

<p>Purpose</p>	<p>The purpose of this policy is to:</p> <ul style="list-style-type: none"> • ensure that each unit offered as part of a course at BPP Institute is supported by an appropriate assessment strategy that aligns with the curriculum and ensures students achieve the intended learning outcomes and graduate attributes listed for each unit; • outline the requirements and eligibility criteria for a student to be offered a supplementary assessment; • establish the rules by which students will have the opportunity to transfer marks from a failed unit to a repeat attempt of that unit; • provide students with an opportunity to review their results.
<p>Scope</p>	<p>This policy applies to all units offered by BPP Institute.</p>
<p>Policy Principles</p>	<p>1. General</p> <p>1.1. This policy describes the requirements, rationale, design, delivery and moderation of assessment processes in each unit at BPP Institute. Both formative and summative assessments are used to motivate students to engage with unit material and to support continuous learning, and summative assessment is used to measure student performance against the required standard. Both of these provide a mechanism to evaluate student performance against the learning outcomes.</p> <p>1.2. Assessments provide the primary pieces of evidence demonstrating that students have achieved the unit and course intended learning outcomes and graduate attributes identified as core for each unit of study. As such, assessment tasks must be constructively aligned to address the unit and course intended learning outcomes and graduate attributes as indicated in the unit outline.</p> <p>1.3. This policy also considers when supplementary assessment can be used, when marks can be transferred, and under what conditions results can be reviewed.</p> <p>2. Assessment Design Rules</p> <p>2.1. Assessment task requirements, submission formats and deadlines will be clearly indicated in the unit outline and provided to students through the Learning Management System (LMS).</p> <p>2.2. Each unit must contain no single piece of assessment worth more than 50% of the total marks.</p> <p>2.3. Each unit must contain at least three independent assessment tasks.</p>

- 2.4. Each unit must be designed to incorporate assessment tasks throughout the study period to allow for feedback for improved learning.
- 2.5. Each unit must include a short assessment task no more than a third of the way through the study period. This task will measure early engagement with learning resources available and provide feedback to allow staff to identify students at risk of failing the unit.
- 2.6. Any changes to an assessment task that alters the weighting or the expected workload must be approved by the Dean or delegate and reported to the Teaching and Learning Committee.

3. Assessment Types

- 3.1. The assessment types offered at BPP Institute may include the following:
 - a. closed or open-book examinations;
 - b. written essays, case studies or business reports/proposals;
 - c. projects or practice-based tasks;
 - d. oral presentations;
 - e. multiple choice or true/false tests, quizzes or examinations;
 - f. peer assessment and group based work;
 - g. in-class assessments.
- 3.2. Other assessment types may be offered following approval by the Dean.

4. Unit Final Examinations

All aspects of final examinations are covered by the Examinations Policy and Procedure, and students must refer to those documents in addition to this overarching Assessment Policy.

5. Late Submission of Assessment Items

- 5.1. Students may submit assessments after the due date and receive full marks if they have been granted an extension following submission of a Special Consideration Application, or have been granted long-term special needs.
- 5.2. Assessments accepted for submission after the due date and without an approved extension will be penalised, as detailed in the Assessment Procedure.

6. Changes to Unit Assessment Strategies

All proposed major changes to the assessment strategy within a unit requires approval by either the Dean or the Teaching & Learning Committee, as detailed in Schedule 1 of the Unit Policy.

7. Moderation of Assessments

- 7.1. The process of moderation covers both the assessment task itself and the submitted work of students in response to an assessment task.
- 7.2. Internal and external moderation and benchmarking of the assessment tasks is outlined in the Moderation of Assessment Policy.

8. Academic Integrity

- 8.1. It is a requirement that students approach all assessments with academic integrity in line with the Student Academic Integrity and Misconduct Policy.
- 8.2. All students who are enrolled in their first study period at BPP Institute must complete the Academic Integrity Module (AIM). The Institute will organise multiple AIM sessions for students to complete the module on campus. Students who miss these sessions are also able to attempt AIM online via the LMS. For students who have not completed AIM by the end of their first study period, BPP Institute will withhold the final grades of units enrolled by these students until they complete AIM.

