



HEP ASSESSMENT AND MODERATION POLICY

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SECTION A - INTRODUCTION

A.1 Purpose

This policy outlines the rules of assessment and moderation in the Diploma and Graduate Certificate programs.

A.2 Scope

This policy applies to all current students of Eynesbury College studying in the Higher Education Programs (HEP).

A.3 Definitions

Word/Term	Definition
Access Plan	An Access Plan provides information about the impact of a student's disability, mental health or medical condition on their studies, identifies agreed services that will be provided by Disability Services and any alternative examination adjustments.
Artificial Intelligence	The simulation of human intelligence in machines that are programmed to think and act like humans.
Assessment	Activities to measure student academic achievement against the standards of the intended learning outcomes.
Board of Examiners	A sub-committee of the Academic Board responsible for ensuring the fair assessment and determination of performance of each student, reviewing and approving end-of-study period academic results and conferring awards where appropriate.
Compassionate or Compelling Circumstance	Circumstances beyond the control of the student that have occurred since the student accepted an offer and have significantly impacted on the student's well-being or progress.
Deferred examination or assessment	An alternative examination or assessment to be completed by a student at a later time.
Examination	A summative assessment which could be conducted under the following conditions: 1) Face to face Invigilated – paper based 2) Face to face Invigilated – computer based 3) Online Invigilated – either by video conferencing or proctoring service 4) Closed book examination – does not allow students to bring any materials into the examination room. Students who are eligible for agreed variations are entitled to bring approved materials as agreed 5) Open book examination – allows students to bring all relevant materials into the examination room

- 6) Partially open book examination – allows students to bring approved materials into the examination room, as specified by the Module Coordinator and in the module information booklet
- 7) Viva Voce – oral examination conducted face to face or online

Extension	Extra time granted for submission of an assessment task beyond the published due date.
External moderation	Review of curriculum and or assessment tasks and student outcomes, by an appropriate independent academic.
Formative assessment	Graded or ungraded assessment tasks which provide feedback to students with the intention of improving performance on current or future tasks.
Generative artificial intelligence software	A type of artificial intelligence technology, including chatbots, that can produce various types of content in response to prompts, including text, imagery, audio and synthetic data that resembles human-created content.
Internal moderation	Activities to ensure consistency of assessment outcomes conducted by teaching staff.
Medical certificate	A signed statement from a registered medical practitioner, health practitioner or approved health specialist certifying a period of time during which a student is/was/will be affected by a medical condition impacting on their attendance, participation, and/or academic progress. A medical certificate may be issued by the following medical and health practitioners registered under the Health Practitioner Regulation National Law (South Australia) Act 2010 and hold a valid professional registration with The Australian Health Practitioner Regulation Agency (AHPRA): • Aboriginal and Torres Strait Islander health practice • Chinese medicine • medical practitioner • psychologist • chiropractor • dental practitioner (including the profession of a dentist, dental therapist, dental hygienist, dental prosthetist and oral health therapist) • medical radiation practice • midwife • registered nurse • occupational therapist • optometrist • osteopath • paramedical • pharmacist • physiotherapist • podiatrist • other health specialists as approved: http://www.medicalboard.gov.au/Registration/Types/Specialist-Registration/Medical-Specialties-and-Specialty-Fields.aspx
Module	A unit of study that counts towards the completion of a program.
Module Information Booklet	A booklet provided to the students in a module, either in hard copy or online which contains information pertaining to the assessment, content and structure of the module.
Program	A combination of modules that are to be completed in order to be eligible for an Award or progression to further study.

