

## 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. [\[See table below\]](#)

The University Education Committee will consider and recommend the resulting changes to policy and procedures to Senate. [The process is charted in Appendix A.](#)

In the meantime, approved editorial changes (eg standardising on 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. A number of those affecting the Autumn Session examination process are expected to be submitted to Academic Senate at its April and June meetings; others will be submitted progressively to the following Senate meetings in 2003.

## Action Plan & Updates

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)

Recommendations	Action Committee/Officer	Process	Update
<b>Review of Assessment Policies/ Assessment Cttees</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/Polices (on hold at EPRS) revisited and revise in light of RAPP.</li> <li>▪ Terms of Reference &amp; Assessment Cttee Procedural Guidelines revised (ref Exam Chs, PVCA, Exams section).</li> <li>▪ Timing of Results Declaration &amp; Assess. Cttee meetings reviewed (ref stakeholders)</li> </ul>	Working Party convened; review of policies and related Codes underway.
<b>Examinations Administration</b> Recs. 10,11,12, 15	ARD Exams Manager/ Academic Registrar > Assessment Policies Working Party	<ul style="list-style-type: none"> <li>▪ Prepare Briefing paper on exam scheduling</li> <li>▪ Prepare 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>	Paper prepared and referred to Assessment Working Party.
<b>Communication with Students</b> Rec. 4	ESS Working Party	<ul style="list-style-type: none"> <li>▪ Prepare proposed communication strategies paper (ref- Student Admin, Faculty Officers, Website team, ITS).</li> </ul>	Paper prepared for ESS Working Group
<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>	Underway  Faculties advised; follow-up plan being developed.  Access provided
<b>FECs</b> Rec 7	Secretariat> FECs	<ul style="list-style-type: none"> <li>▪ Prepare draft paper for FEC Chairs (in consultation)</li> </ul>	Paper being prepared for FEC Chairs to consider before UEC meeting.
<b>Cheating in Exams</b>	Chair of Senate>	<ul style="list-style-type: none"> <li>▪ Review procedures (incl. need for</li> </ul>	One meeting held.

Rec 8	Secretariat> FIC	educative, preventative measures) - ref meeting with FIC Chairs.	Follow-up guidelines being prepared.
<b>Policies for: in-session tests &amp; on-line assessment</b> Recs 16 & 17	ESS working party > Assessment Policies Joint WP	<ul style="list-style-type: none"> <li>▪ Policies developed with reference to Draft Revised Assessment Rules – see review above.</li> </ul>	Underway.
<b>Honours</b>  Determining grades Code of Practice Rec 18 & 19	Honours Working Group (UEC & URC reps, Dean of Students, an Hons Co-ordinator) supported by Secretariat	<ul style="list-style-type: none"> <li>▪ Audit of Honours Student Handouts</li> <li>▪ Guidelines</li> <li>▪ Finalise Honours Code &amp; Policy</li> </ul>	Meetings held. Draft Hons Code being redrafted.
<b>Conscientious Objection</b> Rec 20	ESS Working Group supported by Secretariat	<ul style="list-style-type: none"> <li>▪ Develop policy &amp; guidelines</li> </ul>	Policy submitted to Senate by Ethics Cttee. ESS WP to consider other aspects related to assessment.
<b>Standard Referencing System</b> Rec 21	Library> Secretariat> FECs	<ul style="list-style-type: none"> <li>▪ Develop Recommendation for default system</li> </ul>	Default system being discussed with Library

# APPENDIX A - RAPP IMPLEMENTATION PROCESS

