



Assessment, Moderation and Progress Policy and Procedure

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1 Purpose and scope

This policy and procedure provide a framework for maintaining and enforcing the standards of Russo Business School's assessments and outlines the procedures for ensuring the implementation of these standards. Specific assessment requirements are contained in the unit outlines. This policy and procedure outlines:

- a. Assessment and grades
- b. Moderation
- c. Student progression
- d. Students at risk
- e. Academic misconduct

This policy applies to all members of Russo Business School higher education community.

This Policy and Procedure replaces the following Russo Business School policies and procedures:

- Academic Progression and Policy and Procedures V5,
- Assessment Policy and Procedure V8
- Grading Guidelines V4.

2 Definitions

Academic Integrity is demonstrating the values of honesty, trust, fairness, respect and responsibility in all academic endeavours, including preparing and presenting work for assessment as part of degree coursework or research.

At risk means potentially not successfully progressing through a course of study and therefore not graduating from the course.

Assessment is a process used to determine student's achievement of expected learning outcomes and may include a range of written, oral and practical methods. It also includes gathering information from multiple and diverse sources in order to develop a deep understanding of what students know, understand, and can do with their knowledge as a result of educational experiences; and it culminates when assessment results are used to improve student learning.

Assessment criteria are specific student learning outcomes for assessment tasks.

Assessment exemplars are prime examples of what level of work constitutes a specific grade, such as the prime example of a Pass or Credit.

Assessment moderation is the process for ensuring consistency of assessment marking across and within units and courses.

Benchmarking is the process of reviewing materials against what another equivalent institution is delivering to determine the equivalence and relevancy of standards between institutions.

Course is a course of study leading to an Australian higher education award.

Credit points are the value assigned to each unit. Students must complete the required number of credit points to be awarded a qualification. For example, for a 10 credit point value per unit, students must complete 240 credit points to be awarded with a three year Bachelor degree.

Cross-marking is the process whereby another lecturer or other academic personnel marks the same piece of assessment, without knowing the student or the mark given by the first lecturer. It is a method of determining equivalence of assessment outcomes.

ESOS Act means the *Education Services for Overseas Students Act 2000*.

Exclusion is the cancellation of a student's enrolment in a *course*. The student may re-apply for entry into a course after a period of twelve (12) months or as determined by the Academic Board.

Formative assessment is any assessment which is used to provide students with feedback about their progress throughout the semester but is not used to calculate the final exit grade.

GPA means grade point average.

International student means a person (whether within or outside Australia) who holds a student visa but does not include students of a kind prescribed in the regulations.

Learning outcomes are the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

Moderation has several stages such as: planning to ensure consistency of marking by familiarising markers with marking processes; review during marking before marks or grades are finalised by checking or verification of assessment results by a properly qualified person or committee; post marking review to determine if improvements can be made to marking for the next term.

National Code means the National Code of Practice for Providers of Education and Training to Overseas Students in force under Part 4 of the ESOS Act.

Natural justice is the principles of *natural justice* that decision makers under this policy must follow and can be broadly summarized as follows:

- (a) All parties to the matter(s) in dispute, including respondent(s), shall have a right to be heard before a decision is made, including the right to respond to any statements or evidence that may prejudice their case.
- (b) All relevant submissions, information and evidence to be considered by the decision-maker should be disclosed, where requested, to all parties to the complaint prior to the hearing. Matters that are not relevant shall not be considered by the decision-maker.
- (c) The decision maker/s shall not be biased or appear to be biased (by a reasonable and informed bystander) nor have a vested interest or personal involvement in the matter being considered.
- (d) In addition to these principles of *natural justice*, there should be no undue delay in responding to complaints or appeals and all parties to such matters under this policy shall have the right to a representative of their choice, other than a currently practising solicitor or barrister (except in extraordinary circumstances at a hearing with the prior leave of the Chair).

Overseas student see international student.

Plagiarism is using another person's ideas, designs, words or works without appropriate acknowledgement.

PRISMS is the Provider Registration and International Student Management System (PRISMS) used to process information given to the Secretary of DET by registered providers.

Probation refers to students at Risk Status 3 whose GPA has fallen below the pass grade of 4 or other unsatisfactory progress as defined in the policy and procedure.

Progression rules means the progression rates and progression requirements approved by the Academic Board.

Second examiner is the academic appointed to a unit at the commencement of a semester, who is qualified to undertake a re-mark of assessment if requested by a student.

Special consideration means the provisions in these procedures that may allow a student to apply for supplementary assessment or some other form of consideration in situations where it can be demonstrated that assessment has been affected by some situation or circumstance beyond the student's control.

Student identification number means the student number issued to each student that is generated from Russo Business School's Student Management System.

Subject is a discrete unit of study, where a combination of units make up a course of study.

Students at Risk Register is the mechanism to record students at risk of unsatisfactory progress and monitor progress.

Summative assessment is any assessment used to calculate the final grade.

Unsatisfactory Progress is defined as: failing a unit more than once; achieving a grade point average (GPA) below a pass grade of 4; failing more than 50% of units attempted within a semester.

