ASSESSMENT IN COURSEWORK UNITS POLICY

SCOPE
This policy applies to all coursework units taught at the former Monash South Africa campus. It does not apply to the thesis component or equivalent of a graduate research course.

POLICY STATEMENT

1. Principles of assessment at Monash
1.1 Students will be provided with a range of formative and summative assessment opportunities across their unit offerings that are based on an appropriate set of defined learning outcomes.
1.2 Faculties must ensure that the design, development and delivery of assessment is actively and appropriately resourced.
1.3 Assessment at Monash is:
   1.3.1 *ethical* – assessment practices must be conducted and undertaken ethically and with honesty and integrity by staff and students. While acknowledging cultural variations, tasks must be designed and students educated in ways that promote academic integrity.
   1.3.2 *aligned* – assessment must be aligned with course and unit learning outcomes, and enable an articulation of knowledge and understanding, skills and competencies, and attributes.
   1.3.3 *coherent* – an assessment regime should demonstrate coherence across units in a major, specialisation and/or course, and also year level where appropriate. The regime of assessment tasks within and across units must reflect an appropriate student assessment workload.
   1.3.4 *challenging* – assessment should be intellectually challenging, appropriate to the level of study, relevant, and provide opportunities for students to demonstrate evidence of learning.
   1.3.5 *engaging* – assessment must be designed in such a way that students are motivated to engage in the intellectual, practical, and professional dimensions of the task. A varied portfolio of assessment tasks should be used to achieve this.
   1.3.6 *integrated* – assessment tasks must foster the integration of theory, practice, and salient professional requirements.
   1.3.7 *educative* – students’ learning must be enhanced through effective assessment design and feedback. Formative assessment must feature as part of the design and delivery of all units of study and be integrated in a timely manner, and using a scaffolded approach.
   1.3.8 *purposeful* – assessment must be purposeful and the purposes of each assessment must be made clear to students. The University’s approach to assessment is based around the following three themes:
      - assessment for preparation – assessment tasks must be designed to appraise the knowledge and skills of students early in a unit of study;
      - assessment for learning – assessment tasks must be designed to help students engage with ideas, skills and practices that they will develop further during their unit or course; and
      - assessment for demonstration – assessment tasks must be designed to make overall judgements about students’ understandings and performances in relation to the learning outcomes of the unit and course.
   1.3.9 *criterion-referenced* – clear criteria against which students’ work will be assessed must be provided in the interests of parity across assessors, groups or campuses.
   1.3.10 *credible* – assessment practices and processes must be continuously monitored by faculties and the University for quality assurance and improvement purposes and must serve the unit, course and any other professional accreditation learning outcomes.
1.3.11 explicit and transparent – the requirements of assessment tasks and the means by which students’ work will be judged and overall grades determined must be clear to students and all staff involved in teaching.

1.3.12 valid and reliable – assessment tasks must be appropriate measures and strive to yield consistent results.

1.3.13 timely – the scheduling of assessment must provide for the students’ learning needs. Effective feedback must be given in time for students to improve their learning.

1.3.14 responsive – assessment feedback must be constructive and supportive of further learning.

**DEFINITIONS**

<table>
<thead>
<tr>
<th>Assessment for preparation</th>
<th>Assessment tasks designed to appraise the knowledge and skills of students early in a unit of study to show a learner’s preparedness for a unit and identify potential gaps in knowledge, skills and understanding.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment for learning</td>
<td>Assessment tasks designed to help students engage with ideas, skills and practices that they will develop further during their unit or course, which encourage students to reflect on their learning, develop their own learning approaches, learn from other students and monitor progress through the setting of their own learning goals.</td>
</tr>
<tr>
<td>Assessment for demonstration</td>
<td>Assessment tasks designed to make overall judgements about a student’s understanding and performance in relation to the learning outcomes of the unit and course, which must be varied in nature, aligned with the learning outcomes and appropriately staged in the learning cycle.</td>
</tr>
<tr>
<td>Summative assessment</td>
<td>Assessment that evaluates student learning during or at the end of a unit by comparing it against some standard or benchmark, and contributes to a student’s final mark in a unit.</td>
</tr>
<tr>
<td>Formative assessment</td>
<td>Assessment that monitors student learning to provide ongoing feedback that can be used by educators to improve their teaching and by students to improve their learning, and does not contribute to the student’s final mark but is a critical component of the learning cycle.</td>
</tr>
</tbody>
</table>

**GOVERNANCE**

| Supporting procedures | Assessment in Coursework Units: Development and Implementation of an Assessment Regime Procedures  
Assessment in Coursework Units: Feedback Procedures  
Assessment in Coursework Units: Examination Procedures  
Assessment in Coursework Units: Grading and Marking Procedures  
Assessment in Coursework Units: Adjustments to Assessment Procedures  
Assessment in Coursework Units: Security and Record Keeping Procedures |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Supporting schedules</td>
<td>N/A</td>
</tr>
</tbody>
</table>
| Associated policies   | Student Academic Integrity Policy  
Grading Scale Policy |
| Policy owner          | Deputy Vice-Chancellor (Education) |
| Legislation mandating compliance | Monash University (Academic Board) Regulations  
Disability Discrimination Act 1992  
Higher Education Standards Framework (Threshold Standards) 2015 |
| Category              | Academic |
| Approval              | Academic Board  
17 January 2021  
MEETING 1, AGENDA ITEM 12.1 |
| Endorsement           | University Education Committee  
27 January 2021 |
<table>
<thead>
<tr>
<th><strong>MEETING 1, AGENDA ITEM 11.2</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date effective</strong></td>
</tr>
<tr>
<td><strong>Review date</strong></td>
</tr>
<tr>
<td><strong>Version</strong></td>
</tr>
<tr>
<td><strong>Content enquiries</strong></td>
</tr>
</tbody>
</table>