

Student Assessment Policy

Date of Approval by Governing Board: 7th April 2016

Date of review: 7th April 2019

1. Purpose

1.1 The purpose of this policy is to affirm the role of student assessment as an integral part of the learning process.

1.2 Assessment is the process of forming a judgment about the quality and extent of student achievement or performance.

1.3 Effective assessment supports learning and student development.

1.4 Assessment enables students to demonstrate they meet or exceed minimum academic and professional requirements and so allows *Leaders Institute* to meet its responsibilities to the profession and industry.

1.5 Assessment should demonstrate the student has met all unit requirements in an approved manner. All assessment should:

- Be criterion referenced
- Measure achievement of learning outcomes
- Be relevant, fair and equitable; as well as appropriate to the learning outcomes of the unit and overall objectives of the course
- Have reasonable associated workloads
- Be marked against criteria made known in advance to students
- Provide useful and timely feedback to learners
- Include a range of assessment types, which may include individual or collaborative achievement or both

2. Principles

2.1 Assessment as a core academic activity and essential component of the learning process has as its major aim the enhancement and reinforcement of student learning.

2.2 Further, assessment aims to:

- To evaluate the effectiveness of the learning process
- To indicate progress toward specified desired learning outcomes
- To improve ensuing learning through the provision of timely, clear, comprehensive feedback
- To certify outcomes for various internal and external audiences including Leaders Institute, accrediting bodies, employers and relevant professions

3. Roles & Responsibilities

3.1 Academic Board has the final authority to approve amendments, rescind procedures and confirm the criteria to be used to determine whether a student has satisfactorily completed a unit.

3.2 Academic Board approves the release of final grades for all units.

4. Scope of Policy

4.1 All staff and students are subject to this policy.

4.2 The policy is applicable to student assessment in all coursework units.

4.3 All staff must comply with this policy whenever they are engaged in an aspect of the assessment process.

4.4 The Policy also provides information for external stakeholders, including professional bodies, workplace supervisors and prospective employers of graduates.

4.5 This Policy should be read in conjunction with the following documents:

- *Student Academic Integrity Policy*
- *Assessment Moderation Policy*
- *Student Assessment Guidelines*
- *Student Grievance and Mediation Policy*
- *Teaching and Learning Guide*