

## **ADELAIDE COLLEGE OF DIVINITY**

### **ASSESSMENT POLICY**

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#### **Preamble**

Assessment is a core part of quality education, linking content, teaching and learning activities with unit and course learning outcomes and graduate attributes.

This policy sets out requirements and expectations in assessment and the formal criteria for grading student work. The policy applies to assessment in individual units within all courses.

#### **Legislations and Standards**

Higher Education Support Act 2003 and Higher Education Provider Guidelines

Tertiary Education Quality and Standards Agency Act 2011

Higher Education Standards Framework (Threshold Standards) 2011

Higher Education Standards Framework (Threshold Standards) 2015 (from 1 January 2017)

#### **Associated Documents**

Appeals Against Final Grades

Guidelines for Inclusive Language and for the Use of Language for God

Plagiarism

#### **Delegations**

The ACD Academic Board has delegated responsibility for implementing this policy to ACD teaching staff, including faculty lecturers, adjunct lecturers and assessors through the principal of their college, and to the ACD Executive Officer.

#### **Approvals**

This policy was approved by the ACD Board/ACD President on 28 January 2011, updated January 2012 and January 2013, 29 August 2014. Approved by Academic Board on 27 July 2016. Updated 14 May 2019 approved Academic Board 15 May 2019.

#### **Provisions**

##### **1. General Principles**

Lecturers are responsible for exercising professional academic judgement in designing assessment methods and tasks, and in determining unit results consistent with this policy.

Assessment certifies achievement of standards and learning outcomes by students, and assists students in their learning through lecturer feedback. Feedback should indicate both strengths and weaknesses of student work, through written comments or discussion as appropriate.

Consideration should be given to optional forms of assessment where reasonably practical and consistent with unit learning outcomes, including forms of assessment that take into account relevant student experience.

## 2. **Assessment**

To achieve a grade of Pass or better in a unit students must:

- (a) Provide evidence that they have undertaken the core work set for a unit;
- (b) Demonstrate that they have acquired at least a basic level of understanding that adequately covers the unit's objectives; and
- (c) Satisfactorily complete essential assessment exercises.

Unit lecturers will base their final grades for units on the above criteria.

All students should be aware of the assessment requirements for each unit in which they are enrolled. This information will be provided by the lecturer with the unit outline in the first week of lectures. Details will also be included about the length of time that should be expected for the return of work.

Assessment exercises may vary from unit to unit, particularly across the four areas of study. For example an exegetical essay would be an unlikely form of assessment for a unit in the Leadership, Missiology or Christian Education & Discipleship streams. Some of the forms of assessment that may be used include: Essays on set topics; Book reviews; Case studies; Group project; Exegetical exercises; Personal journals; Reflection papers with personal responses to readings/lectures; Tutorial presentations and papers; Project or creative exercises; Examination.

Most units will contain a range of assessment options. Each will be weighted to make up the total assessment.

A general guide to the number of words a student is expected to write is approximately 1000 words per credit point. In other words, in a 4.5 credit point unit students will be expected to write a maximum of 4,500 words. Different units will require different assessment exercises. Lecturers will provide a statement of assessment methods to students that explains exactly what is expected for each form of assessment for a unit.

Students should follow [the Assessment Guidelines](#)

## 3. **Final Grades and Notations**

Final grades and notations that may be used in ACD courses and units are listed in Schedule II of Adelaide College of Divinity Regulations.

### **Grades**

A Final Grade is the final assessment grade awarded for a unit to a student on the basis of work completed.

**Pass (P)** - The grade will be awarded where there is evidence that the student has undertaken the required core work for the unit and has demonstrated at least an adequate level of knowledge/ understanding/competencies/skills required for meeting unit objectives and satisfactorily completing essential assessment exercises.

The student would normally have attained an adequate knowledge of matter contained in set texts or reading materials, and demonstrated familiarity with major academic debates, approaches, methodologies and conceptual tools. A score in the range of 50-64 will be awarded.

**Credit (CR)** - The grade will be awarded where there is evidence that the student has undertaken all of the required core work for the unit and additional work in wider areas relevant to the unit, and has demonstrated a sound level of knowledge/understanding/ competencies/skills required for meeting unit objectives and completing assessment exercises at a proficient standard.

The student would normally have attained a sound knowledge of matter contained in set texts or reading materials and have done wider reading, and demonstrated familiarity with and the ability to apply a range of major academic debates, approaches, methodologies and conceptual tools.

Students should have a reasonable opportunity of reaching this grade provided they have completed all unit requirements, demonstrated proficiency in the full range of unit objectives and shown considerable evidence of a sound capacity to work with the range of relevant subject matter. A score in the range of 65-74 will be awarded.

**Distinction (DN)** - The grade will be awarded where there is evidence that the student has undertaken all of the required core work for the unit at a high level and considerable additional work in wider areas relevant to the unit, has demonstrated advanced knowledge/understanding/competencies/skills required for meeting unit objectives and completing assessment exercises at a proficient standard.