3 Objectives

Russo Business School is committed to providing the best possible learning opportunities for students and ensuring that all its students successfully complete the course for which they are enrolled. Russo Business School expects its students to be committed to their learning, including taking responsibility for their academic progress.

Assessment and associated activities are an integral part of the teaching and learning process. Russo Business School will be guided by the following principles:

Well-designed assessment

- Assessment tasks align with subject and course learning outcomes and graduate attributes and focus on the acquisition and development of knowledge, skills and the application of knowledge and skills as required by the relevant AQF level specification and criteria
- A range of assessment types are used, both formative and summative,
- In designing assessment Russo Business School will comply with the *Disability Standards for Education 2005 (Cth)* and make reasonable adjustments for students with disabilities where appropriate.
- Assessments are designed to enable students to receive feedback at an early stage as appropriate to the unit
- Assessment task weighting is commensurate with the complexity and effort required to complete the task
- Assessment tasks are to be designed to allow the assessor to determine the grade the student deserves for the work and must be accompanied by a clear set of instructions and criteria against which the assessment will be marked
- Assessment items are to be developed prior to the study period and previously designed and approved assessment items may only be reused after at least two study periods have passed. An exception applies where an assessment item must be repeated for industry/professional body accreditation purposes.
- Scheduling of assessment due dates consider student workload to ensure it is manageable

- Assessments will be reviewed prior to their release to students to ensure they reflect good practice

Valid and reliable assessment

- Moderation of assessment is conducted using grading criteria to achieve consistency of outcomes
- Assessment grading systems, grading codes and criteria are published
- External moderation is utilised to benchmark assessment criteria and outcomes

Timely information

- Assessment criteria are made available to students early in the semester or at least well prior to the assessment being undertaken
- Feedback on assessment is constructive and timely
- Penalties for late assessment are published and applied consistently

Fair and equitable treatment

- Students are treated fairly and equitably
- Assessment judgements are made against stated criteria to ensure consistency of assessment outcomes
- Mechanisms are in place to identify and monitor student progress
- Students are advised of unsatisfactory progress in a timely manner and offered support where necessary
- Students are made aware of the grievance processes and how to appeal assessment marks and grades
- Appeal processes apply the principles of natural justice

Student Academic Progression

- The academic progress of students is monitored after each study period to ensure that students who are potentially 'at risk' of unsatisfactory progress are identified, communicated with and offered support.
- Students are responsible for acquainting themselves with the Award requirements for their course, including the current requirements outlined in the Subject Outline
- Students are expected to make a genuine attempt to progress academically and achieve minimum academic standards each study period.
- The monitoring of each student's academic performance by the Dean of Studies may result in a student being categorised into four categories:
 1. Good Standing
 2. Early Intervention
 3. Probation
 4. Show Cause
- Written notice is provided to Students in categories 2-4 and students are advised of their right to appeal against this decision.

Academic integrity and misconduct

- f. Students are responsible for academic honesty and ensuring that all assessment submitted is their own work
- g. Assessment tasks will be designed with regard to strategies to allow students to demonstrate that they are the author of the assessment. Strategies include:
 - i. Russo Business School will utilise plagiarism detection systems within the online learning management system.
 - ii. Students may be required to submit draft versions of an assessment task.
 - iii. An assessment task may be undertaken in an invigilated context and compared with a non-invigilated assessment task.
 - iv. Assessment tasks are deliberately designed to allow students to demonstrate learning including reflective accounts.
- h. Plagiarism is monitored to ensure academic integrity using text matching software (SafeAssign).

- i. Appropriate penalties are in place that are administered fairly.

4 Implementation

Implementation of this policy and procedure is to be carried out by all academic teaching and support staff under the leadership of the relevant Subject Coordinator, Course Co-ordinator and Dean of Studies.

5 Procedure for Assessment

5.1 Assessment

All academic staff will ensure that they adhere to this policy and procedure when developing and marking assessment items and providing feedback to students. Russo Business School academic and support staff are to be supported, through the provision of professional development, to design, provide feedback, manage, moderate, grade and finalise assessment tasks and student results.

5.2 Assessment tasks

A range of assessment items for each unit will be designed that align to the course learning outcomes and graduate attributes, and that assess students' achievement of the learning outcomes and content. Assessment criteria are to be provided for each subject, and assessment tasks are to contain the appropriate level of complexity for the year level and reflect an appropriate workload for the subject based on the credit points allocated. Mapping of assessment to subject and course learning outcomes, assessment timing and weighting must also be provided in each subject outline.

Changes to assessment after the subject commences may only be made under exceptional circumstances and with the approval of the Dean of Studies. Students are to be notified of the change as soon as possible so that students are not disadvantaged. Significant changes to subjects must be approved by the Academic Board. Significant changes to the course may require a Material Change to be submitted to TEQSA for approval. A full review of assessment is undertaken during the preparation for the renewal of course accreditation application to TEQSA when it is due as outlined in the Course Review Policy and Procedure.

