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## PROCEDURE A6.5-P6.6

### ASSESSMENT AND EXAMINATION (including Reassessment)

#### 1.0 INTRODUCTION

##### 1.1 Related Policy

Assessment and Examination (including Reassessment) Policy.

##### 1.2 Purpose

The purpose of this procedure is to provide a framework for the design and administration of assessment tasks for Australasian College of Health and Wellness (ACHW).

##### 1.3 Scope

This procedure applies to all Academic Staff and students delivering or enrolled in any courses delivered by ACHW.

##### 1.4 Scope Exceptions

None.

#### 2.0 RESPONSIBILITIES

1. Academic Staff are responsible for:

- a. designing assessment which enable students to demonstrate their achievement of the learning objectives.
- b. marking assessment tasks against marking rubrics.
- c. providing feedback to students in a timely manner.
- d. responding to student concerns regarding marks/grades received for assessment tasks.
- e. evaluating and determining approval of special consideration requests of less than 2 weeks; and
- f. not divulging any information related to an individual student's assessment to unauthorised persons.

2. Students are responsible for:

- a. ensuring they understand assessment tasks.
- b. seeking advice from Academic Staff if they do not understand the assessment task.
- c. submitting assessment tasks on time.

- d. adhering to the Academic Integrity and Honesty Policy when developing their assessment task.
  - e. requesting extensions as specified in the unit outline.
  - f. approaching Academic Staff with concerns about their marks/grades for assessment tasks; and
  - g. requesting a re-mark or re-submission.
3. The Re-Marker is responsible for:
  - a. being fully conversant with the assessment task, the instructions relating to that task, and the evidence required to be submitted by a student to meet the requirements of that task in accordance with the marking rubric; and
  - b. following the assessment tasks instructions and marking rubrics to mark student work.
4. The Assessment Review Committee (ARC) is responsible for oversight of the finalisation of marks and grades.
5. The Head of School, ACHW is responsible for evaluating and determining approval of special consideration requests of greater than 2 weeks.

## 3.0 PROCEDURE

### 3.1 Assessment design, approval and moderation

1. Assessment tasks must enable the achievement of unit learning outcomes, and each assessment task must have clear assessment criteria that enable students to meet the requirements of the task, demonstrate the related learning outcomes and understand the grading or marking structure and levels of achievement for each grade or mark.
2. The number, type, volume, weighting, and unit learning outcomes in assessment tasks in a unit are considered and approved in the processes outlined in the Course and Unit Lifecycle Policy.
3. Assessment hurdles, where used, are defined.
4. Requirements for attendance are specified, e.g., clinic attendance is a compulsory requirement.
5. Assessments will be moderated as per the Assessment Moderation Policy.

### 3.2 Guidance for Students regarding Assessment Tasks

1. Notification of students of assessment requirements
  - a. Unit Guides contain details on how students will be assessed and how all assessment results may be combined to produce an overall mark for the unit. In particular, the Unit Guide explains:

- i. the weight of each task in contributing to the overall mark.
  - ii. how group assignments will be marked.
  - iii. minimum standards that are applied to specific assessment tasks, and the consequences if such standards are not met (including failure to submit particular tasks).
  - iv. rules regarding penalties applied to late submissions; and
  - v. summary details of what is expected in terms of presentation of work for an assessment task.
- b. Assessment tasks may be individual or group-based work.
- c. Assessment tasks may be modified to meet a student's individual Support Plan.

## 2. Preparation of Assessment Tasks

- a. The work submitted for assessment tasks must be the student's own work or must include the student's contribution to group work as required by the Unit Guide and must be prepared in accordance with specific instructions from the Academic Staff.
- b. Students are expected to adhere to the Academic Integrity and Honesty Policy when developing their assessment task.

