

Assessment – Bachelor Degree

POLICY

Each course will be formally assessed. The nature and criteria for assessment are specified for each course in the curriculum document for the program.

Informing students of assessment requirements

By the end of the second teaching week in each course, the course lecturer shall provide students with a course outline that contains details of assessment methods (including details of the scheduling of assessment and the contribution of each assessment item to the final grade).

Students will be provided with documented assessment marking criteria prior to the due date for all assessment items, excluding exams, as outlined in Course Information booklets for each course.

Requirements for a pass grade

All assessment items in each course are cumulative (ie each assessment item contributes a part of the total 100% to create the overall grade).

To obtain a pass a student must:

- attempt and submit all assessment pieces, and
- obtain an overall mark of at least 50%.

Course failure and re-enrolment

Students receiving a fail grade must re-enrol in and repeat each course element failed. Students must pay additional fees for each and every course element repeated at the current applicable course element rate. Only three failures of the same course element are permitted.

Students failing a course element for the third time (ie original attempt plus two repeats) will be required to show cause why their enrolment should not be terminated to the Academic Director as per the Academic Progress policy.

Balance of assessments

The maximum number of assessment items for each course will not exceed three. Group work assessments will not account for more than 40% of the overall mark. Exams will not, normally, account for more than 40% of the overall mark.

Original work

Academic assessment by its nature requires a student to present original work. Where a student quotes another person's work excessively, it may not be possible to assess the student's academic ability. Course lecturers may nominate, in the documented assessment marking criteria, what is considered a reasonable portion of non-original work, as a means to develop effective referencing habits. (See Academic Misconduct policy and discussion of plagiarism)

Role of Academic Committee

The Academic Committee shall review and confirm results at the end of each semester, and shall make recommendations to the Academic Board for ratification of results, conferral of awards, and recognition of meritorious academic performance. (See Results and Grades policy)

Professional Experience and Assessment

A student who fails at least four courses or 50% of courses enrolled in for any one semester (whichever is the lesser) will not be permitted to undertake Professional Experience during the following semester (see Professional Experience policy).

A student who fails three or more courses in a semester, or fails repeated courses, or fails any number of courses having been previously identified as 'at risk', will be counselled in accordance with the Academic Progress policy. (See Academic Progress policy)

PROCEDURE

1. Academic Committee

1.1 An Academic Committee shall consist of:

- the Academic Director
- the Program Manager or delegate (Chairperson);
- a minimum of four course lecturers teaching the courses in the semester under review.

1.2 In making its decision or recommendation on any matter, the Academic Committee shall consider circumstances including:

- the reason the decision is necessary
- the student's academic record
- the student's attendance record
- recommendations from the course lecturer
- any other matter impinging on the performance of the student

2. Re-marking of an assessment item

Definition

Re-marking is marking for a second time a piece of work that has not been altered or added to by the student. Re-marking will not apply to exams or oral presentations. Re-marking will only be undertaken where a student considers that an individual piece of work has been unfairly or inappropriately assessed.

Procedure

- 2.1 A piece of work may be submitted for re-marking only once. A re-mark of that assessment item will be allowed only if it has been submitted by the due date.
- 2.2 If a re-mark results in a new grade, this grade will become the final grade, whether the new grade is higher or lower than the original grade.
- 2.3 A student who considers that an individual piece of work has been unfairly or inappropriately assessed shall first contact the lecturer concerned to discuss the original mark, within five working days of the return of the assessment piece. The lecturer shall respond within five working days, informing the Program Manager of the appeal in process.
- 2.4 Where the student is dissatisfied with the result of the discussion, the student may formally request a re-mark.
- 2.5 The request shall be made in writing to the Program Manager within five working days of the discussion with the lecturer regarding the original mark.
- 2.6 The Program Manager shall decide if a re-mark is justified and shall notify this decision in writing to the student within five working days of the request being received.
- 2.7 Where it is decided that a re-mark is justified, the Program Manager shall make arrangements for a re-marking of the assessment item.
- 2.8 The re-assessor, who may be from this or another institution, will have expertise in the area of assessment, but shall not be the original assessor.
- 2.9 The assessor who is to re-mark the assessment item shall not be given details of the student's original assessment.
- 2.10 The student shall be informed of the arrangements for re-marking and the outcome, by the Program Manager, in writing.

