

Russo Business School Assessment Policy and Procedures

Scope and Purpose

This policy and procedure applies to all staff and students of Russo Business School Pty Ltd ABN 34 601 105 319 trading as Russo Business School (RBS) (CRICOS Provider Code – 03441F).

It sets out the policy and procedures relating to the design, feedback, management, moderation, finalisation, ratification and review mechanisms associated with assessment.

Definitions and abbreviations

An **Australian Applicant** is an Australian citizen, a permanent resident or the holder of a permanent humanitarian visa.

Compassionate and or Compelling circumstances - *Compassionate and compelling circumstances are considered to be beyond the control of a student and have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:*

- serious illness or injury, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents or grandparents (where a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies, or
- a traumatic experience, which has impacted the student (these cases should be supported by police or psychologists' reports), which could include an involvement in, or witnessing of an accident, or witnessing or being the victim of crime;
- inability to begin studying on the course commencement date due to delay in receiving a student visa.

Please note that the above are only some examples of what may be considered. Each request will be assessed individually based on the information provided and documentary evidence.

A **course** is an appropriate suite and sequence of subjects that meets the requirements and specifications of the relevant level of the [Australian Qualifications Framework \(2nd ed, 2013\)](#) and which leads to the conferral of an award. For example, a Diploma of Business.

A **Deferred Examination** is an examination held at a date following the specified period for final examinations for students who for medical or other exceptional circumstances are unable to attend the final examination.

A **Final Examination** is an examination held within a specified period at the end of a study period.

An **International Applicant** is an applicant who does not hold citizenship of Australia or New Zealand, Australian permanent residence status or a permanent visa. The language of instruction at Russo Business School is English. International students must demonstrate a suitable level of English language proficiency before being admitted to a Russo Business School course.

Special consideration may be awarded by the Subject Lecturer prior to marking an assessment task or examination. Special consideration is usually awarded in extenuating circumstances to students who have attempted an assessment task or examination but consider their performance might be impacted by illness or some other unexpected or traumatic event or circumstance.

A **subject** is a unit of study that focuses on the development of knowledge, skills and the application of knowledge and skills in a given content area in accordance with the requirements and specifications of the [Australian Qualifications Framework \(2nd ed, 2013\)](#). A subject may form part of a course.

Supplementary examination/assessment is an examination or assessment task to be undertaken at a date following the specified period for final examinations for:

- (a) Students who are awarded a final result for the subject that would otherwise preclude them from graduating (that is, students in their final study period); or
- (b) Students who are deemed by the Assessment Committee to be eligible to sit a supplementary examination/assessment.

ACPET - Australian Council for Private Education and Training

ASTAS - Australian Student Tuition Assurance Scheme

CRICOS – Commonwealth Register of Institutions and Courses for Overseas Students

ELP - English Language Proficiency

ESOS - Education Services for Overseas Students

DIBP – Department of Immigration and Border Protection

TPS – Tuition Protection Service

Policy

Assessment Design

1. Assessment tasks must be designed to assure the learning outcomes for the subject and the course to which they relate and are to focus on the acquisition and development of knowledge, skills and the application of knowledge and skills as required by the relevant Australian Qualifications Framework level specification and criteria. (TEQSA Threshold Standards, Provider Course Accreditation Standards 1.4, 5.2 and 5.3).
2. All assessment items, including mid and final examinations, are to be written by the subject lecturer each study period. Previously designed and approved assessment items, including mid and final examinations, may only be reused after at least two study periods have passed. An exception applies where an assessment item must be repeated for industry/professional body accreditation purposes.
3. The Russo Business School Graduate Skills Statements must be taken into account and embedded in the design of assessment tasks.
4. Assessment tasks are to be designed to allow the assessor to determine the grade the student deserves for the work and must be accompanied by a clear set of instructions and criteria against which the assessment task will be marked.
5. Russo Business School academic and support staff are to be supported, through the provision of professional development, to design, provide feedback, manage, moderate, grade and finalise assessment tasks and student results.
6. The number of assessment tasks for each subject in a course must be appropriate to the AQF level of the course and must take into account the overall student workload expectations for the course. At Russo Business School students are expected to undertake additional hours of personal study (which includes completion of on-course assessment tasks) as per their specific subject outlines.
7. Assessment tasks are to be diverse, distributed and weighted accordingly and across the duration of the study period to create manageable workloads for staff and students and can include on-course assessment tasks and final examinations.
8. Peer assessment tasks are to be thoughtfully designed and used with caution, having regard to the student cohort and in particular the cultural mix. Also, peer assessment tasks are not to form part of the suite of assessment items for courses at the Diploma level. .
9. If students are required to achieve a satisfactory or pass grade in order to satisfy course and subject requirements, this must be made clear in the Subject Outline.