Registered medical practitioner	https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx
Semester	A study period format. Generally, there are two semesters in a study year.
Summative assessment	Activities to evaluate student academic achievement against the standards of the intended learning outcomes.
Supplementary Examination or Assessment	An extra examination or final assessment task in addition to the original for students who have met the eligibility criteria.
Trimester	A study period format. Generally, there are three trimesters in a study year.
Withdrawn No Progress	A student withdrawn from one or more module(s) based on unsatisfactory academic progress within a study period in accordance with the Eynesbury College Academic Standing Policy. This may only be awarded in one trimester of a student's program as outlined in the Deferral, Leave of Absence, Withdrawal, Suspension and Cancellation Policy.

A.4 Acronyms

Abbreviation	Phrase or Word
BoE	Board of Examiners
HEP	Higher Education Programs

SECTION B - POLICY STATEMENT

B.1 Principles

Assessment has both formative and summative purposes.

Assessment practices within Eynesbury College are based on the principles of criteria-based assessment. This means that the desired learning outcomes for a module of study are clearly specified, assessment tasks are designed to indicate progress and alignment towards those learning outcomes, and the assessment grade is a measure of the extent to which the learning outcomes have been achieved.

B.2 Policy

1 Academic standards

- 1.1** This policy must be read in conjunction with the **Academic Integrity Policy**.
- 1.2** Courses in Diploma and Graduate Certificate programs will have assessment criteria and tasks approved or specified by the university providing the curriculum content and Academic Board.
- 1.3 Diploma Stage 1**
 - 1.3.1** Assessment standards are set at a level to prepare students for Stage 2.
 - 1.3.2** Examinations will be approved by Stage 2 academic staff.
- 1.4 Diploma Stage 2 & Graduate Certificate**
 - 1.4.1** Assessment criteria and tasks in all Stage 2 and Graduate Certificate modules will be approved or specified by the University Partner and Academic Board.
 - 1.4.2** Assessments are set at an academic standard equivalent to the assessment in the University Partner's comparable module.
 - 1.4.3** Final Assessments (or written examinations) will be benchmarked against equivalent University Partner modules.

2 Quality assurance

- 2.1** To ensure consistency in, and achievement of, academic standards, Eynesbury College conducts both internal and external moderation.

3 Assessment

- 3.1** Students will be provided with assessment information at the commencement of their module in the Module Information Booklet.
- 3.2** If a student fails the first assessment which has a weighting equal to or greater than 10%, and the mark for their initial assignment is not below 25%, they may be allowed to resubmit. The maximum allowable mark for a resubmission will be 50%.
- 3.3** Students may use Turnitin for self-assessment for their written work where appropriate.

- 3.4** Where appropriate all assignments are to be submitted electronically, following instructions in the module information booklet.
- 3.5** Group assessments focus on both the ability of students to work with others as well as the product. Group assignments weighted at 15% or higher of the module total will include a collective mark for the product with a separate component mark for the individual contribution to the group assignment, which is validated through evidence and peer assessment and adjusted as appropriate.
- 3.6** Students may request a variance to assessment tasks and deadlines based on pre-existing medical, documented learning needs (e.g. an Access Plan), compassionate or religious observance grounds, or community services. Such variations must be requested before or during the second teaching week. Variations requested after this date may not be able to be accommodated.
- 3.7** Late submission of an assessment task, without a previously negotiated extension, will incur a penalty of 5% of the final mark per calendar day (weekends included). Assessment tasks will not be accepted for marking after one week post-submission date, without prior approval or after answers have been discussed or distributed in class or via the student portal. In some instances, penalties may vary according to the assessment tasks and any penalty that varies from that presented here will be stated in writing on the module website (and that penalty will take precedence).
- 3.8** Extensions requests for late submission of assignments must be made in writing to the Module Coordinator at least three days prior to the due date. Documentation (e.g. medical certificate, or other appropriate supporting evidence) must be provided to the Module Coordinator when requesting for an extension.

