

Student Assessment Policy

Document Information

Policy name	Student Assessment Policy
Category	Academic
Date effective	23/02/2017
Next review date	23/02/2023
Status	Revised

Version History

Date of Issue	Version	Author	Summary of changes
12/02/2017	1.0	J Allen	Changes made in line with Education Committee feedback
23/02/2017	1.1	J Allen	Issued to Academic Board for approval
16/1/2018	1.2	S Bush	Changes made in line with Education Committee feedback regarding Assessment protocols for hurdle subjects
16/1/2018	1.2	S Bush	Issued to Academic Board for approval
17/5/2018	1.3	S Bush	Changes made in line with Education Committee feedback
24/5/2018	1.3	S Bush	Issued to Academic Board for approval
16/7/20	1.4	S Bush	Changes made in line with changes to hurdle subjects and progression requirements
8/10/20	1.4	S Bush	Issued to Academic Board for approval
9/12/20	1.4	S Bush, K Swan	Further changes made in line with changes to hurdle subjects and progression requirements
12.02.21	1.5	S Bush K Swan	Further changes made in line with changes to hurdle subjects and progression requirements
16/07/21	1.6	S Bush, Kim Swan	Updated information regarding grading, extensions, remarks, and assessment protocols.
22.07.21	1.6	S Bush K Swan	Issued to Academic Board for approval

Document Approval

miecat

Name and Position	Date
Academic Board	29 th July 2021
Academic Board	9 th December 2020

miecat

Policy statement	
Purpose and Intent	MIECAT is committed to ensuring that all students are treated fairly and equitably. This policy outlines the principles and process for assessment of student work.
Application	This policy applies to all students enrolled at MIECAT.
Objectives	<ul style="list-style-type: none">• To establish a framework for the timely submission and assessment of student work.• To clearly communicate the responsibilities of student and institute staff in relation to student assessments.
Policy Provisions	
Preamble <p>MIECAT assessment carries a strong awareness that assessment of student work is part of MIECAT's ethical contribution to the development of professions which have particular public roles in the fields of health and wellbeing, community mental health, community arts, community development and education. Therefore MIECAT has a commitment to the development of therapeutic arts practitioners with high levels of academic competence and self-knowledge, commitment to social and ethical values, emotional wellbeing, self-management and resilience, as well as a capacity to deal with conflict and commitment to assisting people to make sense of their lives.</p>	
Assessment	
Grading – AQF 8 subjects: Units 1 & 2	
All assessment tasks for Units 1 & 2 at AQF 8 level will be assessed as follows: Ungraded (UG) Pass, or Resubmit or Fail.	
Grading – AQF 8 subjects: Units 3, 4, 5 & 6	
Grade	Cut-off Parameters
Distinction	85%-100%
Credit	70% - 84%
Pass	50% - 69%
UG Pass	Subject ungraded
Resubmit	Insufficient evidence (less than 50%)
Fail	Unsatisfactory resubmission or failure to submit (less than 50%)

Grading –All AQF 9 and 10 subjects

All assessment tasks at AQF 9 or 10 for example progress reports, arts project papers, peer and self-assessments will be assessed as follows: Ungraded (UG) Pass, or Resubmit or Fail.

Assessment Responsibilities and Guidelines - Students

Students must ensure they are enrolled (i.e. fees are paid) when any assignments are submitted for marking. Students not enrolled (or with fees outstanding) will not have their assignments assessed.

Students must keep a copy of each assignment submitted.

Extensions

If an extension is granted students should be aware that the timelines for marking will change, which may jeopardise re-enrolment in a subsequent subject where there are subject prerequisites.

One week

Assignments are expected to be submitted on time, and if a one-week extension is required a request must be submitted in writing to MIECAT administration at least 72 hours before the due date for that assignment. MIECAT administration has authority to approve extensions of one week. Reasons for extension should be included along with any relevant documentation.