The student would normally have attained an advanced knowledge of matter beyond that contained in set texts or reading materials and have done considerable wider reading, and have demonstrated a broad familiarity with and facility at applying a range of major academic debates, approaches, methodologies and conceptual tools.

The grade should reflect very high quality work which shows the student generally works at a level which is beyond the requirements of the assessment exercises and is developing a capacity for original and creative thinking. A score in the range of 75-84 will be awarded.

**High Distinction (HD)** - The grade will be awarded where there is evidence that the student has undertaken the required core work for the unit at a high level and considerable additional work in wider areas relevant to the unit, has demonstrated the acquisition of an advanced level of knowledge/ understanding/competencies/skills required for meeting unit objectives and passing the range of unit elements at the highest level.

The student would normally have attained an in-depth knowledge of matter contained in set texts or reading materials and undertaken extensive wider reading beyond that which is required or expected. The student would have consistently demonstrated a high level of proficiency at applying a range of major academic debates, approaches, methodologies and conceptual tools and combining a knowledge of the subject matter of the topic with original and creative thinking.

The grade will be awarded in recognition of the highest level of academic achievement expected of a student at a given topic level. A score in the range of 85-100 will be awarded.

**Non-Graded Pass (NGP)** - The grade will be awarded where there is evidence that the student has achieved a satisfactory level of performance and participation assessed only on a pass or fail basis, where a satisfactory level of performance and participation has been achieved. The grade may be awarded to reflect:

- that the student has achieved mastery of the unit content; and
- that the student has satisfactorily completed unit requirements.

The Non-Graded Pass is awarded on a pass/fail basis and a score will not be assigned. The grade may encompass any level of achievement from satisfactory performance through to outstanding performance.

**Satisfactory (SATIS)** - The grade will be awarded only in Master of Ministry dissertation units and Doctor of Ministry thesis units where there is evidence in the research progress report that the student has made satisfactory progress.

**Fail (F)** - The grade will be awarded where there is evidence that the student has not demonstrated satisfactory academic performance in the unit or has failed to complete essential unit elements or required assessment tasks at an acceptable level in accordance with the unit objectives. A score in the range of 0-49 will be awarded.

## Notations

Notations will be determined and recorded on official records where appropriate.

**Withdraw, Not Fail (WN)**: indicates that the student withdrew from the unit without penalty prior to the withdraw-not fail date. This date will be the Friday of the ninth week of a single semester unit.

In special circumstances a student may be awarded a WN after the withdrawn-not-fail date by the Examinations Committee.

**Withdraw, Fail (WF)**: indicates that the student withdrew from the unit after the withdraw-not fail date. This date will be the Friday of the ninth teaching week for a single semester unit.

**Status or credit transfer (STATUS)**: indicates that credit has been granted for that unit on the basis of previously completed studies or work experience.

**Incomplete (I)**: indicates no final grade has been decided by the due date and that an extension of time has been allowed for completion of the assessment by the Examination Committee.

Final grades, notations and their symbols awarded by the ACD are summarised as follows:

<b>Grades</b>	<b>Symbol</b>	<b>Score</b>
High Distinction	HD	85 – 100%
Distinction	DN	75 – 84%
Credit	CR	65 – 74%
Pass	P	50 – 64%
Fail	F	0 – 49%
Non-Graded Pass	NGP	
Satisfactory	SATIS	
<b>Notations</b>		
Withdraw, not Fail	WN	
Withdraw, Fail	WF	
Incomplete	I	
Status	STATUS	

## 4. Resubmission or Review of Assessment Exercises

### 4.1 Resubmission of an Assessment Exercise

Failed assessment exercises, other than examinations, may be resubmitted within provisions indicated by the lecturer. Where this provision applies it must do so equally to all students who have failed the exercise. The original mark assigned will stand unless superseded by a higher mark achieved as a result of resubmission.

Process: An application for an assessment exercise to be resubmitted must be made in writing to the Lecturer concerned within ten working days of the return of that exercise. The application must state the grounds for the request. In granting approval to resubmit, the Lecturer must indicate how much of the assessment exercise needs to be resubmitted and the deadline for such resubmission.

### 4.2 Review and Re-Marking of an Assessment Exercise

Where a student believes the mark received for an assessment exercise is wrong or unfair, the student may seek a review of the mark. A student may only initiate such a process of review once for a particular assessment exercise; and work submitted for a review of a mark must not be altered or added to by the student.

Process: The student must first contact the Lecturer responsible for the mark to discuss this within ten working days of the return of the assessment exercise. The Lecturer may take whatever action is reasonable to review the mark and will discuss the outcome with the student.

If the student is dissatisfied with the outcome of discussion, the student may make a written application that the work be remarked, accompanied by evidence supporting the student's belief that the grade is unfair. The application must be submitted to the Course Coordinator within 10 working days of the discussion with the lecturer. The Course Coordinator will decide if a re-mark is justified or not, will notify this decision to the student and make arrangements for a re-mark if this is decided. The mark achieved as the result of a re-mark will be the final mark regardless of whether it is higher or lower than the original mark.

This process does not apply to the final grade – see the Appeal Against Final Grades Policy.