4 Extensions and Deferred within-study period assessment

- 4.1** A student may apply for an extension or deferral to the submission deadline of an assessment task where a compassionate or compelling circumstance has prevented the timely completion of the assessment task. This must be supported by documentary evidence and approved by the Module Coordinator.
- 4.2** Eynesbury College will only accept original medical certificates signed by registered medical practitioners, health practitioner or approved health specialists. Back-dated medical certificates may be accepted at the discretion of the Academic Director.
- 4.3** Where submission of an assessment item cannot be extended and a student is unable to participate, the weighting of the other assessments may be adjusted.
- 4.4** Deferred assessments will not be granted on the grounds that a student has mistaken the due date.

5 Examinations

5.1 Communication before examinations

- 5.1.1** Students will be advised of their examination timetable and the **Examination Conditions and Instructions**.
- 5.1.2** Invigilators will be appointed to supervise students undertaking examinations.

5.2 Requirements for examinations

- 5.2.1** Students will be required to abide by the **Examination Conditions and Instructions**.

5.3 Chief Invigilator

- 5.3.1** A Chief Invigilator will be appointed to oversee Examination Conditions wherever Eynesbury College examinations are conducted in a face-to-face setting.
- 5.3.2** The Chief Invigilator manages the invigilation team.

5.4 Deferred final examination or assessment

- 5.4.1** A student may apply for a deferred examination or assessment where there is a compassionate or compelling circumstance. The application must be submitted no later than three working days after the examination or final assessment due date, it must be supported by documentary evidence. Each application is assessed individually. A non-refundable fee must be paid upon lodgement of the application.
- 5.4.2** Eynesbury College will only accept original medical certificates signed by registered medical practitioners, health practitioner or approved health specialists. Back-dated medical certificates may be accepted at the discretion of the Academic Director.
- 5.4.3** A student is ineligible for a deferred exam where they have attended the original exam and submitted an exam script without indicating to the invigilator that they are sick and do not wish to have the exam script marked, or if they have submitted the final assessment - unless extenuating circumstances result in approval by the Academic Director.
- 5.4.4** Amendment due dates for final assessments will be set at the discretion for the Academic Directorate.
- 5.4.5** Deferred examinations will be conducted at the end of each study period.
- 5.4.6** A deferred examination cannot be deferred to another study period. The final mark awarded for the module after a deferred examination is not restricted (i.e. compare with 5.4.2).

5.5 Supplementary examination or assessment

- 5.5.1** A student will be eligible for a supplementary assessment or examination where they have attempted the final assessment task, i.e. primary examination or final assessment task in the case of no examination in the assessment structure, and have recorded a failing grade as per the conditions in 5.5.2.
- 5.5.2** A supplementary examination or assessment will be approved by the Academic Directorate only where a student records a failing mark of at least 40% in any pre-requisite module or, in their final module (i.e. last single module prior to meeting graduation requirements).

- 5.5.3** If an academic integrity investigation is undertaken for an assessment task, a supplementary examination or assessment will not be available for that module until the investigation has been completed, and it is determined that no breach of academic integrity occurred.
- 5.5.4** A student will not be eligible for a supplementary assessment or examination if a breach of the Academic Integrity Policy following an investigation has been determined for that module.
- 5.5.5** The maximum final mark for the module that may be awarded after a supplementary examination, or assessment is 50%.
- 5.5.6** The original failing mark and grade will remain unaltered if the student does not attempt a supplementary examination or assessment.
- 5.5.7** The mark and grade achieved in a supplementary examination or assessment will replace the final (or largest weighted, if appropriate) assessment task in the determination of the final overall mark for the module.
- 5.5.8** Students must ensure that they are available to sit a Supplementary Examination at the time and venue nominated by Eynesbury College.
- 5.5.9** A Supplementary Examination cannot be deferred to another study period.
- 5.6** A student may request to review their examination paper after results are released and by Friday Week 1 of the following trimester. The viewing of an examination paper is to seek academic feedback and is not an opportunity to negotiate final marks or request a remark.