## 3. Assessment Task submission

- a. Students are required to submit assessment task items at the time and date specified in the Unit Guide.
- b. Assessments task items submitted after the due date will be subject to a penalty (as specified in section 3.2.4 below) unless the student has been given prior approval in writing for an extension of time to submit that item.
- c. Assessment tasks should be submitted in the form specified in the Unit Guide or as notified by the Academic Staff. All assessment tasks must be lodged as specified in the Unit Guide.
  - i. The date and time an assessment task is lodged via the learning management system (LMS) will be considered the date and time of submission.
  - ii. The date and time an assessment task is received via email will be considered the date and time of submission.

## 4. Late submission of assessment tasks

- a. An assessment task item submitted after the assessment task due date, without an approved extension or without approved special considerations (as defined in 3.5), will be penalised.

- b. The standard penalty is the reduction of the mark allocated to the assessment task item by 5% of the total mark applicable for the assessment task item, for each day or part day that the item is late (a 'day' for this purpose is defined as any business day. Assessment task items submitted more than ten days after the assessment due date are awarded zero marks.

#### 5. Extensions to due date

- a. A simple extension of up to 3 business days may be granted at the discretion of the facilitator if the student applies for it via an informal email prior to the due date.
- b. All Extensions to assessment task deadlines that are lodged after the deadline must be applied as per Section 3.5 Special Considerations and are required to have supporting documentation.

#### 6. Return of assessment tasks and feedback

- a. Assessment tasks submitted by the deadline will be marked and returned to the students, together with appropriate feedback, normally within two (2) weeks of the deadline.
- b. Students shall be given constructive feedback on their performance on assessment tasks, apart from examinations, by Academic Staff.
- c. Students who have concerns about their assessment task should follow the steps under 3.9 Review of an Assessment Decision.

### 3.3 Practical Assessments

1. Practical assessments shall be incorporated into all Clinical Practice units.
2. Assessment rubrics shall be created for each practical assessment task.
3. All practical clinic assessments need to be completed successfully to gain at least a pass mark for the unit, irrespective of marks from other assessments.
4. Students are expected to undertake consultations in a professional manner.
5. Students are expected to document treatment plans accurately.
6. Students are expected to undertake treatments as per the agreed treatment plan.
7. Students shall be given constructive feedback on their performance after the practical assessment task by Academic Staff.
8. Students must demonstrate their ability to safely use technology, including any WHS during any practical assessment task.

### 3.4 Online Examination Procedures

At ACHW all exams are timed online exams that use a Lockdown browser.

1. Students will receive advance notice of scheduled examinations. All students are required to sit their examination during the scheduled week irrespective of any conflict with a planned holiday or special event.
2. Examinations will be open for 7 days during the scheduled week.
3. Students who have an approved Support Plan should notify the Academic Staff, at the start of teaching for each unit. Failure to give sufficient notice to the Academic Staff, may result in a student's inability to complete an online examination.
4. Students sitting an online examination must behave throughout the exam in a manner consistent with the ACHW's Student Code of Conduct.
5. Students must use Lockdown Browser for the exam and successfully complete all checks prior to commencing.
6. Examinations are timed once they commence.
7. Lockdown Browser software records students doing the whole exam and provides a report with any red flag moments throughout the exam.
8. Head dress must not be worn during the examination, unless required for religious observance or medical reasons.
9. Recorded footage of the online examination will be made available to ACHW when required, in accordance with Privacy of Student Information and Records policy.
10. A student must not have any device or item at the exam other than those permitted and required to undertake the examination. Examples of such items and devices include, but are not limited to:
  - a. electronic devices, including phones, smart watches and headphones, other than those devices needed for undertaking the exam.
  - b. calculators.
  - c. books, notes or other documents including dictionaries.
11. Items that are allowed for use in the examination must not be enhanced or tampered with in a way that has the potential to provide an additional advantage to any student.
12. Students are not permitted to communicate with any other people during the examination. Students are also not permitted to take note of the exam questions and communicate them with any other person.
13. Pen and paper are not allowed during exams.
14. Students are not permitted to leave the view of the webcam at any time during the examination.
15. Students are not permitted to retain a copy of examination questions following completion of an online examination.