Assessment details will be made available to students at the commencement of each study period. Final students' results will be published after they have been ratified. Students are to be notified in the Subject Outline that subject results are ratified by Academic board and that no single result on a piece of assessment should be taken to represent the final grade for the subject.

5.2.1 Types of assessment tasks

The following types of assessment tasks are applicable depending upon the purpose of the task (i.e. summative or formative) and whether or not the task is undertaken under examination conditions. Methods of assessment are consistent with the learning outcomes being assessed.

5.2.1.1 Summative assessment

All summative assessments should address the learning outcomes listed in the unit outline and will be used to determine the final grade for the course. A 3-credit point unit should have a maximum of (4) summative tasks (excluding progressive tasks such as ongoing tutorial assessments), which includes examinations. Normally no assessment task will be weighted at more than 50 percent of the overall unit weighting.

5.2.1.1.1 Summative non-examination tasks

Assessment tasks designed for completion under non-examination conditions (e.g. assignments throughout a semester of study, projects, major papers, research reports or problem sets) provide information to enable judgement of a student's ability to achieve the learning outcomes of a course.

5.2.1.2 Examinations

Assessment using examination conditions (including invigilated exams and in-class tests) should be at a level consistent with the expectations of the course and will employ an appropriate range of assessment tools and strategies. There will be a second examiner appointed for exam paper review and moderating the exam questions as well as the marking of exam papers. Examination papers are to be checked for accuracy by another member of staff with appropriate content expertise for the subject and approved by the Dean of Studies. Examination papers must be securely transmitted and copied to ensure integrity is preserved. Students' examination scripts will be kept securely for 12 months following the end of the examination period.

5.2.1.3 Formative assessment

Formative assessment tasks, which may include class discussion activities, tutorials, practicals, and online quizzes, allow for feedback on progress towards achieving the learning outcomes of a unit. These do not contribute to the calculation of the final mark and grade.

5.2.1.4 Weighting of assessment

In weighting assessment tasks, the following considerations apply:

- (a) There will be no negative marking. (That is, no marks will be deducted for incorrect answers and or questions not attempted).
- (b) Group work assessment tasks in a subject will not be weighted at greater than 30%.
- (c) No individual assessment task will be weighted at greater than 50%.
- (d) Participation based assessment tasks will not be weighted at greater than 20%.
- (e) Oral Presentation tasks (whether group or individual) which are weighted at greater than 30% must be recorded for moderation purposes. If it is not possible to record the presentations, then a second staff member must be present to also evaluate this task. This second staff member must be someone who is appropriately qualified and experienced to conduct such an evaluation.

5.2.1.5 Group assessments

Normally a maximum of 30% of the assessment marks for the unit may be allocated as a group mark. However, it is anticipated that there will be some units which may allocate 100% of assessment to a group project, understanding that individual work will be assessed. These units will provide a rationale for undertaking all assessments in groups and will provide a strategy for assessing individual work within the group. Prior to undertaking group assessment, students must be informed of how the individual marks will be determined.

5.2.1.6 Tutorial participation

Tutorials are an important part of the learning process. Attendance at specified classes may be necessary to allow for satisfactory completion of some subjects. Attendance records are to be kept at these classes. Participation, but not attendance in its own right, can be an assessment task.

4.3.1.7 Assignment referencing and submission

Students are required to use the APA 7th edition referencing system (unless advised otherwise by teaching staff), when referencing a direct source or paraphrasing other person's work. Students are to use footnotes

and bibliographies to comply with expectations of an academic paper. Students are to complete all assessment in the format specified in the unit outline and include details of their name, unit name, lecturer's name, unit code, student ID and the assessment topic.

Cover pages for assignments should contain the following information:

- a. Student identification number issued by Russo Business School
- b. Student Name
- c. Subject code and name
- d. Lecturer's name
- e. Title of assignment
- f. Date due

Students must keep a copy of all assignments submitted for assessment.

Copyright and academic integrity (such as plagiarism) rules apply. Russo Business School sets assessment with the expectation that it is attempted through the individual effort of the student or in groups (with an individual component), as indicated in the unit outline

Acknowledgement of all sources used in an assignment or work submitted for assessment in any written work is expected by Russo Business School. It is considered as plagiarism when work is not sourced. Work that is not completed by a student yet deliberately submitted as that student's own work is considered as cheating.

The Learning Management System (LMS) contains a declaration for students to accept when submitting assignments, stating that the assignment is the student's own work except where there is an acknowledgement of the works of other people.

Note: *The LMS is the prime means of notifying students of results. Official Results are not released until they have been through a process of review and approval. I understand the results found on the LMS are unofficial.*

5.2.1.7 Assessment due dates

Students must hand in all assessment items by the due date specified, otherwise penalties may apply.

5.2.1.7.1 Late assignments

Extensions for on-course assessment tasks may be granted in extenuating circumstances and by request to the subject lecturer. Late submissions handed in without prior consultation with the subject lecturer will result in penalties being imposed.