Up to three weeks

If an extension of up to three weeks is required, a request must be submitted in writing to MIECAT administration at least 72 hours before the original due date. Reasons for extension should be included along with any relevant documentation. Your request will be forwarded to the subject coordinator who will liaise with the Masters coordinator to consider the request for approval.

Beyond three weeks

If for any reason a student requires an extension of more than three weeks in total, for example due to a medical or family emergency or serious ill health, then a request for special consideration may be made in writing to the Chair of the MIECAT Education Committee. This must be done at least 72 hours before the assignment due date (with the exception of unforeseen extenuating circumstances). Medical or other appropriate certificates/letters must accompany this request. In such cases a longer extension may be granted and the student will receive a response within 2 working days. Please note that an extension of more than three weeks may affect progression.

Late submissions

AQF 8 graded assignments submitted beyond the agreed due date will, if satisfactory, only achieve a PASS. In instances where there is insufficient evidence to achieve a pass grade, students will be required to resubmit.

Submission requirements

- Students must ensure that all pages in assignments are named and numbered.
- Students must ensure that they refer to the Student Assessment policy, *MIECAT formatting and writing guide*, and the *Quick Guide to APA 7th*

miecat

- Assignments (including journals) must include a *MIECAT assignment cover sheet* that indicates the assignment task and word count, the staff responsible for assessment, the student's name and I.D. number, and a signed statement of authorship.

Doctoral students must ensure they adhere to the MIECAT protocols for the submission of externally assessed theses

Resubmissions

In instances where there is insufficient evidence to pass, students will be required to resubmit. All resubmissions must earn a PASS for students to progress further into the course.

A resubmission can only be attempted once for each subject. This may be in the form of written work, oral presentation or other methods approved by the subject coordinator. Resubmissions will need to demonstrate successful fulfillment of the relevant assessment criteria in order for students to progress.

Fail grade

Insufficient evidence from a resubmitted assignment will result in a FAIL. In order to progress, the subject will need to be successfully repeated within no more than a two year period.

Assessment protocols for hurdle subjects

Students who receive a PASS grade for any of the hurdle subjects (Unit 3: Engaging with Materials; Unit 4: Emergent inquiry; Unit 5: Patterns of Emotional Experiencing; Unit 6: Refining Companionship Skills) will be invited to meet with a Progressions Panel to discuss progression into the stream subjects. The Panel will consist of 1 teacher of a subject in which the student received a PASS grade, a subject co-ordinator, and another academic staff member.

The progressions process is as follows:

- Once the four hurdle assessments have been completed, all students achieving a PASS grade in any of these subjects will be contacted and to meet with a Progressions Panel to discuss progression.
- The purpose of the Progressions Panel will be to convene to consider the students' overall past academic performance. Students wishing to progress are invited to meet with the panel to discuss their progress and may present additional information for consideration if they choose.
- The Progressions Panel will weigh up all factors to reach a decision about progression of the student. Students will receive a written response from the Progressions Panel outlining the details of their decision and options available to the student.
- There are four possible outcomes for students who meet with the progressions panel. These will be considered on a case-by-case basis:
 1. The student may progress into the stream subjects after meeting with the Progressions Panel.
 2. The student may progress into the stream subjects following requirements set by the Progressions Panel.

3. The student may need to pause their study, in order to meet additional requirements, set by the Progressions Panel. These may include repeating one or more subjects to meet the hurdle by gaining a CREDIT grade or higher.
4. Progression ceases and the student exits the program at this point with a Graduate Diploma.

This progression process applies before students can progress into the AQF9 subjects.

Request for Re-mark

Students may request a re-marking of their assignment if they believe a higher grading is warranted. The procedure is as follows:

- Students will be required to put in writing to administration a request for a re-mark, outlining the reasons for the request. In addition, the student will be asked to include a copy of the marked assignment and any feedback associated with this assignment – this is to be done within 3 weeks of receiving the assessment/feedback.
- This request will be considered by the subject coordinator and the Masters coordinator and a decision will be made as to whether the assignment will be remarked.
- The student will then be advised of the decision within a week and if there is agreement that a re-mark is appropriate the student will be required to send an unmarked copy of the assignment to the subject co-coordinator and this will be forwarded on to an independent MIECAT marker.
- The Masters coordinator will consider both the first assessment and the re-mark grade and feedback and assign a final grade for that assignment.