16. Breaches of examination procedures will be treated as misconduct even if it cannot be demonstrated that a student gained an advantage as a result of the breach.

### 3.5 Special Consideration

1. Students whose ability to submit or attend an assessment is affected by sickness, misadventure or other circumstances beyond their control, may be eligible for special consideration. No consideration is given when the condition or event is unrelated to the student's performance in a component of the assessment, or when it is considered not to be serious.
  - a. The table below provides examples of that may be eligible for special consideration. Approval is not limited to these examples if acceptable supporting documentation is provided. Further supporting documents may be requested if needed.

Type of Circumstance	Supporting Documentation
<p>Medical circumstances, for example:</p> <ul style="list-style-type: none"> <li>• An unexpected illness.</li> <li>• A re-occurrence of a chronic illness.</li> <li>• An accident-causing injury.</li> </ul> <p>Please note that a disability or illness for which an approved Support Plan exists will not be accepted unless the disability has been compounded by an unexpected change or an additional condition</p>	<p>Medical certificate</p>
<p>Compassionate circumstances Hardship or trauma include:</p> <ul style="list-style-type: none"> <li>• a death or serious illness/injury of a close family member</li> <li>• a severe disruption to domestic arrangements</li> <li>• being a victim of crime</li> </ul>	<p>Supporting documents may take the form of:</p> <ul style="list-style-type: none"> <li>• a certificate or letter from a relevant health care professional who is qualified to assess and support the application</li> <li>• a police report where relevant</li> <li>• a death or funeral notice</li> </ul>
<p>Other unexpected or exceptional circumstances, for example:</p> <ul style="list-style-type: none"> <li>• religious observance</li> <li>• Aboriginal cultural practices</li> <li>• community service, for example, jury duty, an unforeseen call to</li> </ul>	<p>Supporting documents may take the form of:</p> <ul style="list-style-type: none"> <li>• a letter from a religious leader or formal documentation demonstrating religious affiliation</li> <li>• in the case of Aboriginal cultural practices, a document from an</li> </ul>

Type of Circumstance	Supporting Documentation
<p>the Australian Defence Force or state emergency services</p> <ul style="list-style-type: none"> <li>• a summons to appear in court</li> <li>• a vehicle accident that occurred on the day of the examination or deadline for submission of the final assessment</li> <li>• employment related circumstances such as a move interstate at short notice</li> <li>• outage of the ACHW's LMS</li> </ul>	<p>independent person, e.g., death certificate (if culturally appropriate) or letter from a senior community Elder</p> <ul style="list-style-type: none"> <li>• a certified call to Australian Defence Force service</li> <li>• a description of the emergency attended for state emergency services, including the date</li> <li>• a court summons</li> <li>• a copy of a police accident report</li> <li>• a letter confirming changed employment circumstances</li> <li>• a copy of the email confirming the IT business unit was aware of the LMS outage</li> </ul>

- b. Supporting documents for special consideration must be verifiable. Supporting documents signed by a relative or friend of the student will not be accepted.

2. Requests will be assessed:

- a. By the Academic Staff member if the requested extension is one week or less from the original due date of the assessment task item or exam.
- b. By the HOS, ACHW if the requested extension is greater than 1 week from the original due date of the assessment task item or exam.

3. Students must apply in writing to the Academic Staff or HOS, ACHW for special consideration within three days of the due date of the assessment task item or exam.

4. When considering the application for special consideration, the Academic Staff or HOS, ACHW may take into account one or more of the following:

- the student's performance in other assessment tasks in the subject.
- the severity of the event.
- the student's academic standing in other subjects and in the course; and
- any history of previous applications for special consideration, especially where they indicate a chronic problem.

5. If an application for special consideration is accepted, the student will be advised any one of the following outcomes in writing:

- additional assessment task or a supplementary examination will be scheduled.
  - the deadline for assessment task is extended.
  - the student is allowed to discontinue from the subject without failure. This is unlikely to occur after an examination or final assessment has taken place.
6. The student will be advised in writing if the request is unsuccessful.