Students will receive a 5% decrease in the total mark available for every day the assignment is late, up until 14 calendar days after the due date, at which time the assignment will not be marked, and no marks will be awarded. Weekends are treated as a single full day because the campus is not generally accessible over the weekend to allow for submission. If an extension has been applied for and granted before the assignment due date, then the penalty does not apply. If students fail to hand in their assignment by the granted extension date, then the 5% decrease in marks applies from the granted extension due date.

5.2.1.7.2 Absent for in-class assessments

Students are expected to be present for all in-class assessments including, but not limited to, mid-term exams, presentations and practical skills tests. Failure to attend the assessment may result in a fail grade for the assessment task. Students must notify the subject lecturer of their intended absence in advance and produce a valid reason in writing. If students encounter extenuating circumstances and cannot notify

the lecturer prior to the in-class assessment, students must make an application for special consideration within 48 hours following the assessment task.

5.3 Feedback to students

Students are to be provided with a numerical grade (in accordance with the grading system below) together with qualitative feedback on their on-course assessment. This feedback must be given within two weeks of submission of the assessment task or before the due date of their next on course assessment, whichever is the sooner.

Qualitative feedback can be provided using a variety of mechanisms including written comments on marked work; use of criterion-based marking rubrics, face-to-face communications with individual students and with groups of students, electronically or using recordings. All qualitative and quantitative feedback must be kept on record for moderation purposes as required. Copies of all electronically/digitally recorded feedback must be submitted to the Course Co-Ordinator for filing purposes.

No final subject grades or result will be released to the student, by anyone including their subject lecturer prior to the official Results Release date.

5.4 Examination rules and procedures

5.4.1 Attendance at examinations

Students are required to attend all examinations. Students will receive a fail for an examination unless they produce evidence of a valid reason for being absent in writing, such as a doctor's certificate for illness, or other evidence of an event that was beyond their control. Ongoing attendance issues may need to be considered by the Dean of Studies by way of interview with the student, to determine if any disciplinary action or other measures should be considered by the Teaching and Learning Committee.

5.4.2 Admission to the examination room

Students are to be respectful of other students upon entering the exam room, go directly to their seats and present their Student ID. Students are not permitted to enter the exam room fifteen minutes or later after the commencement of the exam.

5.4.3 Conduct of students

Communication between students during an examination is not permitted. A student should raise their hand to clarify a question on the examination during perusal time. Any student found cheating or disrupting other students will be required to leave the room and forfeit the chance of completing their examination. Disciplinary action will be determined by the Dean of Studies.

5.4.4 Material or equipment in the examination room

Students are permitted to take the following items into the exam room:

- a. Bottles of water
- b. Pens, pencils and erasers
- c. Other items necessary to complete the exam as specified on the exam paper.

Students are not permitted to take the following items into the exam room:

- d. Bags, which are to be left with the supervisor
- e. Electronic devices, including phones and devices that connect directly or indirectly to the internet, unless they are required for the exam.

5.4.5 Leaving the examination room

Students may leave the exam room upon completing their exam, but no earlier than 30 minutes before the stated end time.

5.4.6 Deferred examination

A student can request to defer examinations due to illness or other serious extenuating circumstances. Requests need to be made in writing to the Dean of Studies using a Deferring a Formal Examination Application Form, normally within three days of the date of the original exam. The Dean of Studies will notify the student of the deferred examination date, if the request is approved. All approved Deferred Examinations must be recorded in the Deferred Examinations Register by the Dean of Studies or Subject Co-ordinator.

5.4.7 Special consideration

A student may apply for special consideration if they fall ill during an examination and need to leave early or have been ill prior to the examination. Other unforeseen circumstances that may affect a student's results, such as a death in the family, may also be grounds for special consideration. Written evidence must accompany an application for special consideration, such as a medical certificate, funeral or death notice or other evidence. All instances of Special Consideration and the decision outcomes must be recorded in the Special Consideration Register by the Subject Co-ordinator or Dean of Studies.

5.5 Moderation of Assessment

The Academic Board is responsible for oversight of moderation of assessment. The Dean of Studies is responsible for ensuring that moderation processes are implemented.

Moderation is required for summative assessment and grades as a quality assurance strategy to ensure the consistency, reliability and validity of assessment. Moderation activities should include all academic staff involved in the marking of the unit.

Effective moderation requires:

- a. That the objectives of the assessment item and the marking criteria are explicit and clear for both students and markers
- b. That clear, well-understood marking guides are used
- c. Feedback on marking is provided to academic staff in a timely manner.

Pre and post assessment internal moderation processes will be undertaken in all subjects on a regular basis determined by the Teaching and Learning Committee. Techniques to be adopted for internal moderation include: shared development of criteria based rubrics and marking guides, sample marking, exchange marking and blind marking. Any new academic staff will be provided with exemplars of students' work from previous semesters, where possible, so that marking expectations are well understood.

Post assessment external moderation processes will be undertaken in all subjects on a regular basis determined by the Teaching and Learning Committee. Techniques to be adopted for external moderation include: a 10% sample selected by the Subject Co-ordinator which includes grades at the high distinction level, borderline pass grades and mid-range grades. The sample will be analysed, where possible, by discipline experts teaching in equivalent subjects.

