



**EYNESBURY**  
**COLLEGE**

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# FSP ASSESSMENT AND MODERATION POLICY

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## SECTION A - INTRODUCTION

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### A.1 Purpose

This policy outlines the rules of assessment and moderation in the Foundation Studies Program (FSP).

### A.2 Scope

This policy applies to all current students enrolled in Foundation Studies Program (FSP) delivered by Eynesbury College.

### A.3 Definitions

Word/Term	Definition
Assessment	Academic activities to gather and evaluate a student's understanding, knowledge and skills related to their learning program
Board of Examiners	Internal committee responsible for reviewing and approving final marks for related programs
Chief Examiner	A university academic appointed by Eynesbury College to ensure the validity of the final examination and ensure the reliability of the marking of the examination
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
Deferred assessment	An assessment which a student is permitted to submit or undertake at a later date
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
Internal moderation	Activities to ensure consistency of assessment outcomes conducted by teaching staff
Medical certificate	A signed statement from a registered medical practitioner ( <a href="https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx">https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx</a> ), 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.

A medical certificate may be issued by the following medical and health practitioners registered under the *Health Practitioner Regulation National Law*:

- medical practitioner
- psychologist
- chiropractor
- dentist
- optometrist
- osteopath
- physiotherapist
- podiatrist
- other health specialists as approved:  
[http://www.medicalboard.gov.au/Registration/Types/Specialist-Registration/Medical-Specialties-and\\_Specialty-Fields.aspx](http://www.medicalboard.gov.au/Registration/Types/Specialist-Registration/Medical-Specialties-and_Specialty-Fields.aspx)

Moderation	Process of validating teacher judgement of student achievement. The role of moderation is to ensure appropriate task design and confirms that the teacher has followed the assessment task specifications and has interpreted the criteria for judging performance consistently and appropriately
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
Program	An approved combination of modules, consisting of an A and a B component, in which a student is enrolled
Registered medical practitioner	<a href="https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx">https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx</a>
Summative assessment	Activities to evaluate student academic achievement against the standards of the intended learning outcomes
Study Period	12 or 13 teaching week semester

## A.4 Acronyms

<b>Abbreviation</b>	<b>Phrase or Word</b>
BoE	Board of Examiners
FSP	Foundation Studies Program

## SECTION B - POLICY STATEMENT

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### B.1 Principles

Assessment has both formative and summative purposes.

Assessment practices within Eynesbury College 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 In conjunction with teachers, the Academic Director will set assessment criteria that conform to these principles and module accreditation requirements.
- 1.2 This policy must be read in conjunction with the **Academic Integrity Policy**.

#### 2 Quality assurance

- 2.1 To assure consistency in, and achievement of, academic standards, Eynesbury College conducts both internal and external moderation.
- 2.2 External moderation is undertaken by the Chief Examiner.

#### 3 Assessment

- 3.1 Students will be provided with assessment information at the beginning of their module.
- 3.2 Assignments will be submitted electronically or in hard copy.

#### 4 Extensions and deferred 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 Eynesbury College will only accept medical certificates signed by approved medical practitioners. See A3 definition for certificate criteria.
- 4.3 Deferred assessments will not be granted on the grounds that a student has mistaken the due date.

#### 5 Examinations

##### 5.1 Communication before examinations

**5.1.1** Students will be advised of their examination time table and be given the Examination Conditions and Instructions.

**5.2 Requirements for examinations**

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

**5.3 Invigilators**

**5.3.1** Invigilators will supervise students undertaking examinations.

**5.3.2** There will be a Chief Invigilator to oversee examinations.

**5.4 Deferred final examination**

**5.4.1** A student may apply for a deferred final examination where there is a compassionate or compelling circumstance. This must be supported by documentary evidence.

**5.4.2** Eynesbury College will only accept medical certificates signed by approved medical practitioners. See the definition table for certificate criteria. Back-dated medical certificates may be accepted at the discretion of the Academic Director.

**5.4.3** A student is ineligible for a deferred exam where they have attended the original exam and submitted an exam script without indicating to the invigilator that they are sick and do not wish to have the exam script marked.

**5.4.4** There is a fee for a deferred final examination application.

**5.4.5** Deferred final examinations will be conducted at the discretion of the Academic Director.

**5.4.6** A deferred final examination cannot be deferred to another date. The final mark awarded for the module after a deferred examination is not restricted.

**6 Grade determination and notation**

**6.1** The Foundation Studies Programs (FSP) Board of Examiners (BoE) approves all student grades prior to release. At its discretion, the BoE may adjust a student's final internal assessment upwards by a maximum of 15 points out of 500 (3%).

**6.2 Calculation of results**

**6.2.1** The university assessment is calculated in a series of steps:

- The exam mark and the school mark are combined into a mark out of 100 for each of the elective modules and Language and Communication. If an additional elective module is studied, the lowest elective module result is not included in the score calculation.
- International Studies and Clear Thinking and Logic marks are reduced to a mark out of 50 for each.
- All marks are added to give a total out of 500.
- The aggregate score is calculated as follows:

	Possible Maximum
Language and Communication	100

International Studies	50
Clear Thinking and Logic	50
3 electives	300

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**500**

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### 6.3 Graded assessment symbols

**6.3.1** The following grades will be allocated to all assessment items:

Grade	Notional %
A+	95 – 100%
A	90 – 94%
A-	85 – 89%
B+	80 – 84%
B	75 – 79%
B-	70 – 74%
C+	65 – 69%
C	60 – 64%
C-	55 – 59%
D+	50 – 54%
D	40 – 49%
E	0 – 39%

## 7 Repeat of Module Component/Change of Module

**7.1** Students may have the option to improve the grade attained in a module component once. Where a student wishes to repeat a module, they must retake all assessments. The final grade will be calculated from the highest score of the repeated component A or component B of that module. Students will need to obtain approval from the Program Coordinator.

**7.2** Any repeat or change of modules must be completed within three study periods.

## 8 Appeals

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

## SECTION C - GOVERNANCE

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### C.1 Responsibility

<b>Identification</b>	FSP Assessment and Moderation Policy
<b>Policy Owner</b>	Academic Director
<b>Approving Authority</b>	Eynesbury College Academic Board
<b>Initial Issue date</b>	February 2012
<b>Directory Location</b>	Policies, Eynesbury, Academic Directorate

### C.2 Version Control

<b>Current Version Number</b>	6.1
<b>Date of Effect</b>	08/2022
<b>Review Date</b>	02/2025
<b>Privilege Level</b>	Public

### C.3 Legislative and Organisational Context

<b>Name</b>
<a href="#">Higher Education Standards</a>
<a href="#">The National Code of Practice 2018</a>



## **SECTION D - PROCEDURE**

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### **D.1 Related Procedures**

FSP Chief Examiner Procedure

FSP Final Assessment of Grades Procedure

FSP Internal Moderation Procedure

### **D.2 Related Policies**

Academic Integrity Policy

Student Grievances and Appeals Policy