9. Release of Marks/Grades

- 9.1. Assignments and assignment results must be returned to students within two weeks of submission.
- 9.2. Examination results will form part of the overall final mark for the unit and will not be released as distinct task results.
- 9.3. Final unit marks and grades will be released according to the student ID via the student at BPP Institute email address during the timetabling and orientation week for the following study period (or earlier if possible).
- 9.4. As per section 8, new students who have not completed AIM will have their final grades for units enrolled withheld until they complete the module.

10. Review of Assessment Tasks

- 10.1. All non-major assessment tasks should be forwarded to the student with feedback prior to the end-of-study period

examination, if applicable, and as such will not form part of the formal review process described in section 11.

All students have the opportunity to request that their lecturer review their work for non-major assessment tasks following submission and marking.

11. Review of Results

- 11.1. A formal review of results is only possible following the release of the final marks and grades for the unit.
- 11.2. Students are only permitted one Review of Results application per unit per study period.
- 11.3. The student must have achieved at least 35% for the unit overall. If not, the review process will require the student to attend an interview with Head of School or delegate.
- 11.4. A review of results may not be available to students following supplementary assessments at the discretion of the Dean.

12. Grading System

- 12.1. at BPP Institute will use a grading system which includes the following:

Grade Name	Grade Code	Mark Range
High Distinction	HD	80-100%
Distinction	D	70-79%
Credit	C	60-69%
Pass	P	50-59%
Fail	F	<50%
Special Consideration Examination Granted	SA	No mark listed
Supplementary Assessment Granted	ASA	No mark listed
Exemption	EX	No mark listed
Credit Transfer	CT	Mark listed
Withheld Result	W	No mark listed
Withdrawn	WD	No mark listed
Cancelled at Census Date	CW	No mark listed

- 12.2. An EX grade will be used in accordance with the Advanced Standing Policy and Procedure. A CT grade indicates units studied at BPP Institute while enrolled in a different course, or as a single unit. An SA grade will be used for acknowledging a

successful special consideration request for a final examination. An ASA grade will indicate that a student has automatically qualified for a supplementary assessment in accordance with the rules relating to supplementary assessment. A W grade will be an interim result awarded to a student where a Reporting Misconduct Form has been lodged or for other reasons where a grade and result are still to be finalised. When the grade is finalised the W grade will be adjusted to the required grade. A WD grade will be used for a student who has withdrawn at any point after enrolment in a unit. A CW grade will be used for newly commenced students for the study period cancelled at census date (end of the week preceding final examinations for the study period).

13. Determining Final Grades

- 13.1. Final grades will be determined by the addition of all marks from the assessment tasks in the unit. Final grades may, however, be influenced by other factors such as if a student has been reported for academic misconduct or plagiarism.
- 13.2. Under special circumstances, the Results Review Committee may decide that marks within a given unit need moderation or adjustment.

14. Repeating a Unit

- 14.1. When a student fails to achieve the minimum passing grade for a unit they will be required to repeat the unit (if it is a core unit for the course) or choose an alternative unit (if an elective) to ensure they complete the requirements of their enrolled course.
- 14.2. Repeating students will have access to all of the same resources (including on the LMS) as students making a first attempt at the unit. Unless otherwise notified, the Academic Services Department will assume any repeating students will submit all pieces of assessment in the repeat instance.
- 14.3. It is the students' responsibility to determine if any changes have taken place, including unit structure, since the unit was previously attempted.
- 14.4. If students are required to repeat a unit, they can carry forward individual assessment marks from the previous instance of the unit in accordance with the rules set out in item 18 below. Failed assessment tasks will need to be repeated in the repeat attempt.
- 14.5. Students are expected to achieve at least 50% for the unit overall to be considered as passing the unit.

15. Plagiarism in Repeat Units

It is expected that students understand and adhere to the rules regarding self-plagiarism. That is, repeating students are not permitted to resubmit pieces of assessment that have already been submitted and marked for a previous instance of a unit.