10. Students are to be notified in the Subject Outline that on-course assessment tasks are subject to final ratification by the Assessment Committee and that no single result on an assessment task should be taken to represent the final grade for the subject.
11. Other than in exceptional circumstances, assessment tasks as described in the Subject Outline must not be changed unless there is negotiation with students and any subsequent amendments are then approved by the Executive Dean of Russo Business School. Any changes made through this negotiated process will be communicated by the Subject Lecturer to all students enrolled in the subject via all appropriate channels, and uploaded to the online learning management system.
12. Attendance at specified classes may be necessary to allow for satisfactory completion of some subjects. Attendance records are to be kept at these classes. Participation, but not attendance in its own right, can be an assessment task.
13. Assessment tasks will be designed with regard to strategies to allow students to demonstrate that they are the author of the assessment. Strategies include:
 - (a) Russo Business School will utilise plagiarism detection systems within the online learning management system.
 - (b) Students may be required to submit draft versions of an assessment task.
 - (c) An assessment task may be undertaken in an invigilated context and compared with a non-invigilated assessment task.
 - (d) Assessment tasks are deliberately designed to allow students to demonstrate learning including reflective accounts.
14. In designing assessment tasks, Russo Business School has an obligation to comply with the [Disability Standards for Education 2005 \(Cth\)](#) and to make 'reasonable adjustments' for students with disabilities.
15. In weighting assessment tasks, the following considerations apply:
 - (a) There will be no negative marking.
 - (b) No on-course assessment task weighted at 30% or greater will be given to students within 3 weeks of the end of the study period examination period for the subject.
 - (c) Group work assessment tasks in a subject will not be weighted at greater than 25%.
 - (d) No individual assessment task will be weighted at greater than 45%.
 - (e) Participation based assessment tasks will not be weighted at greater than 20%.
 - (f) Oral Presentation tasks (whether group or individual) which are weighted at greater than 20% must be recorded for moderation purposes. If it is not possible to record the presentations, then a second staff member must be present to also evaluate this task. This second staff member must be someone who is appropriately qualified and experienced to conduct such an evaluation.

Assessment Feedback

16. Students are to be provided with a numerical grade (in accordance with the grading system below) together with qualitative feedback on their on-course assessment. This feedback must be given within two weeks of submission of the assessment task or before the due date of their next on course assessment, whichever is the sooner
17. Qualitative feedback can be provided using a variety of mechanisms including written comments on marked work; use of criterion based marking rubrics, face-to-face communications with individual students and with groups of students, electronically or using recordings. All qualitative and quantitative feedback must be kept on record for moderation purposes as required. Copies of all electronically/digitally recorded feedback must be submitted to the Program Manager for filing purposes.
18. No final subject grades or result will be released to the student, by anyone including their subject lecturer prior to the official Results Release date.

19. In cases of suspected plagiarism or cheating, refer to the Student Code of Conduct Policy and Procedures.

Assessment Management

Final and Deferred Examination Papers

20. Examination papers must be designed in consultation with the teaching team for the subject.
21. Examination papers are to be checked for accuracy by another member of staff with appropriate content expertise for the subject.
22. Examination papers are to be approved by the Executive Dean of Russo Business School.
23. Examination papers must be securely transmitted and copied to ensure integrity is preserved.
24. Students' examination scripts will be kept securely for 12 months following the end of the examination period.