3. Deferred exam

Definition

A deferred exam will only be granted where a student is unable to attend or complete the final exam on medical or compassionate grounds. A deferred exam will not be granted on the grounds that a student has mistaken the day, time or venue of an exam.

Procedure

- 3.1 Students applying for a deferred exam must provide supporting documentary evidence of their medical or compassionate grounds, such as a medical certificate from a registered medical practitioner, normally prior to the original exam.
- 3.2 The decision to grant a deferred exam will be made by the Program Manager. If the student wishes to appeal the decision of the Program Manager, he or she may do so in accordance with the Academic Appeals process. (see Academic Appeals policy)
- 3.3 Deferred exams will be conducted as soon as practical after confirmation of results by the Academic Committee at the end of each semester, unless prior approval is given by the Program Manager to conduct such assessments for a particular course at another time.
- 3.4 Deferred exams will be different in detail from the original exam, but will assess the same areas of learning.

4. Late penalties for written assessment items

- 4.1 Failure to submit work by the nominated due time and date will result in a penalty of 5% (of the total percentage allocated for that assessment item) per day or part thereof to a maximum of 5 working days.
- 4.2 Any assessment item submitted after the 5th working day following the nominated due time and date will not be marked and will receive a fail grade with a mark of 0%.
- 4.3 An extension to the due time and date for an assessment item may be granted by the course lecturer, normally for a period of up to five working days, and normally only for medical or compassionate grounds.
- 4.5 If an extension is granted and the work is not submitted by the new, approved due time and date the assessment item will receive a fail grade with a mark of 0%.

5. Exams

- 5.1 Attendance at exams is compulsory. Failure to sit an exam at the set time and date without due cause will result in a Fail grade.
- 5.2 If the reason for absence is due to a medical condition, incarceration, bereavement or similar emergency, the student must provide supporting documentation to Le Cordon Bleu Australia as soon as practical (normally within 48 hours) and before the date of the exam wherever possible.

- 5.3 Where a student becomes ill or injured during an exam the student must notify the supervisor immediately and a determination of whether the student is able to continue with the exam will be made in consultation with the student. If it is determined that the student cannot continue with the exam, this will be noted, the lecturer and the Program Manager will be notified and the student will be eligible for a deferred exam.
- 5.4 If a student becomes ill or injured during an exam but fails to notify the supervisor during the exam, the grade awarded to the exam will stand.

Conduct at exams

- 5.5 Having entered the exam room, a student shall not:
- be in possession of any books, notes or diagrams other than those which the course lecturer has specified may be taken into that particular exam; or
 - directly or indirectly give assistance to any other student; or
 - directly or indirectly accept assistance from any other student; or
 - permit any other student to copy from or otherwise use his or her exam papers; or
 - use any exam papers of any other students; or
 - by any other improper means whatever obtain or endeavour to obtain, directly or indirectly, assistance in his or her work, or give or endeavour to give directly or indirectly, assistance to any other student; or
 - be guilty of any breach of good order or propriety.
- 5.6 When a student is alleged to have committed a breach of any of the provisions outlined above, a written report by the supervisor will be prepared and submitted to the Program Manager and such misconduct shall be dealt with under the Academic Misconduct policy. If the misconduct is found proved, the student, in addition to any other penalty which may be imposed under the misconduct policy, will be deemed to have therefore failed the course. (See Academic Misconduct policy)
- 5.7 A student who is detected committing, or apparently committing a breach of any of the above provisions may be summarily dismissed from the exam room.
- 5.7 No student shall be admitted to an exam after a half hour from the start of the exam.
- 5.8 No student shall be permitted to leave an exam room less than half hour from the time the exam commences.

- 5.9 No student shall be re-admitted to an exam room after he or she has left it unless during the full period of the absence the student has been under approved supervision, or allowed to leave by the supervisor for health reasons.
- 5.10 Students are required to obey any instructions given by an exam supervisor for the proper conduct of the exam.
- 5.11 A student may not communicate with a member of the lecturing staff of the course on any matter relating to any exam between the holding of that exam and the publication of either verbal or written provisional results, unless specifically authorised by the Program Manager.