** Generative artificial intelligence may be used as part of the learning process, but the use of generative artificial intelligence software in assessments is considered a breach of assessment conditions.

11 Grade determination and notation

- 11.1** The SAIBT/CEULUSA Board of Examiners approve all student grades prior to release.
- 11.2** Grade Point Average (GPA) is calculated as follows:
The sum of (grade points x module unit value), divided by the sum of the module unit values.
- 11.3 Graded assessment symbols**

| 11.3.1 | Grade | Assessment Symbol | Grade Points | Notional % |
|---------------|--------------------------------|--------------------------|---------------------|--|
| | High Distinction | HD | 7 | 85-100 |
| | Distinction | D | 6 | 75-84 |
| | Credit | C | 5 | 65-74 |
| | Pass level 1 | P1 | 4.5 | 55-64 |
| | Pass level 2 | P2 | 4 | 50-54 |
| | Supplementary Pass | SP | 3.5 | Satisfactory performance in final module (assessed by SAIBT Board of Examiners) or pass in supplementary assessment. |
| | Fail Level 1 | F1 | 1.5 | 40-49 |
| | Fail Level 2 | F2 | 1 | <40 |
| | Withdraw – Not Fail | W | - | The student withdrew from the module (without penalty) on or before the date prescribed by the Academic Director for withdrawal without a failure being recorded |
| | Withdraw Fail | WF | 1.5 | The student withdrew from the module after the date prescribed by the Academic Director for withdrawal without failure |
| | Withdraw No Progress | WNP | - | The student has been withdrawn from a module as part of an intervention strategy |
| | Non-Graded Pass to | NGP | - | Met specified assessment criteria required standard. |
| | Non-Graded Pass - Contributing | NGP (C) | 4.0 | If final GPA is less than 4.0 |
| | Fail assessment | F | 1.5 | Failed to meet specified criteria to required standard in a non-graded module or supplementary assessment |
| | Exemption | Ex | - | An exemption for completion of equivalent prior study has been granted |

11.4 Interim Grades

- 11.4.1** Deferred Assessment DE - The student has been granted deferred assessment

12 Appeals

- 12.1** Students who wish to lodge an appeal may do so in accordance with the **Student Grievances and Appeals Policy**.

SECTION C - GOVERNANCE

C.1 Responsibility

| | |
|----------------------------|--|
| Identification | SAIBT Assessment and Moderation Policy |
| Policy Owner | Academic Director |
| Approving Authority | SAIBT/CELUSA Academic Board |
| Initial Issue date | May 2009 |
| Directory Location | Policies, SAIBT, Academic Directorate |

C.2 Version Control

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|-------------------------------|---------|
| Current Version Number | 7.0 |
| Date of Effect | 05/2024 |
| Review Date | 05/2027 |
| Privilege Level | Public |

C.3 Legislative and Organisational Context

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|---|
| Name |
| Higher Education Standards Framework (Threshold Standards) 2021 |
| National Code of Practice for Providers of Education and Training to Overseas Students 2018 |

SECTION D - PROCEDURE

D.1 Related Procedures

SAIBT Assessment and Moderation Procedure

SAIBT Academic Integrity Procedure

D.2 Related Policies

Academic Integrity Policy

Student Grievances and Appeals Policy

Deferral, Leave of Absence, Withdrawal, Suspension and Cancellation Policy

SAIBT Academic Standing Policy