On-course assessment tasks

25. Marked assessment tasks (other than examination scripts) must be returned to students before their next piece of assessment is due. Where assessment tasks relate to each other, the first marked assessment task must be returned to students at least seven (7) days prior to the due date for the submission of the second task.
26. Unclaimed completed assessment tasks (other than examination scripts) will be kept securely for six (6) months following the end of the relevant study period.
27. Assessment tasks that involve an oral performance or presentation weighted at equal to or more than 25% must allow for a mechanism by which a remark is possible. For example, by recording or by two (2) original markers.
28. Extensions for on-course assessment tasks may be granted in extenuating circumstances. See **Special Consideration** below, Application for Special Consideration for Assessment.
29. Where no prior extension has been approved, late submissions may incur a penalty. Weekends are treated as a single full day because the campus is not usually accessible over the weekend to allow for submission. Assessment tasks will generally not be graded if they are submitted 14 days past the due date.
30. Subject lecturers may consider and may grant special consideration in extenuating circumstances to students who have attempted an assessment task or examination but consider their performance might be impacted by illness or some other unexpected or traumatic event or circumstance. This must always be discussed with Academic Program Manager before any final decision is reached.

Assessment Grading

31. Refer to Russo Business School Grading Guidelines and point 18

Assessment Moderation

32. Pre and post assessment internal moderation processes will be undertaken in all subjects on a regular basis determined by the Course Review Sub-Committee. Techniques to be adopted for internal moderation include: shared development of criteria based rubrics and marking guides, sample marking, exchange marking and blind marking.

33. Post assessment external moderation processes will be undertaken in all subjects on a regular basis determined by the Course Review Sub-Committee. Techniques to be adopted for external moderation include: a 10% sample selected by the Subject Lecturer which includes grades at the high distinction level, borderline pass grades and mid-range grades. The sample will be analysed, where possible, by discipline experts teaching in equivalent subjects (refer to the Russo Business School Benchmarking Guidelines).
34. Where major differences emerge in assessment grading, the Academic Program Manager in consultation with the Executive Dean and the relevant lecturer will determine strategies to resolve the final grade.
35. Russo Business School may, with suitable and comparable partners, participate in national external benchmarking/moderation projects from time to time (refer to the Russo Business School Benchmarking Guidelines).

Assessment Ratification, Finalisation and Review

36. All final results for all students and all subjects in courses offered by Russo Business School will be ratified and approved by the *Russo Business School Assessment Sub-Committee*.
37. Within five (5) days of receiving any results, students have the right to request a review of marks for an on-course assessment task, examination or the final grade/results for a subject.
38. Students will receive notification of the outcome of their request, from the appropriate person, within five (5) days.
39. The Executive Dean of Russo Business School, in conjunction with all Academic Program Managers, will conduct an annual review of assessment and moderation processes and will report on outcomes to the *Russo Business School Assessment Sub-Committee*.

Deferred and Supplementary Examinations

40. A student may apply to defer their examination based on valid compassionate and or compelling reasons. This formal application is to be presented with valid medical or other evidence for consideration, normally within three (3) of the date of the original exam. However, extenuating circumstance such as emergency hospitalisation may qualify for a longer time period to apply for a Deferred Exam application.
41. Applications for deferred exams are to be considered by the relevant Academic Program Manager before the end of the examination period, and students will be notified accordingly.
42. Applications to defer a deferred exam are not usually considered. However, an application to defer a deferred exam will be accepted from a student, but will only be approved if the Executive Dean considers the circumstances exceptional.
43. In extenuating circumstances, and where a student is awarded a result that would otherwise preclude them from graduating (that is, in their final study period), or where the student is otherwise deemed eligible, a student may be granted a supplementary examination/assessment as determined by the *Russo Business School Assessment Sub-Committee*.
44. Should a student wish to defer a Supplementary Assessment, this will need to be considered on a case by case basis directly by the Executive Dean.

Special Consideration

45. A student requesting special consideration for their on course assessment, final, deferred or supplementary exam, must submit an Application for Special Consideration for Assessment directly to the Subject Lecturer with a copy to the Academic Program Manager.

46. Applications for Special Consideration are to be submitted within three (3) days of the original due date of that assessment.
47. Applications for Special Consideration will be considered by the subject lecturer in consultation with the Academic Program Manager where necessary. The Special Consideration will be judged on a case by case basis and the student will be informed accordingly.

Appeals

Should a student not agree with any decision made under this Policy, they may seek to appeal the decision through the Russo Business School *Student Complaints and Appeals Policy & Procedures*.