### 3.6 Re-marking and resubmission

1. **Re-marking** is where a second facilitator marks an assessment task, without the student undertaking any further work.
2. The second marker must have expertise in the area of the assessment task. They must be provided with the relevant unit outline along with details of the specific assessment task, including the assessment criteria and the expected learning outcomes.
3. The result of the re-mark is recorded as the final mark for the assessment task irrespective of its position relative to the original mark.
4. Where an assessment has been re-marked, a student cannot request additional re-marking or apply for re-submission. Only a student can initiate a re-mark. A student can request a re-mark when they consider that an assessment task has been unfairly or inappropriately marked. A student must request a re-mark from the Academic Staff within five working days of the assessment task being returned.
5. The Academic Staff will escalate the query to the Head of School, ACHW who will assess the request. The Academic Staff will notify the student in writing within five working days that:
  - a. a second assessor will re-mark the assessment task (the re-marker); or
  - b. the request is denied.
6. If the request is denied, the student should follow the steps under 3.9 Review of an Assessment Decision.
7. **Re-submission** is where a student is permitted to revise an assessment task that they have received a Fail mark between 44-49. The assessment task is then re-submitted to the original assessor within a specified time frame.
8. Students who pass a re-submission will receive a maximum mark of 50 per cent unless the Academic Staff allows the full range of marks on the basis of exceptional circumstances.
9. A re-submitted assessment task cannot be re-marked.
10. Re-submission can be initiated by the Academic Staff or a student.



- a. The Academic Staff can offer a student the opportunity to re-submit work. The offer must be made within five working days of the original task being returned to the student.
  - b. A student can request a re-submission within five working days of receiving the returned assessment task. The Academic Staff will notify the student in writing within five working days whether a re-submission has been granted or denied.
11. If the Academic Staff grants a re-submission, they will advise the student in writing how much of the assessment task must be re-submitted, the due date for re-submission, and the marks available.
  12. If the request is denied, the student should follow the steps under 3.9 Review of an Assessment Decision.

### 3.7 Final grades

1. Students must attempt all assessment tasks and achieve at least an accumulative 50% of the total marks for the unit to be deemed to have met all unit requirements and to have successfully completed the unit.
2. Students should take note that the aggregated mark for a unit will be moderated which may result, in some cases, in a variation of the final grade awarded to the student for the unit. This may be inconsistent with the marks awarded to the student for individual assessment task items for that unit.
3. During each unit, students are provided with an evaluation of their individual performance with reference to the criteria for each assessment task. Student performance in individual units is graded in accordance with the following guidelines:

Grade	Definition
High Distinction (outstanding performance)  Code: HD Mark range: 85% and above	Complete and comprehensive understanding of the unit content; development of relevant skills to an outstanding level; demonstration of an extremely high level of interpretive and analytical ability and intellectual initiative; and excellent achievement of unit learning outcomes.
Distinction (very high level of performance)  Code: D Mark range: 75-84%	Very high level of understanding of the unit content; development of relevant skills to a very high level; demonstration of a very high level of interpretive and analytical ability and intellectual initiative; and comprehensive achievement of unit learning outcomes
Credit (high level of performance)  Code: C Mark range: 65-74%	High level of understanding of the unit content; development of relevant skills to a high level; demonstration of a high level of interpretive and analytical ability and achievement of unit learning outcomes.

