

## **Assessment Policies and Processes Revision Schedule**

### **RAPP Recommendations – Senate Approval**

The Review of Assessment Practices and Processes reported to Academic Senate on 13 November 2002. Senate unanimously resolved as follows:

*that Academic Senate:*

- (i) receive the Report from the Review of Assessment Practices and Processes Committee;*
- (ii) commend the Committee for its work to prepare the Report;*
- (iii) endorse the recommendations contained in the Report; and*
- (iv) establish a co-ordinating committee comprising:-*

*Chair of Senate,*

*Deputy Chair of Senate*

*Pro Vice-Chancellor (Academic)*

*Academic Registrar*

*Dean of Students*

*One student representative elected by and from the student representatives to Academic Senate*

*One Faculty Education Committee Chair, elected by and from Faculty Education Committee Chairs*

*One teaching member of staff, elected by and from Academic Senate*

*to develop a timetable and plan for implementing the recommendations of the Review of Assessment Practices and Processes Committee and report to Academic Senate at the first meeting of 2003.*

- (v) forward the Report to the University Council, for information.*

### **Revision & Improvement Process**

The RAPP Co-ordinating Committee drew up an action plan for the implementation of the recommendations in December 2002. University committees, working parties and officers began, in January 2003, to put the action plan into effect.

The policy and procedural revisions required to implement the RAPP recommendations are being developed by the following committees and officers:

Two special University Education Committee (UEC) working parties (Assessment Policies & Honours); UEC's Sub-Committees on Educational Policy & Review Committee (EPRS) and Equity & Student Services (ESS); Faculty Education Committees (FECs); and the Chair of Senate. Support will be provided by: CEDIR; ARD Exams and ARD Secretariat. See the table below.

The University Education Committee will consider and recommend the resulting changes to policy and procedures to Senate. The process is charted in the table below. In the meantime, approved editorial changes (eg standardisation for the name "Assessment Committee") are being made to relevant documents. Approved changes are also being made to routine operational procedures (eg ARD processing of marks).

The RAPP Co-ordinating Committee will receive regular progress reports and the wider University community will be able to check this web page for updates.

### **Timelines**

The revisions to policies and procedures require consultation and careful development. Revisions will be submitted progressively to Senate meetings in 2003. See the table below.

### **Action Plan & Updates May 2003**

The RAPP Recommendations are available from:

[http://www.uow.edu.au/about/teaching/rapp/UoW\\_RAPP\\_Report.pdf](http://www.uow.edu.au/about/teaching/rapp/UoW_RAPP_Report.pdf)

Action	Development Officer/Unit	Process	Update
<b>Review of Assessment Policies/ Assessment Committees</b> Recs.1, 2, 3, 9, 13, 14	Joint Assessment Policies Working Group with ESS	<ul style="list-style-type: none"> <li>▪ Review of Assessment Rules/Policies (on hold at EPRS) revisited and revised in light of RAPP</li> <li>▪ Terms of Reference &amp; Assessment Cttee Procedural Guidelines reviewed (or developed) and revised (ref Exam Chs, PVCA, Exams section).</li> <li>▪ Timing of Results Declaration &amp; Assess. Cttee meetings reviewed (ref stakeholders)</li> </ul>	<p>Working Group meeting weekly; review of policies and related Codes underway.</p> <p>Minor amendments on scaling and grievance procedures through EPRS on 23/04/03 and included in <b>Faculty Consultation Package 1</b>, sent to faculties for feedback by 31 May.</p> <p><b>Faculty Consultation Package 2</b>, including recommendations concerning assessment committees, is currently being developed.</p> <p>A full review of policies will be included in <b>Faculty Consultation Package 3</b>.</p>
<b>Examinations Administration</b> Recs. 10,11,12, 15	ARD Exams Manager/ Academic Registrar> Assessment Policies Working Group	<ul style="list-style-type: none"> <li>▪ Prepare briefing paper on exam scheduling</li> <li>▪ Develop Pro Forma for recording variations to marks</li> <li>▪ Prepare proposal on centralising admin of Supplementary Exams- ref: stakeholders and existing EPRS paper and Engineering guidelines</li> </ul>	<p>Paper prepared for referral to Assessment Working Group.</p> <p><b>Faculty Consultation Package 2</b>, including recommendations on exam administration, is currently being developed.</p>
<b>Communication with Students</b> Rec. 4	ESS Working Group	<ul style="list-style-type: none"> <li>▪ Prepare proposed communication strategies paper (ref- Student Admin, Faculty Officers, Website team, ITS).</li> </ul>	<p>Paper prepared by ESS Working Group. Endorsed by UEC 9/4/03&gt; SSC 14 May&gt; Senate 4 June</p>
<b>Staff Training &amp; Mentoring</b> Recs 5, 6	CEDIR (CDU, Student Services)  Faculties  Faculties & ITS	<ul style="list-style-type: none"> <li>▪ Design induction (to incl DoS &amp; PVCA presentation on assessment).</li> <li>▪ Develop program for training &amp; mentoring in assessment (permanent &amp; casual staff). Report to Senate</li> <li>▪ Access to email for all casual staff. Faculties to provide names to ITS</li> </ul>	<p>Underway.</p> <p>Faculties advised; follow-up plan being developed.</p> <p>Access provided.</p>

<b>FECs</b> Rec 7	Secretariat> FECs	<ul style="list-style-type: none"> <li>▪ Prepare draft paper for FEC Chairs (in consultation)</li> </ul>	Faculties contacted for information. Paper being prepared for consultation with FEC Chairs to consider before UEC meeting.
<b>Cheating in Exams</b> Rec 8	Chair of Senate> Secretariat> FIC	<ul style="list-style-type: none"> <li>▪ Review procedures (incl. need for educative, preventative measures) - ref meeting with FIC Chairs</li> </ul>	Guidelines being prepared.
<b>Policies for: in-session tests &amp; on-line assessment</b> Recs 16 & 17	ESS working group	<ul style="list-style-type: none"> <li>▪ Policies to be developed with reference to Draft Revised Assessment Rules and policies – see review above.</li> </ul>	Underway.
<b>Honours</b> Rec 18 &19  1. Determining grades 2. Code of Practice	Honours Working Group (UEC & URC reps, Dean of Students, an Hons Co-ordinator) supported by Secretariat	Audit of Honours Student Handouts Guidelines Finalise Honours Code & Policy	Draft Code approved by EPRS 1/4/03 and endorsed by UEC 9/4/03. Working Group recommendation for determining Honours grades affirmed by EPRS 23/4/03.  Draft Code and recommendations for determining Honours grades included <b>Faculty Consultation Package 1</b> , sent to faculties for feedback by 31 May.
<b>Conscientious Objection</b> Rec 20	ESS Working Group supported by Secretariat	Develop policy	Policy approved by Council 12/3/03.  ESS WG to consider other aspects related to assessment.
<b>Standard Referencing System</b> Rec 21	Library> Secretariat> FECs	Develop recommendation for default system	Default system being discussed with Library