16. Late Enrolment

Students may be permitted to enrol late (up until the end of week 4 of the study period) into a repeat unit if they are carrying forward assessment marks from a previous attempt at the unit that falls within the first four weeks of the study period. Any student enrolling late will forfeit the opportunity to repeat assessment tasks held prior to them enrolling in the unit.

17. Supplementary Assessment

- 17.1. Supplementary assessment provides an opportunity for students to be given a second chance at an assessment task or examination based on a near miss, and where the assessment task is the major assessment task for the unit.
- 17.2. The major assessment task refers to the task which carries the greatest percentage of marks of all assessment tasks for the unit. The major assessment will be indicated in the Unit Outline.
- 17.3. If the major assessment task for the unit is a group assignment, the Unit Coordinator will design an individual supplementary assessment. If the major assessment is unsuitable as a supplementary assessment, the Dean may approve an alternative assessment which still covers the relevant learning outcomes.
- 17.4. Students do not apply for a supplementary assessment; they are awarded it on the basis of the final mark for a unit if they satisfy the following criteria:
 - a. Overall mark 40 to 49% for the unit
 - b. Submission of all other assessment tasks
- 17.5. The supplementary examination or written assessment will be of equivalent duration, word length and/or complexity to the original examination or assessment for the unit.
- 17.6. The maximum mark allocated for a unit after a supplementary assessment is a 50% (P) and to achieve this a student must achieve at least 50% overall for the unit, regardless of the mark in the supplementary assessment.
- 17.7. Failure to satisfy the requirements as described in this policy will result in the original mark being retained.

18. Transfer of Marks

18.1. Under certain circumstances students will have the opportunity to transfer marks from one attempt at a unit to a repeat attempt of the same unit.

18.2. The following conditions will apply to the transfer of marks process:

- a. Marks can only be transferred for passed (50% or more) individual assessment tasks. All other assessments must be repeated in the repeat attempt of the unit;
- b. If the equivalent assessment task weighting has changed between attempts, the marks will be scaled downward. If the equivalent assessment task has been given a higher weighting in the new version of the unit, there will be no option for the transfer of marks for that assessment task;
- c. Fees for a first repeat attempt at a unit where marks are transferred will be 80% of the full unit fee. There is no pro rata reduction of fees based on the weight of the assessments with transferred marks;
- d. Students who accept the reduced fee option for a first time unit repeat with a transfer of marks are eligible to submit all assessment tasks;
- e. Where a student resits an assessment task as part of a transfer of marks process, the student will receive the higher of the marks (the transferred mark or the repeat attempt mark);
- f. If an assessment task has been removed completely in a revised instance of the unit, or if the revised unit contains a new type of assessment task, marks will not be transferred for those tasks;
- g. Marks can only be transferred for units repeated within the next study period or following approval by the Dean on the basis of compassionate or compelling circumstances;
- h. Students will only be permitted to transfer marks once for any given unit. Any subsequent attempts at a unit will require completion of all assessment tasks and full unit fees will apply.

The Course Coordinator is delegated to approve marks transferred based on the student's request, upon seeking advice from the respective Unit Coordinator of the unit involved in the transfer of marks. The Course Coordinator must ensure that the assessment tasks are equivalent, and mark is transferred appropriately,

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	especially in such circumstances as the unit has changed its assessment structure or assessment weighting, to ensure the successful achievement of the unit learning outcomes.
Related Documents	Advanced Standing Policy Advanced Standing Procedure Assessment Procedure Examinations Policy Examination Procedure Long-Term Special Needs Request Form Moderation of Assessment Policy Reporting Misconduct Form Review of Results Request Form Special Consideration Policy Special Consideration Procedure Student Academic Integrity and Misconduct Policy Student Academic Integrity and Misconduct Procedure Student Complaints and Appeals Policy Student Complaints and Appeals Procedure Student Workload Policy Student Workload Procedure Transfer of Marks Form Unit Policy Unit Review Cycle Policy
<i>For Administrative Use Only</i>	
Responsible Officer	Dean
Contact Officer/s	Heads of School
Approved by	Academic Board
Definitions	See BPP Institute`s Glossary of Terms and Acronyms

Version History

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1.	May 2025	First iteration <ul style="list-style-type: none">• For BPP Institute
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