Grievances

Students who are not satisfied with the deliberations and decisions of the assessment processes outlined above will be directed to the MIECAT Grievance Policy should they wish to take further action.

Assessment Responsibilities and Guidelines - Staff

On enrolment all students will be given a copy of the MIECAT assessment policy.

At the commencement of each subject (or year in the case of the Professional Doctorate) students MUST be provided with a copy of the assignment/assessment tasks, the assessment criteria, assessment protocols for assignment submission, the word limits and the assignment submission dates.

It is the responsibility of teaching staff to allocate time within the subject to discuss and respond to questions related to the assessment tasks.

All assignments that are submitted at or before the due date will be returned to students within 3 weeks of the submission date, unless advised otherwise. Staff will not be required to comply with this timeline if an assignment is late or the student has an extension.

Staff are expected to attend any designated marking days and participate in assessment moderation.

Assessment is based on the assessment criteria defined for each of the subjects.

miecat

Subject co-ordinators must ensure that all assignments that have insufficient evidence of meeting the assessment criteria (i.e. a re-submission) are considered by two staff before the assignment is returned to the student. A resubmission demonstrates a lack of evidence for the assessment task. Each subject generally, at AQF levels 8 and 9, have two assessment parts (Practical assessments and a final Multimodal assignment) and each part must achieve at least a pass grade to gain a subject pass.

The teaching staff in consultation with the subject coordinator will determine an appropriate resubmission by the student. A resubmission may be in the form of written work, oral presentation or other methods deemed suitable to assess the relevant criteria.

Following a resubmission, if the assessor deems this to be a fail, then the subject co-ordinator must ensure that the assessment is double marked. If there is a marking discrepancy the final mark will be considered and determined in consultation with the Masters Coordinator.

If an assignment is submitted late beyond the agreed due date for submission staff will grade the assignment as either a pass or a resubmit.

MIECAT office staff are responsible for acknowledging receipt of a student request for an extension and notifying the student that an extension has or has not been granted.

The subject co-ordinator is responsible for ensuring that any student who is not satisfied with the outcome of the assessment process is aware of possible ways forward. Students may be directed to, either the relevant section of this policy where students can apply for a re-mark of their assignment, or to the MIECAT Grievance Policy.

Assessment of Doctoral Theses – External

Thesis examination

The Education Committee will appoint 2 external examiners for the thesis. The academic practice of using examiners who have a qualification equal to or above the level being examined will be adhered to.

If the 2 examiners cannot concur, the third examiner will be invited to assess the thesis.

The Education Committee will meet once all examination is complete and forward the results and a recommendation regarding the conferring of the award to the MIECAT Academic Board.

Exegesis and Arts Presentation

The Education Committee will appoint 2 external examiners for the thesis. The academic practice of using examiners who have a qualification equal to or above the level being examined will be adhered to. The arts presentation (exhibition, artifact, performance, or event) and exegesis must be completed and assessed at the same time.

If the 2 examiners cannot concur, the third examiner will be invited to assess the thesis.

The Education Committee will meet once all examination is complete and forward the results and a recommendation regarding the conferring of the award to the MIECAT Academic Board.

miecat

Related legislation	Refer to legislation listed in Equal Opportunity Policy
Supporting procedures	Nil
Related documents	Grievance Policy
Accountabilities	
Policy owner	Education Committee
Approval authority	Academic Board
Responsibility for implementation	The Education Committee is responsible for overseeing the overall implementation of the Institute's Student Assessment Policy and providing guidance in the management of grievances.
Responsibility for monitoring implementation and compliance	Education Committee and Academic Board are responsible for monitoring and reporting to the MIECAT Council.
Definitions	Nil