A moderation schedule will be developed to determine the assessment items that will be cross-marked internally and externally. A sample of written assessments will be cross-marked. The Dean of Studies should monitor consistency of marking and propose improvements/solutions that will minimise the risk of inconsistency.

Where major differences emerge in assessment grading, the Dean of Studies and the Subject Co-ordinator will determine strategies to resolve the final grade.

Russo Business School may, with suitable and comparable partners, participate in national external benchmarking/moderation projects from time to time.

5.5.1 Moderation meetings

The Teaching and Learning Committee will meet as a committee of examiners at the end of each semester for the purpose of moderating assessment. Lecturers must submit assessment results in an approved form to the Dean of Studies, who will check all results and investigate reasons for any student who does not have a result. Items for discussion at the meeting will include any major discrepancies arising from cross-marking (differences of more than 10% between the original mark and the cross-marked item). Borderline grades will also be discussed to determine whether supplementary assessment is warranted or conducting a re-assessment is appropriate.

A Moderation Report is prepared by Learning and Teaching Committee and provided to Academic Board. The Academic Board ratifies the assessment results and grades for publication.

Students receive all results online through the Learning Management System or Student Management System.

5.6 Grading system

Grades will be awarded in accordance with the table of grade codes and results below. If students are required to achieve a satisfactory or pass grade in order to satisfy course and subject requirements, this must be made clear in the Subject Outline.

5.6.1 Grade Range

The following grade codes will apply to all assessments throughout the higher education courses offered at Russo Business School. The performance descriptors assume that each passing grade incorporates the characteristics of all lower passing grades plus an additional level of achievement.

Grade Result	Grade Codes	Grade Performance Descriptor
85 – 100%	High Distinction (HD)	Demonstrates evidence of extended theoretical knowledge, distinctive research and analysis, application of learning in new domains and outstanding ability across the unit learning outcomes
75 – 84%	Distinction (D)	Demonstrates evidence of key theoretical knowledge, integration and evaluation of significant ideas, well developed application of knowledge within the field, and a high level of ability across the unit learning outcomes
65 – 74%	Credit (C)	Demonstrates knowledge of important facts and ideas, insight in research and analysis, good application of knowledge within the field, and good ability across the unit learning outcomes
50 – 64%	Pass (P)	Demonstrates basic knowledge of fundamental concepts, limited research and analysis, essential skills, and satisfactory ability across the unit learning outcomes

<50%	Fail (N)	Demonstrates limited evidence of relevant learning in relation to unit learning outcomes and has not satisfied the minimum requirements of the unit
47% - 49%**	Supplementary Assessment (NS)	May be awarded the opportunity to undertake a supplementary assessment

** Guide only. Supplementary assessments can only be awarded at the Examiners meeting

5.6.2 Final Grades

The system of grades that are awarded for coursework subjects:

HD	Pass with High Distinction
D	Pass with Distinction
C	Pass with Credit
P	Pass
S	Satisfactory (a passing level in an ungraded subject)
N	Failure
U	Unsatisfactory (failed to reach a passing level in an ungraded subject)
W	Withdrawn (withdrew from subject without academic penalty)
WN	Withdrawn Fail (withdrew from subject with academic penalty)
X	Failure (did not sit for compulsory major assessment task(s), or deferred examination not granted.)
SX	Failure (did not sit for a supplementary assessment task)

The letter 'S' does not precede any final grade/result awarded after sitting a supplementary assessment on an official Russo Business School Transcript or Record of Results, except where a student did not sit for a supplementary assessment. However, the letter 'S' will precede all final grades/results awarded after sitting a supplementary assessment for the Russo Business School's internal records only.

Students who are awarded a fail for a subject as a result of being proven guilty of academic misconduct will be awarded an 'X'.

5.6.3 Interim Grades

The following grades are interim grades awarded for coursework subjects, pending the award of a final grade:

RW	Result Withheld (assessment requirements are outstanding)
AI	Assessment Incomplete (the School's assessment process is incomplete)
NS	Supplementary assessment granted see Item 7
ED	Deferred examination granted.

Note: Russo Business School requires appropriate documentation or justification to support all interim grades to be provided the Dean of Studies.

5.6.4 Granting of supplementary results (NS)

- Where a student has achieved greater than or equal to 47% and less than 50%; the student *may* be awarded a supplementary grade (NS) and be required to submit a supplementary assessment task.