Grade	Definition
Pass (competent level of performance)  Code: P Mark range: 50-64%	Adequate understanding of most of the basic unit content; development of relevant skills to a satisfactory level; adequate interpretive and analytical ability and satisfactory achievement of unit learning outcomes.
Fail (unsatisfactory performance)  Code: F Mark range: 49% or less	Inadequate understanding of the basic unit content; failure to develop relevant skills; insufficient evidence of interpretive and analytical ability; and failure to achieve the majority of unit learning outcomes.
Absent Fail Code: AF	Unsatisfactory performance due to no assessment attempted
Withdrawn with Failure Code: WF	Student has formally withdrawn from the unit of study after the relevant census date. WF is recorded in student's academic transcript and is calculated towards GPA.
Advanced Standing Code: AS	Credit has been granted for the unit following an application and its approval for Advanced Standing.
Incomplete Code: I	Student has formally applied for an assessment extension and has an approved revised date of submission. In case of non-submission of the assessment or further approved extension, the Incomplete (I) grade would be changed to a Fail (F) grade after the extended submission due date.
Withdrawn Without Academic and Financial Penalty Code: WX	This Grade is used to indicate withdrawal after the census date without academic and financial penalty and will be recorded in student's academic transcript. This will not be calculated towards GPA.
Withdrawn Without Academic Penalty Code: WAP	This grade is used to indicate withdrawal without academic penalty after the census date and will be recorded in student's academic transcript. This will not be calculated towards GPA.
Incomplete Fail Code: IF	This grade will be given when a student obtains an overall pass mark but has not submitted or fulfilled one or more mandatory assessment tasks or requirements as per the unit outline and ABS Assessment and Re-assessment Policy and Procedures

### 3.8 Releasing Results

- Once overall unit grades have been approved by the Assessment Review Committee, the approved grade is recorded in the student database against the relevant unit and students are notified of their results via the LMS and email.

### 3.9 Review of an Assessment Decision

- A student may request a review of an assessment decision. In the first instance, students should approach the Academic Staff, where appropriate, to discuss their concerns about the assessment decision.

2. A request for a review may be made in writing and lodged with the Head of School, ACHW within five business days of formal notification of the assessment result if:
  - a. The issue regarding the assessment decision is unable to be resolved with the Academic Staff; or
  - b. the student has not received a response from the Academic Staff within 3 business days. The student will be required to provide evidence of unsuccessful communications with the Academic Staff when lodging a request.
3. The grounds upon which the student may request a review of an assessment decision are:
  - that the student believes that an error has occurred in the calculation of the grade; and/or
  - a demonstration that the assessment decision is inconsistent with the published assessment requirements or assessment criteria.
4. Students should note that each review against an assessment decision is determined on its own merits without reference to other applications.
5. The Head of School, ACHW (or delegate) will normally respond to the request for a review of an assessment decision in writing within ten business days and may confirm or vary the original outcome. If a student remains dissatisfied with the outcome of the review of an assessment decision, they may utilize ACHW's Student Complaints and Appeals Policy for further guidance on additional steps to making appeals.

## 4.0 DEFINITIONS

- **Aboriginal cultural practices** - cultural duties and ceremonial obligations that, for Aboriginal students, may place restrictions on their capacity to participate in an assessment task on a specific day or complete an assessment task by a specified due date.
- **Academic Staff** - in this policy, this term refers to anyone involved in the teaching and/or facilitating a course or unit.
- **Assessment** - Assessment is the process of evaluating students' performance to ascertain the extent to which they have met the prescribed learning outcomes of the task (and thus contribute to the achievement of the learning outcomes of the unit and the course). Assessment enables students to monitor their progress and determines the academic results in a unit of study.
- **Assessment Criteria** - The criteria against which the performance of students will be judged. This is available in the Marking Rubric contained in ACHW unit outlines.