## **5. Supplementary Assessment for a Unit**

Supplementary assessment for a unit in which a student is currently enrolled may be approved on the following grounds:

**Medical/Compassionate:** A student who is unable to sit or remain for the duration of the original examination due to medical or compassionate reasons may apply for supplementary assessment. If illness or special circumstance prevents the student from sitting or remaining for the duration of the scheduled supplementary examination, or from submitting by the agreed deadline a supplementary assessment exercise, the student will be either:

- awarded a result in the unit of Withdraw, Not Fail (WN); or
- offered the opportunity to demonstrate competence through an alternative mechanism. If illness or special circumstance is demonstrated to persist up to the commencement of the next academic year, then the student will be awarded a result in the unit of WN.

**Academic:** a student will be granted supplementary assessment if he/she: achieves an overall result in the unit of between 45 and 49% (or between 40 and 49% where a student obtains a fail grade in the last 12 credit points required for completion of a course) or the equivalent where percentage marks are not awarded; has completed all required work for the unit; has met all attendance requirements; and obtains at least a pass level grade in any specific component of assessment (other than an examination) for the unit where this is explicitly stated to be a formal requirement for the successful completion of the course or unit. If illness or special circumstance prevents the student from sitting or remaining for the duration of the scheduled supplementary assessment, the student will be either:

- awarded a result in the unit of Withdraw, Not Fail (WN); or
- offered the opportunity to demonstrate competence through an alternative mechanism. If illness or special circumstance is demonstrated to persist up to the commencement of the next academic year, then the student will be awarded a result in the topic of WN.

For supplementary assessment awarded on academic grounds only the grades of P (Pass) and F (Fail) will be awarded.

## **6. Deadlines for Final Assessment**

Deadlines for final assessment and approval of results will be determined by the Executive Officer so that students are notified of results no later than 10 working days after the final day of the assessment/examination period.

All final results for an academic year must be resolved before the beginning of the next academic year unless specific approval for an extension is given by Examinations Committee.

## **7. Recording and Release of Results**

The student's result for each individual unit enrolment, including repeat attempts, will be recorded on academic transcripts.

Percentages and final grades will be given on unit assessment mark sheets and recorded, but percentages will not appear on academic transcripts.

Final grades and notations for units will not be official until after the formal review of assessments by the Examinations Committee. After this review final grades and final notations will be released to students and can only be altered by approval of the Examinations Committee.

### **Appendices**

- A Submission of Assignments and Penalties for Late Submission of Assignments
- B Grade Point Average Definition

## APPENDIX A

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### **Submission of Assignments and Penalties for Late Submission of Assignments**

#### **1. Submission**

All assignments must be submitted via ACD Online unless approved otherwise by the ACD Academic Dean.

#### **3. Extensions**

An extension of no more than 2 weeks may be given at the discretion of the lecturer for medical or compassionate reasons but not because of poor organisation. Extension requests for greater than 2 weeks must be approved by the ACD Academic Dean. All extensions must be requested using the Assignment Extension Request form, before the due date and time. Lodgement of a request for an extension is not sufficient of itself to remove penalties for late submission..

In the case of illness before or on the due date, the doctor's certificate must be submitted as soon as possible, and the penalties for late submission will apply from the day after the doctor's certificate expires.

After 14 calendar days no extensions will be granted and assignments will not be accepted. The student will receive a Fail grade for that assignment.

#### **4. Penalties for Late Submission of Assignments**

Penalties for an assignment received after the due date (or approved extension date) will be applied.

The penalty for submission of assignments after the due date and time is 2% per calendar day to a maximum of 14 calendar days.

#### **5. Return of Assignments**

All assignments will be returned via ACD Online unless an exemption has been approved by the ACD Academic Dean. Lecturers will endeavour to assess student work as soon as possible, for return usually no later than two weeks after the date of submission.

## APPENDIX B

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### **Grade Point Average Definition**

Grade Point Average (GPA) is the average of the grades achieved by a student taking into account unit of study credit point values. Values ranging from 0 to 7 are assigned to each grade and GPA is calculated to two decimal places. The value for the grade achieved for each unit is multiplied by the number of credit points for that unit. This product is totalled for all topics undertaken, and averaged by dividing the total number of credit points:

$$\frac{\text{sum of (value for each grade x unit credit point value)}}{\text{total credit points}}$$

The following values are assigned to grades:

HD	High Distinction	= 7
DN	Distinction	= 6
CR	Credit	= 5

P Pass = 4  
 F Fail = 0  
 WF Withdraw Fail = 0

The following values are assigned to pre-1999 grading:

P1 Pass Level 1 = 4.5  
 P2 Pass Level 2 = 4

The following grades are not counted in the calculation:

NGP Non Graded Pass  
 WN Withdraw Not Fail

**Status**

Reviewed by Ministry Studies	Amended May 2019		
Approved by Academic Board	This latest version 17 May 2019		
Approved by ACD Council			Version 3.0
Delegation to	Academic Board Executive Officer Adelaide College of Divinity	Review Date: February 20121	