

Procedure	<p>1. General</p> <p>1.1. The purpose of this procedure is to support the implementation of the Assessment Policy.</p> <p>1.2. This procedure applies to all BPP Institute staff and students involved with assessment activities at the undergraduate and postgraduate levels.</p> <p>2. Assessment Design</p> <p>2.1. Assessment design is directed by the rules set out in the Assessment Policy.</p> <p>2.2. Assessment design should ensure that tasks:</p> <ul style="list-style-type: none">a) are constructively aligned to assess the unit's intended learning outcomes, relevant course learning outcomes, and where applicable, graduate attributes;b) are aligned to the appropriate Australian Qualifications Framework (AQF) level and follow any requirements necessitated for professional accreditation, if applicable;c) are criterion-referenced (with the exception of multiple choice assessments and examinations), and provide students with a clear marking scheme or rubric;d) are inclusive, with the resources required for satisfactory completion of the assessment task accessible and available to all students;e) are designed to mitigate academic integrity risks, and are subject to plagiarism detection software (i.e., Turnitin) for non-invigilated assessment;f) allow for opportunities to provide feedback for improved learning throughout the study period;g) provide students with clearly worded and non-ambiguous assessment questions, requirements and/or expectations. <p>2.3. Assessments must be designed in accordance with the Student Workload Policy and Procedure. Careful consideration must be given to:</p> <ul style="list-style-type: none">a) the time required to complete an assessment task;b) the weighting of the assessment task;c) the relative timing and due dates of other assessment tasks in the unit;d) the impact on student and staff workload. <p>2.4. Assessment task information should be communicated in a timely manner to support student progression and completion of tasks. Minor changes to the assessment task (i.e., submission date) may be made by the lecturer and reported to students through the</p>
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learning management system (LMS) with at least 10 working days' notice.

3. Unit Final Examinations

- 3.1. Procedures pertaining to unit final examinations are covered by the Examinations Procedure.

4. Late Submission of Assessment Items

- 4.1. If a student wishes to apply for an extension, they must complete and submit a Special Consideration Application, or have been granted long-term special needs through submission of a Long-Term Special Needs Request Form. Procedures relating to special consideration and long-term special needs are covered by the Special Consideration Procedure.
- 4.2. Without an approved extension, assessments submitted after the due date will be penalised by reducing the mark allocated to the assessment by 10% for each day or part day that the assessment item is late. A 'day' for this purpose is defined as any day on which campus administration is open. Assignments submitted more than 10 days after the due date are awarded zero marks (see also Unit Outline Appendix provided with the Unit Outline).

5. Changes to Unit Assessment Strategies

- 5.1. Assessment strategies should be reviewed after every study period, in conjunction with during the annual unit reviews, as detailed in the Unit Review Cycle Policy.
- 5.2. Proposed major changes to assessment strategies requiring Teaching and Learning Committee approval will require a written proposal to be presented to the Committee for discussion. The proposal to make major changes to assessment must be based on comprehensive unit reviews by staff within the discipline and explain:
- why the existing strategy needs modifying;
 - how the revised strategy will improve learning outcomes;
 - how the revised strategy will impact on student and staff workloads.
- 5.3. Major changes to assessment strategies will be formally endorsed by the Teaching & Learning Committee in the form of a revised unit outline.

6. Moderation of Assessments

6.1. Procedures pertaining to internal and external moderation and benchmarking of the assessment tasks are detailed in the Moderation of Assessment Policy.

7. Academic Integrity

- 7.1. Expectations surrounding academic integrity, including parameters of artificial intelligence use, must be explained to students at the beginning of the study period and upon introduction of each assessment task.
- 7.2. Any detected academic integrity breaches will initiate a report of academic misconduct, and will be dealt with in accordance with the Student Academic Integrity and Misconduct Procedure.

8. Release of Marks and Review of Assessment Tasks

- 8.1. All marked non-major assessment tasks should be returned to students with feedback within two weeks of submission.
- 8.2. All online quiz and test results will be directly released to students via the LMS.
- 8.3. For minor assessment tasks held during the study period, students should liaise with their lecturer if they wish to request a review of their work. If a student is not satisfied with the review process, they should discuss their concerns with the relevant Head of School.
- 8.4. Any issues must be dealt with directly by the lecturer but it is the responsibility of the Unit Coordinator to ensure the process is conducted in a fair and reasonable manner. If, after a discussion with the relevant staff, a student is not satisfied with the outcome of this process, they will be directed to the Student Complaints and Appeals Policy and Procedure.

9. Review of Results

- 9.1. A formal request for a review of results must be made within three weeks of posting of the final mark for the unit. Requests received after this time period will not be considered unless there is evidence that BPP Institute has contributed to the delay in submitting the request.
- 9.2. A Review of Results Request Form must be completed and signed for each unit of study and submitted to the Academic Services Department.
- 9.3. The student will be advised of the outcome of the review process via their student email account by the Academic Services Department.

	<p>9.4. Students will have the right to appeal against any decision made regarding the review of results in accordance with the Student Complaints and Appeals Policy.</p> <p>10. Transfer of Marks</p> <p>10.1. Students must complete and submit a Transfer of Marks form for each unit they are requesting to transfer marks within the first two weeks of the study period for the request to be accepted in that study period. In special circumstances the Dean or delegate may approve late submissions.</p> <p>Students must sign the Transfer of Marks form to accept the conditions of the transfer.</p>
<p>Related Documents</p>	<p>Advanced Standing Policy Advanced Standing Procedure Assessment Policy 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 Outline Appendix Unit Policy Unit Review Cycle Policy</p>
<p><i>For Administrative Use Only</i></p>	
<p>Responsible Officer</p>	<p>Dean</p>
<p>Contact Officer/s</p>	<p>Academic staff</p>

ASSESSMENT PROCEDURE

Reference: PRO-006
Status: Active
Classification: Academic
Approved Date:
Review Date: Sept 2025
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Approved by	CEO
Definitions	See BPP Institute's Glossary of Terms and Acronyms

Version History

Version No.	Approval Date	Amendment/s
1.	May 2025	First iteration <ul style="list-style-type: none">• For BPP Institute

