
Assessment – A Code of Practice

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Purpose:	To set out explicitly the full range of stakeholder responsibilities and rights in relation to the conduct and management of assessment. This includes feedback to students regarding their learning achievements.
Scope:	All staff and students of the EIT involved in any part of assessment.
Overview:	There are many stakeholders in the conduct and outcomes of assessment including students, academic staff, academic and professional disciplines, the institution, Governments and the community. Assessment is a high stakes activity in the educational process and a public and critical concern for EIT given the institution is accountable for the credentials it bestows on its graduates.
Essential Supporting Documents:	
Related Documents:	<ul style="list-style-type: none">- Assessment Policy- Moderation Policy- Information Literacy and Resource Access Policy

Responsibilities of the EIT

The EIT, through the Dean and the Academic Board will ensure that assessment and feedback practices are:

1. Explicit, fair, transparent, inclusive and consistent across the institution
2. Well managed and moderated at faculty level
3. Supported by resources that provide all staff with access to information and opportunities to increase their assessment literacy and their capability in the practice of assessment and feedback



4. Underpinned by a shared and explicit understanding of what is entailed in academic integrity in assessment and consistent application of the procedures and consequences of academic dishonesty
5. Supported by consistently applied policies and procedures to inform and manage requirements for students with disabilities or other special considerations in the case of illness and misadventure
6. Supported by appeal mechanisms that are widely publicised and consistently applied.

The EIT, through the Chair of the Governance Board and the Chair of the Academic Board, requires:

1. Faculty and department leaders, teachers, tutors, managers and students to ensure that they are familiar with the implications of the assessment policy and related documents
2. Faculty and department leaders to establish mechanisms and procedures to enable the implementation of the Assessment Policy
3. Faculty and department staff to make every effort to ensure that they have established sound connections with their related professional and accrediting bodies and employer groups to establish clear and shared understandings of the standards of achievement implied in graduates' credentials received from the EIT
4. Students will comply with the systems, rules and expectations for academic honesty in all matters to do with assessment products and performances.

Responsibilities of EIT Academic Board

The Academic Board has the responsibility to ensure that:

1. Assessment and feedback principles, values and procedures are adhered to
2. Assessment and feedback information, resources and procedures are available and publicised for both students and staff so that all are aware of their rights and responsibilities
3. There is a shared understanding of standards and expectations in regard to assessment of learning
4. National and international standards are maintained with relevant professional and academic discipline organisations and other relevant stakeholders
5. Assessment tasks are aligned with curriculum aims and objectives and the authentic intentions of degree programs
6. A diverse range of assessment tasks will be incorporated into each degree program in order to provide opportunities for students to acquire and further develop the espoused EIT graduate capabilities
7. Assessment task design and requirements will be monitored in terms of authenticity and workload



8. Students receive formative assessments and feedback and gain adequate information in a timely fashion in order to learn from past activities and become effective in self assessment
9. A consistent approach is adopted towards developing students' understanding of integrity in academic practice
10. A consistent interpretation of incidents of academic misconduct and a consistent application of the procedures and enforcement of consequences in relation to academic honesty
11. Grading criteria and standards will be applied accurately, fairly and consistently
12. Examinations will be managed according to accepted policy and procedures
13. Accurate records of student performances will be kept and maintained
14. All examination papers, scripts, records and academic judgments will be stored and managed efficiently and securely and kept for the mandated period
15. Only the student number will be disclosed in any public reporting of results, rather than the students identity, except where the student has given consent

Responsibilities of EIT Academic Staff

Individual members of the academic staff have responsibilities to:

1. Be familiar with EIT requirements for best practice in assessment design, communication, grading and feedback
2. Ensure that all assessment design and practice is congruent with the objectives of the related unit of study and degree program and will enable the development of EIT graduate capabilities
3. Communicate assessment expectations clearly and in a timely fashion to students to enable them to be well informed and gain access to required resources
4. Assess assumptions of students' entering knowledge, skills and capabilities, including their access to technology and skills to use it
5. Ensure students are familiar with the requirements for academic integrity in the discipline
6. Review and give timely and useful detailed feedback on work submitted
7. Keep and maintain adequate paper-based or electronic records of student achievement for the mandated period
8. Ensure records and reports on student learning are based only on relevant evidence
9. Maintain confidentiality regarding student results, disclosing them only to those with a legitimate right of access
10. Critically review assessment activities in order to anticipate any negative unintended consequences
11. Evaluate own performance as an assessor against the principles, values and practices outlined in this policy and seek peer feedback



12. Seek external expert moderation of assessment design and grading practices to gain feedback on the academic and disciplinary standards they entail
13. Ensure any potential or actual conflict of interest in relation to assessment is resolved in line with the code of conduct for staff.

