



ASSESSMENT STRATEGY

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ASSESSMENT METHODS

Assessment of achievement/competence is undertaken for each subject/module in each course. Assessment is based on the extent to which an assessor considers that a student has achieved the particular learning outcomes/objectives of the subject/module concerned. These learning outcomes/objectives are stated on the subject/module worksheets that are provided for students at the start of each semester. Generally, a grade is assigned that indicates the student's assessed level of achievement/competence; however, non-graded assessment may be used in occasional cases.

The most common assessment methods at levels 1 and 2 are:

- Written assignments - essays and reports;
- Practical exercises;
- Student oral presentations and creative projects; and
- Multiple-choice/short-answer tests.

The most common assessment methods at level 3 are:

- Written assignments - essays, exegetical exercises and tutorial/seminar papers;
- Oral presentations and contributions to tutorials/seminars;
- Practical exercises in classroom and field situations;
- Progress tests and examinations; and
- Research studies/projects.

Details of the assessment methods are provided on the subject/module worksheets for each course-work and in the relevant handbooks/manuals for research studies/projects.

GRADING

Student performance per subject/module (especially in academic-related studies) is normally graded according to a six-point descending scale:

GRADING SCALE

High Distinction (HD):	85 to 100 percent
Distinction (D):	75 to 84.5 percent
Credit (C):	65 to 74.5 percent
Pass (P):	51 to 64.5 percent
Terminal Pass (TP):	49.5 to 50.5 percent
Fail (F):	Below 49.5 percent

In addition to this, students may be advised as follows:

Result Withheld [RW]: The assessment has not been finalized for either academic or administrative reasons.

Non-graded assessment is used in some subjects/modules.

Note: Tabor College may also use the categories: incomplete (I); non-graded pass (NGP); recognition of prior learning (RPL); withdrawn not fail (WN); withdrawn fail (WF); enrolment expired (EE) and exemption (Ex).

PASS MARK, RESUBMISSION AND REPEATING

To pass in a subject/module, a student must gain at least 50% of the total marks available in that subject/module. A student who scores below 50% for a particular exercise/assignment will normally be permitted to repeat/resubmit the exercise/assignment within a specified timeframe, but will not be able to score more than a Terminal Pass (50%) for the repeat effort/resubmission. Additional require-



ments apply in some subjects/modules and these are specified on the relevant worksheets.

A student who fails a test or examination may be granted a supplementary test or examination after a further period of study, provided that the student's performance in other components of the assessment has been satisfactory.

A student will not be permitted to repeat a failed subject/module more than twice without permission from the Stream Head and at least two other faculty members.

The College's policy on Academic Risk and Support, and Repeating Failed Modules is included in the Student Orientation Handbook.

LATE SUBMISSION OF ASSIGNMENTS

Penalties are applied for late submission of assignments. Due dates for assignments are clearly specified on subject/module worksheets. Unless students have been granted formal extensions, the following are the normal penalties for late presentation of assignment work:

- 10% deduction for up to 1 week late (with a subsequent mark of no less than 50% if the original mark was 50% or more).
- 20% deduction for 1-2 weeks late (with a subsequent mark of no less than 50% if the original mark was 50% or more).
- Maximum 50% for over 2 weeks late.
- More than 4 weeks late no marks.

Students will be notified of lateness penalties on their assignment cover sheet and have until the first week of the following term to appeal with the Registrar. Requests for extensions must be made before assignment due dates, using the relevant forms and including the requisite signatures.

For more details on Assignment Extensions please visit the Assignment Extension Policy.

MARKING OF ASSIGNMENTS

Marking (assessment) is both summative and formative. Markers are expected to give reasons for the grades that they assign and to comment on the strengths and weaknesses of the work assessed. Where a student scores below 50%, feedback from markers will usually involve both written comments and personal counselling with directions for the further study necessary in each individual case.

SPECIAL GROUNDS FOR SUPPLEMENTARY EXAMINATIONS

Where a student is prevented by illness or other circumstances beyond his/her control from attending an examination, or where a student believes that illness or other special circumstances have significantly affected his/her performance in an examination, that student may apply for consideration for a supplementary examination on medical or compassionate grounds.

WITHDRAWAL

Academic record

If a student withdraws from a subject/module after commencing that subject/module, a notation will appear on the student's academic transcript. For withdrawal before a certain point the notation will be WN, signifying "Withdraw Not Fail" and for withdrawal after that point the notation will be WF, signifying "Withdraw Fail". The determining point depends on the duration and nature of the subject/module. Further details are provided in the Student Orientation Handbook.

Financial penalties

For information about the financial penalties of withdrawing, students should refer to the Policies on Refunds and Re-Crediting of Fees and the current Fees Schedule.