- b) A student who has achieved greater than or equal to 45% and less than 50% *may* be awarded a supplementary grade (NS) and be required to submit a supplementary assessment task, if special circumstances warrant this decision. The Associate Dean/s can make an assessment based on the individual student's effort in a subject and make a recommendation to the examiner's meeting.
- c) The awarded supplementary assessment task will be based on the major assessment task that has been failed (*The Examiner's Meeting will nominate the required supplementary assessment*).
- d) The supplementary assessment result is added to the results of previous assessment and is included in a recalculation of the student's grade.
- e) A student who has breached Russo Business School's academic misconduct requirements (e.g. plagiarism, academic misconduct) in a particular subject shall not be entitled to supplementary assessment for that subject.
- f) A student who has failed a single subject towards an award in their final teaching period and who gained 40% or more of the marks for that subject, may be granted a supplementary examination in that subject. However, if that subject is required for accreditation, then the criteria specified by that accreditation will apply.
- g) A supplementary examination paper will be an alternate exam paper developed for the purpose of supplementary exams.

5.6.5 Grade Point Average (GPA)

The grade point average (GPA) is a simple numerical index which summarises the student's academic performance in a course and over the duration of the student's enrolment in the course.

	sum of (credit points of unit X numeric value of grade for that unit)
GPA =	sum of credit points of unit(s)

The GPA calculation includes all attempts at units which are awarded a numeric grade or the result "WN" (Withdrawn-Fail), X (Failure), SX (Failure) (refer to legend below), which is converted to a 1.

The following grades are not included in the GPA calculation

- Results that have not been finalised
- Final grade of "S" (Satisfactory) or "U" (Unsatisfactory)
- Final grade of "W" (Withdrawn from subject without academic penalty).
- Units undertaken at another institution including credit, exemptions and RPL

GPA Table

Grade	Grade description	Grade Point
HD	Pass with High Distinction	7
D	Pass with Distinction	6
C	Pass with Credit	5
P	Pass	4
N	Failure	2
WN	Withdrawn Fail (withdrawn from subject with academic penalty)	0

X	Failure (did not sit for compulsory major assessment task(s), or deferred examination not granted.)	1
SX	Failure (did not sit for a supplementary assessment task)	1

5.7 Appeals against marks or grades

Students can request a review of a mark on an assessment task if they believe that an error has been made, or if they believe that the assessment has been unjustly marked. The student should discuss the issue with the relevant lecturer in the first instance and request a review of the mark within 5 days of receiving the result. The re-mark will be undertaken by an appointed second examiner.

If this does not resolve the issue, then the following formal processes should occur:

- a. The student should submit a formal request for a re-mark to the lecturer. Another academic with appropriate expertise will be requested to mark the assessment, and the new mark will apply (even if it is less than the original mark)
- b. If this does not resolve the issue, then the student may continue the grievance process in accordance with the Student Complaints Policy and Procedure.

Members of staff involved should keep records of such discussions, including outcomes, for record keeping purposes.

The Dean of Studies will conduct an annual review of assessment and moderation processes and report on outcomes to the Learning and Teaching Committee.

5. Procedure for Monitoring Student Progression

5.8 Students at risk of unsatisfactory progress

Students are responsible for:

- a. Their own learning and making satisfactory academic progress
- b. Using assessment criteria when completing assessment tasks
- c. Taking note of assessment feedback to improve results
- d. Undertaking good study habits to achieve learning outcomes
- e. Attending classes to meet the attendance requirements
- f. Submitting assessment by due dates
- g. Attending examinations
- h. Notifying staff and seeking help if extenuating circumstances arise.

5.8.1 Monitoring progress

The Dean of Studies is responsible for managing student progress. The Academic Board has responsibility for oversight of student progress. Russo Business School is committed to monitoring student progress and ensuring that students who are potentially 'at risk' of unsatisfactory progress are identified, monitored and offered support. Course progress monitoring of all students, including international students will be in accordance with Standard 8.8 of the National Code 2018.

5.8.1.1 Mechanisms

Russo Business School uses a number of mechanisms to notify and assist students at risk of unsatisfactory progress where there is evidence from the student's assessment tasks, participation in teaching and

learning activities or other indicators of academic progress that the student is at risk of not progressing satisfactorily. The following mechanisms are used:

- a. Providing entry processes that are fair and robust
- b. Monitoring the progress of under-represented groups, such as Aboriginal and Torres Strait Islander peoples or other minority groups
- c. Outlining course progress requirements for students
- d. Formative and summative assessment to identify issues early
- e. Identifying, monitoring, reviewing students at risk using a Students at Risk Register, including:
 - I. determining the point at which a domestic or international student has failed to meet satisfactory course progress
 - II. tracking extensions and supplementary assessments
- f. Using the student at risk registers to determine strategies to improve student progress
- g. Liaising with students regarding unsatisfactory progress
- h. Providing support and assistance to students
- i. Ensuring decision-making is transparent and fair
- j. Regular staff meetings to discuss students at risk
- k. Regular reviews of student cohorts via data collection and analysis of student attrition and progress rates using Student Retention Templates

5.8.1.2 At risk identification

If a student is identified as at risk of making unsatisfactory progress, they will be notified by Russo Business School that they have been placed on the Students at Risk Register. A student is considered 'at risk' of making unsatisfactory academic progress in a course if they:

- a. Have not met the standard entry requirements and have entered the course under an alternate pathway, such as by portfolio
- b. Fail an assessment or fail a unit
- c. Fail an assessment or unit more than once
- d. Allow their grade point average to fall below a pass grade
- e. Do not meet attendance requirements; set at minimum of 80%
- f. Will not complete the course within the maximum timeframe specified

In accordance with Standard 8.13 of the National Code 2018, if an international student is deemed as making 'unsatisfactory progress' or 'unsatisfactory course attendance', they must be given a written notice as soon as practicable which:

8.13.1 notifies the overseas student that the registered provider intends to report the overseas student for unsatisfactory course progress or unsatisfactory course attendance

8.13.2 informs the overseas student of the reasons for the intention to report

8.13.3 advises the overseas student of their right to access the registered provider's complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.