Rights of Academic Staff

Academic staff require:

1. Students to be focused on learning rather than merely the achievement of grades
2. Students to make the effort to be informed of the rules and requirements for progression in their degree program
3. Students to be aware of, and abide by, the assessment policies including academic honesty and the consequences for acts of dishonesty that include cheating, collusion, plagiarism and fraud
4. Students to seek assistance from the department, faculty and/or institution if they so require it
5. Students to behave ethically and responsibly in their conduct of assessment tasks
6. Students to use assessment to engage in critical self evaluation in terms of their progress towards the espoused learning expectations
7. Students to submit work on time that is their own except when shared ownership is part of the task
8. Notification from the student as soon as possible if difficulties arise with timing, online access, availability of resources or other requirements of the task
9. Notification from the student as soon as possible if difficulties arise in terms of substantial absences and submission of a Special Consideration application with the appropriate medical and/or other certificates
10. Students to utilise the mechanisms for appeal if the need arises Rights and Responsibilities of Students

Students Responsibilities

Students have the responsibility to:

1. Be aware that the major objective of assessment is to aid learning rather than the achievement of grades
2. Be informed of the rules and requirements for progression in the degree program, ensuring that they are fully aware of the advice implications of discontinuation or withdrawal from a unit of study
3. Be aware of, and abide by, the assessment policies including academic honesty and the consequences for acts of dishonesty that include cheating, collusion, plagiarism and fraud
4. Be aware of the means for seeking assistance in the department, faculty and institution



5. Behave ethically and responsibly in their conduct of assessment tasks and avoid any action that would unfairly disadvantage or advantage another student
6. Use assessment to engage in critical self evaluation in terms of their progress towards the espoused learning expectations
7. Submit work on time, ensuring that it is their own except when shared ownership is part of the task
8. Notify staff as soon as possible if difficulties arise with timing, online access, availability of resources or other requirements of the task
9. Notify staff as soon as possible if difficulties arise in terms of substantial absences and submit an application for Special Consideration with the appropriate medical and/or other certificates
10. Be aware of mechanisms for appeal

Students Rights

Students have the right to:

1. Be informed about all aspects of assessment policy and practices in each unit of study including criteria, standards and procedures to be met and penalties for breaches
2. Consistent application of policies, procedures and penalties
3. Timely return of results with feedback to enable improved performance
4. Information that allows them to calibrate their own performance against the expected performance standards
5. Review their examination scripts and other forms of summative assessment (except in the case of reuse) for the duration of the mandated script retention period
6. Have access to their student file and other documents related to their assessment
7. Be informed of the mechanisms for appeal
8. Appeal against academic decisions in accordance with the EIT's appeal policy and procedures

Rights and Responsibilities of Professional and Accrediting Associations and Employer Groups

These external stakeholders have the right to:

1. Have access to information that will provide a clear explanation of the procedure and standards used to assess students capabilities
2. Have their opinion respected in EIT contexts related to discussion of desirable graduate capabilities
3. Engage in peer to peer negotiations with related EIT academic areas in any process used to identify desirable graduate capabilities and in articulating the standards against which student performances are judged



4. Be assured of the accuracy, consistency and representativeness regarding student achievement contained in documentation produced by the EIT and released to them by students and graduates
5. Experience some measure of mutual benefit when they provide opportunities for students to work in their organisations in order to learn

These external stakeholders have a responsibility to:

1. Recognise and respect the pedagogical dimension of disciplinary expertise held by academic staff, namely how a particular subject area is learned
2. Contribute to the EIT process for developing shared comprehensive and validated conceptions of desirable graduate capabilities and how they are recognised in the workplace, profession and/or community
3. Provide opportunities for students to carry out some part of their EIT study program in real world contexts as learners, not just observers or unpaid workers
4. Provide meaningful feedback to assist students to improve their performance when they are placed and assessed in their respective organisations