6 Acceptable Medical Certificates

- 6.1** Students applying for an extension of an assessment or a deferred assessment or examination on medical grounds will need to provide a medical certificate that satisfies the following, including but not limited to:
 - printed on the medical centre/practice letterhead.
 - contains the heading 'Medical Certificate'.
 - the date of the examination by the practitioner must be dated on or before the assessment due/scheduled date.
 - if the certificate has been backdated, the practitioner must explain why, and provide the reason in their medical opinion as to why they believe the student was unfit at that time. Without this information, backdated medical certificates will not be accepted.
 - state that in their medical opinion the student was unfit to complete the assessment on or before the date the assessment due date / scheduled date, and for how long.
 - the practitioner's name, provider number, and signature.
 - the practitioner's stamp.
- 6.2** If a medical certificate is suspected to be forged or fraudulent, Eynesbury College will contact the issuing practice to verify the authenticity of the document. If the document has been confirmed by the practice to be forged or fraudulent, the following actions and penalties may be undertaken by Eynesbury College:
 - forward the forged or fraudulent documents with the details of the student to the practice and/or practitioner who may take further legal action against the student.
 - apply one of more penalties against the student from behavioural misconduct as per Eynesbury College's Student Code of Conduct.
 - possible cancellation of enrolment, and Confirmation of Enrolment (for international students) and reporting to Immigration in accordance with Penalties for behavioural misconduct as outlined in the Student Code of Conduct.

7 Academic Integrity

- 7.1** The **Academic Integrity Policy** must be adhered to.
- 7.2** **Generative artificial intelligence** may be used as part of the learning process, but the use of generative artificial intelligence software in completion of assessments could be considered a breach of assessment conditions.

8 Grade determination and notation

- 8.1** The Higher Education Programs BoE approves all student grades prior to release.
- 8.2** A student's GPA is the average of the grades obtained in all modules studied as part of a Higher Education program, weighted by the unit value of each module as per 8.4.1. If a student is enrolled in more than one program they will have a GPA for each program.
- 8.3** After BoE approval, final results may only be altered by the Academic Director or nominee after receiving additional BoE endorsement.

8.4 Graded assessment symbols

8.4.1	Grade	Symbol	Grade Points	Mark %
	High Distinction	HD	7	85-100
	Distinction	D	6	75-84
	Credit	C	5	65-74
	Pass level 1	P1	4.5	55-64
	Pass level 2	P2	4	50-54
	Fail level 1	F1	1.5	40-49
	Fail level 2	F2	1	<40
	Withdraw not fail	WNF	-	Withdrawal from the module (without penalty) on or before the published date for withdrawal
	Withdraw fail	WF	1.5	Withdrawal from the module after the published date for withdrawal
	Non-Graded Pass	NGP	-	Met specified assessment criteria to required standard
	Exemption	EX	-	An exemption for completion of equivalent prior study has been granted
	Fail assessment	F	1.5	Fail to meet specified criteria to required standard in a non-graded module

8.5 Interim Grades

8.5.1	Grade	Symbol	Grade Points	Mark %
	Deferred Assessment	DE	-	The student has been granted deferred assessment

7 Appeals

- 7.1** Students who wish to lodge an appeal may do so in accordance with the **Student Grievances and Appeals Policy**.

SECTION C - GOVERNANCE

C.1 Responsibility

Identification	HEP Assessment and Moderation Policy
Policy Owner	Academic Director
Approving Authority	Eynesbury Academic Board
Initial Issue date	October 2025
Directory Location	Academic Directorate, Policies

C.2 Version Control

Current Version Number	1.0
Date of Effect	10/2025
Review Date	10/2028
Privilege Level	Public

C.3 Legislative and Organisational Context

Name
Higher Education Standards 2021
The National Code of Practice 2018

SECTION D - PROCEDURE

D.1 Related Procedures

HEP Assessment and Moderation Procedure

D.2 Related Policies

Academic Integrity Policy

Student Grievances and Appeals Policy