Unsatisfactory progress or attendance must be reported in the Provider Registration and International Student Management System (PRISMS) in accordance with Standard 8.14 of the National Code.

5.8.1.3 Risk status

Russo Business School has developed a system with four Risk Status levels as a means of identifying and determining support strategies. Students potentially 'at risk' are placed on the Students at Risk Register and monitored from the commencement of their course or from the time of being considered 'at risk'. Students on the Students at Risk Register will be encouraged to consult with Student Support Services to undertake

support activities outlined by the Course Co-ordinator. The table below outlines the four Risk Status levels, the risk indicators and actions to be taken.

Risk Status	Indicator	Communication Protocol	Action
1.	Good Standing		Progress monitored
2.	At Risk - Fails an assessment or has not met attendance requirements of 80%	Notification by the subject lecturer to the Dean of Studies as soon as practical after the event.	Student notified by the Dean of Studies. Interview arranged with appropriate staff member (e.g. course co-ordinator, academic advisor) Support Plan developed
3.	Grade point average (GPA) for current study period is less than a Pass grade of 4; fails more than 50% of units attempted within a Study Period; fails a unit more than once.	Certified results are provided to the Dean of Studies within 7 days of the relevant Academic Board meeting to make an assessment of academic progression.	Student notified they have been placed on Probation within 14 days of results being certified.: Interview with Dean of Studies Intervention Strategy developed with Course Co-ordinator
4.	Show Cause - GPA remains below a Pass grade of 4 for consecutive study periods	A Show Cause list is provided to the Chair of Academic Board by the Dean of Studies. The Chair of Academic Board (Executive Dean) authorises the Dean of Studies to prepare show cause letters to students under the signature of Chair of Academic Board.	Show Cause notice issued by Academic Board: Interview with Dean of Studies and Course Co-ordinator

5.8.1.4 Unsatisfactory progress

Students will be deemed as making 'unsatisfactory progress' if:

- a. They fail a unit more than once; or
- b. Their grade point average falls below a pass grade of 4; or
- c. They fail more than 50% of units attempted within a semester.

5.8.1.4.1 Domestic FEE-HELP students

Students at Risk Status 3, with a GPA below 4 who do not maintain a minimum pass grade may become ineligible for FEE-HELP, which may affect future enrolment. Students who do not maintain a minimum pass grade may be asked to consider part-time enrolment, where applicable, as an intervention strategy. Students with a Risk Status of 2 or above will be referred to the Course Co-ordinator to discuss and develop student support options.

5.8.1.4.2 International students

Any international student at risk of unsatisfactory progress will be reviewed to determine if they will be able to complete the course within the expected duration stated on the Confirmation of Enrolment (CoE), to ensure that potential extensions of course duration are in accordance with Standard 8.16.2 of the National Code.

In accordance with Standard 8.13 of the National Code 2018, if an international student is deemed as making 'unsatisfactory progress' or 'unsatisfactory course attendance', they must be given a written notice as soon as practicable which:

8.13.1 notifies the overseas student that the registered provider intends to report the overseas student for unsatisfactory course progress or unsatisfactory course attendance

8.13.2 informs the overseas student of the reasons for the intention to report

8.13.3 advises the overseas student of their right to access the registered provider's complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.

Unsatisfactory progress or attendance must be reported in the Provider Registration and International Student Management System (PRISMS) in accordance with Standard 8.14 of the National Code.

5.8.1.5 Student progress reporting

Russo Business School will collect and monitor the following data for reporting to the Academic Board:

- a. The number of units passed and specified by Russo Business School as the minimum for a defined period
- b. Compulsory units and professional experience (if indicated in unit outline and course requirements) that have been completed at the appropriate standard
- c. Student attendance at compulsory teaching and assessment components of a unit
- d. The number of fail grades for each unit
- e. Significant negative variations in a student's academic performance
- f. Progress reports for individual students considered to be at risk and those deemed to have made 'unsatisfactory progress'
- g. Progress reports of student cohorts including under-represented groups, such as Aboriginal and Torres Strait Islander peoples
- h. Progress reports for each course
- i. Any other progress issues that are observed

Each semester student attrition and progress data will be collected and analysed using Student Retention Templates and mechanisms within the Student Management System (SMS) to record and track student progress. The Student Retention Templates provide a means of analysing student attrition and progress via various cohorts and entry pathways to provide rich data to assist with improving student retention. Outcomes will be reported to the Academic Board, together with any recommendations for improvement.