- **Assessment hurdles** - compulsory requirements within individual units that must be met in order to achieve satisfactory results in those units.
- **Assessment Task** - An assessment task is a specific learning activity or exercise designed for the purposes of determining a student's knowledge and achievements in relation to the published learning outcome of a unit.
- **Authentic assessments** - focus on students developing and applying knowledge and skills through meaningful, practice-oriented assessment tasks. Authentic assessment supports students to apply theory to practice and engage with problems similar to those they will encounter in the workplace. Authenticity levels are judged on the extent to which the attributes students use, their activities and the context reflect work and/or life practices outside the course.
- **Course** - a program of study consisting of units.
- **Grade** - The final result for a unit of study is composed of all assessment results for a study period. Students will be awarded the Grade equivalent on their Academic Transcript.
- **Learning outcomes** - The learning outcomes (course learning outcomes and unit learning outcomes) are provided in writing to students in the unit outline prior to the commencement of each unit. Learning outcomes serve as a reference point for the pre-assessment moderation of assessment tasks and final achievement of grades.
- **Marking rubric** - The criteria and associated grade available (e.g., HD to F) for the relevant assessment task.
- **Marks** - The result of a completed assessment task in a unit of study.
- **Medical Certificate** - A valid certificate will meet one of the following conditions:
  - A practitioner generated medical certificate provided that it includes the following:
    - the date of the examination by the practitioner
    - the duration of the medical condition
    - the practitioner's opinion regarding the impact of the medical condition on the student's academic participation and/or attendance; or
  - Another health practitioner registered under the *Health Practitioner Regulation National Law* who understands the history and impact of the student's medical condition.
- **Re-Marker** - A subject matter expert who is asked to re-mark an assessment.
- **Religious Observance** - Strict religious obligations to be observed by followers of a religious doctrine that place restrictions on a student's capacity to

participate in an assessment task on a specific day or complete an assessment task by a specified due date.

- **Support Plan** - A written plan between ACHW and Student which outlines specific undertakings a student must engage with in order to maintain their enrolment in a course of study.
- **Unit** - a discrete component of a course.
- **Unit Outline** - This document sets out the overview of the Unit Guide (academic content). It is a document that lists the learning outcomes and objectives of the unit of study.
- **Unit Guide** - The document contains all unit content including the assessments and the assessment weightings. It sets out the details of a unit of study. Typically, a Unit Guide consists of essential academic and administrative information required for the successful completion of a unit of study.

## 5.0 REFERENCES AND ASSOCIATED INFORMATION

- Academic Integrity and Honesty Policy
- Assessment and Examination (including Reassessment) Policy
- Assessment Moderation Policy
- Course and Unit Lifecycle Policy
- Managing Inappropriate Student Behaviour Procedure
- Managing Student Academic Misconduct Procedure
- Privacy of Student Information and Records Policy
- Sexual Harassment and Assault Prevention and Response (Students and Staff) Policy
- Student Code of Conduct
- Student Diversity and Equity Policy
- Student Complaints and Appeals Policy
- Student Progression and Support Policy

## 6.0 POLICY/PROCEDURE OWNERSHIP

Policy Owner	Chief Education Officer Higher Education
Status	Reviewed on September 2025
Approval Authority	ACHW Academic Board
Date of Approval	11/09/2025
Effective Date	15/09/2025
Implementation Owner	Head of School, ACHW
Maintenance Owner	Senior Compliance Manager Higher Education
Review Due	December 2027

## 7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
A6.0-P6.0	10 July 2017	Head of Compliance / Director ACHW	Initial document review after purchase of MHMHE
A6.1-P6.1	10 March 2020	Academic Board	General review
A6.2-P6.2	14/09/2021	ACHW Academic Board	Procedure separated from Policy. New template. Grouped and provided more detail to procedure steps. Definitions, References and Procedure ownership updated.
A6.2-P6.3	25 November 2021	Head of School, ACHW	Minor correction to table of Grade Results in section 3.7
A6.2-P6.3	09/06/2023	Executive Director / Head of School, ACHW	Factual correction on the re-mark process. Staffing title updates
A6.3-P6.4	18/09/2024	Executive Director	Updates to guidelines for online exams
A6.4-P6.5	13 January 2025	Executive Director	Changes to staffing
A6.5-P6.6	11 September 2025	Senior Compliance Manager Higher Education	<ul style="list-style-type: none"> <li>Addition of new grade; Incomplete Fail (IF)</li> </ul> Minor administrative changes <ul style="list-style-type: none"> <li>Update to staff titles</li> <li>Template slightly revised following benchmarking</li> </ul>