5.8.1.6 Interventions and support

Support mechanisms are offered by Russo Business School to give students every opportunity of successfully completing the course. The Student Support Policy and Procedure outlines the areas of assistance that are offered, including counselling.

Support and interventions are undertaken as soon as possible to assist students. Remedies include:

- a. Meeting with the student to discuss their progress and develop an agreed Support Plan or Intervention Strategy
- b. Assignment extensions of due date of up to 2 weeks
- c. Academic, counselling or English support
- d. Other support, including referral to external support

5.8.1.7 Further action: probation and show cause

Risk Status 3 - The Dean of Studies will write to students who have a risk status of 3 and advise they have been placed on probation and must sign and agree to an Intervention Strategy. Students will be afforded the opportunity to respond with evidence to demonstrate why they should not be placed on probation. Students with a risk status of 3 will be reported to the Academic Board as having made 'unsatisfactory

progress', and if the student does not agree to sign an Intervention Strategy, they will be elevated to Risk Status 4.

Risk Status 4 - Students with a risk status of 4 have continued to make 'unsatisfactory progress' in a second consecutive semester. The Academic Board will ask the student to provide a written response to show cause as to why they should not be excluded from their course of study. Students will have 20 working days to respond to the Show Cause. Students will continue to study in their enrolled subjects while the process is in train.

5.8.1.8 Show Cause and Process for Exclusion

The Academic Board will consider the student's response to the show cause request and consider all evidence provided by the student. This will include whether the circumstances outlined were outside the student's control, such as: health issues, unexpected family or employment issues, or any other unexpected event that could have affected previously satisfactory work.

The Chair of the Academic Board shall provide the Dean of Studies with a list of students at Risk Status 4 whose progress was deemed unsatisfactory:

- a. but whose unsatisfactory progress should not be recorded or result in exclusion from the course
- b. and whose unsatisfactory progress should be recorded but not result in exclusion from the course
- c. and whose unsatisfactory progress should be recorded and result in exclusion from the course

The Dean of Studies will write to students on the list advising them of the outcome of the show cause action within seven days of the Board's decision. The Dean of Studies will advise students about the procedures for appealing the Academic Board's decision through the Student Complaints and Appeals Policy and Procedure and advise that the principles of natural justice apply. The Dean of Studies will implement the decision of the Academic Board, unless an appeal has been lodged within the required timeframe.

A student who has been excluded from a course may apply for re-admission to that course or another course in accordance with Russo Business School's Admissions Policy and Procedure.

5.8.1.9 Cancellation of Enrolment due to unsatisfactory academic progression.

Students who do not engage with the intervention framework and are absent without approved leave for 4 weeks of a study period will be identified as having abandoned their course and deemed to be making unsatisfactory academic progression.

Students who are excluded from a course will have this recorded in the student management system and have their enrolment cancelled. Students will be eligible to apply for readmission to the course or any other RBS course one calendar year after the date of exclusion in accordance with the Admissions Policy and Procedure.

5.8.2 International Student Reporting Requirements

International students will be issued with a Notice of Intention to Report on the basis of unsatisfactory academic performance as required under Section 19 of the ESOS Act and Standard 9 of the National Code.

Students will have 20 days to appeal this decision in accordance with the Student Complaints and Appeals Policy and Procedure.

International students should seek advice from the Department of Home Affairs on the potential impact on his or her visa.

The cancellation of the international student’s enrolment will not take effect until the internal appeals process is completed, unless the student’s health or wellbeing, or the wellbeing of others, is likely to be at risk.

5.9 Appeals

If a student is not satisfied with a decision, they may seek an appeal as outlined in the Student Complaints and Appeals Policy and Procedure.

6 Related documents

The following policies and procedures are related to this policy:

- a. Intellectual Inquiry and Academic Freedom Policy and Procedure
- b. Equity and Diversity Policy and Procedure
- c. English Language Proficiency Policy and Procedure
- d. Student Code of Conduct
- e. Student Complaints and Appeals Policy and Procedure
- f. Student Support Policy and Procedure

7 Review

Three years from commencement.

8 Accountabilities

The Academic Board is responsible for review and approval of this policy.

Russo Business School is responsible for distribution to students and the Institute’s higher education community via the website and other publications.

Delegated Authority	Delegation
Governance	
Academic Board	Refer to the Terms of Reference
Learning and Teaching Committee	Refer to the Terms of Reference
Executives	
Chief Executive Office	Relevant to Accountability Statement
Executive Dean	Relevant to Accountability Statement
Management	
Dean of Studies	Relevant to Accountability Statement
Course Co-ordinator	Relevant to Accountability Statement
Subject Co-ordinator	Relevant to Accountability Statement

9 Version Control

Policy & Procedure Version No	Policy & Procedure Sponsor	Approval Authority	Date of Approval	Date for next review
1/2022	Chief Operating Officer	Academic Board	15/07/2022	15/07/2024
2/2023	Chief Operating Officer	Academic Board	13/03/2023	13/03/2025