

## **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 June 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)

Recommendation	Consultation	Approval pathway	Progress
<b>1a</b> – <i>That all assessment/examination committees be referred to as Assessment Committees.</i>	n/a	n/a	Web references updated March 2003
<b>1b</b> – <i>That the University clarify the respective roles of Unit and Faculty Assessment Committees when both operate within a Faculty.</i>	With ESS (2/6), Deans, FECs and Heads of Units  June 2003	EPRS 3/6 UEC SSC 6/8 Senate 3/9	Revised terms of reference drafted by EPRS/ESS Working Party.  <b>To be included in Consultation Package 2</b>
<b>1c</b> – <i>That the University develop and implement uniform Assessment Committee guidelines.</i>	With ESS (2/6), Deans, FECs, Heads of Units, ARD  June 2003	EPRS 3/6 UEC SSC 6/8 Senate 3/9	Guidelines (procedures checklist, core principles, membership requirements) drafted by EPRS/ESS Working Party.  <b>To be included in Consultation Package 2</b>
<b>1d</b> – <i>That all Assessment Committees operate within the University guidelines except as approved other wise by Academic Senate.</i>	With ESS (2/6), Deans, FECs and Heads of Units  June 2003	EPRS 3/6 UEC SSC 6/8 Senate 3/9	Guidelines (procedures checklist, core principles, membership requirements) drafted by EPRS/ESS Working Party.  <b>To be included in Consultation Package 2</b>

<p><b>2a</b> – <i>That no mark be declared or changed and then submitted by a Faculty to the ARD except by decision of an Assessment Committee.</i></p>	<p>With ESS (2/6), Deans, FECs and Heads of Units</p> <p>June 2003</p> <p>Info to ARD</p>	<p>EPRS 3/6 UEC SSC 6/8 Senate 3/9</p>	<p>Guidelines (procedures checklist, core principles, membership requirements) drafted by EPRS/ESS Working Party.</p> <p><b>To be included in Consultation Package 2</b></p>
<p><b>2b</b> – <i>Where non-standard session, late or amended results for individual students must be submitted then:</i></p> <ul style="list-style-type: none"> <li>- <i>Both the Chair of the Assessment Committee and the Pro Vice-Chancellor (Academic) must sign the declaration for submission of result for each individual student; and</i></li> <li>- <i>Those results will be tabled for discussion at the next Assessment Committee meeting.</i></li> </ul>	<p>With ESS (2/6), Deans, FECs and Heads of Units</p> <p>June 2003</p> <p>Info to ARD</p>	<p>EPRS 3/6 UEC SSC 6/8/ Senate 3/9</p>	<p>Guidelines (procedures checklist, core principles, membership requirements) drafted by EPRS/ESS Working Party.</p> <p><b>To be included in Consultation Package 2</b></p>
<p><b>3a</b> – <i>That the ARD process results, or make changes to student marks, only when these have been approved by the Faculty Assessment Committee.</i></p>	<p>With ESS (2/6), Deans, FECs and Heads of Units</p>	<p>EPRS 3/6 UEC SSC 6/8/ Senate 3/9</p>	<p><b>To be included in Consultation Package 2</b></p>
<p><b>3b</b> – <i>That the University cease the process of automatically changing withheld results to zero fail at the end of a specified time after the declaration of results</i></p>	<p>Communicate to FECs, Heads of Units</p>	<p>EPRS 3/6 UEC SSC 6/8/ Senate 3/9</p>	<p>Paper drafted by ARD – to be referred to Assess WP</p>
<p><b>4</b> – <i>That the University enhance communication with students about assistance with dispute resolution, through Faculty handbooks, websites and electronic messaging.</i></p>			<p>Paper drafted by ESS WP</p>
<p><b>5a</b> – <i>That the University conduct a half day induction session for new academic staff prior to the start of session.</i></p>	<p>FECs</p>	<p>UEC SSC Senate</p>	<p>Induction to be designed</p>
<p><b>5b</b> - <i>That a presentation on assessment issues by the Dean of Students and Pro Vice-Chancellor (Academic) be included as part of</i></p>	<p>FECs</p>	<p>UEC SSC Senate</p>	<p>Induction to be designed</p>

<i>the induction session.</i>			
<b>5c</b> – <i>That Faculties and Units develop appropriate materials, mentoring and training to educate new members of staff in assessment policies and practices.</i>	FECs	UEC SSC Senate	Program to be developed
<b>6a</b> – <i>That Faculties and Units implement appropriate mentoring and training of casual academic staff.</i>	FECs	UEC SSC Senate	Program to be developed
<b>6b</b> – <i>That all casual academic staff have access to the University email system and are included in relevant email groups.</i>			Completed Feb 2003
<b>7</b> – <i>That the Terms of Reference for Faculty Education Committees be changed to give the highest priority to what is currently the second Term of Reference, viz. “to maintain a quality assurance brief for educational programs in the Faculty”.</i>	With Faculties	ESS EPRS UEC SSC 29/10 Senate 19/11	Faculties contacted for information April 2003  <b>To be included in Consultation Package 3</b>
<b>8</b> – <i>That all instances of alleged cheating in final examinations be referred to Faculty Investigation Committees, noting that any case can subsequently be referred to the University Academic Investigation Committee.</i>		ESS EPRS UEC SSC Senate	Flow chart developed  <b>To be included in Consultation Package 3</b>
<b>9</b> – <i>That the University urgently revise its policies on assessment, with particular attention to the contradictions between policies and to correcting the deficiencies noted in section 3.3.</i>	With: FECs	ESS EPRS UEC SSC 29/10 Senate 19/11	Minor amendments made to COP – T&A > to EPRS 23/4/03 > faculties  Full review imminent  <b>To be included in Consultation Package 3</b>
<b>10</b> – <i>That the University schedule examinations so that subjects with large enrolments are given priority for scheduling within the first half of the examination period.</i>	With ESS (2/6), Deans, FECs and Heads of Units	EPRS 3/6 UEC SSC 6/8/ Senate 3/9	Paper drafted by ARD – to be referred to Assess WP
<b>11</b> – <i>That the University give priority to scheduling examinations so as to avoid any students having to sit examinations in two subjects on one day.</i>	With ESS (2/6), Deans, FECs and Heads of Units	EPRS 3/6 UEC SSC 6/8/ Senate 3/9	Paper drafted by ARD – to be referred to Assess WP
<b>12</b> – <i>That a sheet for recording</i>	With ESS (2/6),	EPRS 3/6	

<i>variations to marks, as outlined in section 3.4.2, be adopted for use by Assessment Committees.</i>	Deans, FECs and Heads of Units	UEC SSC 6/8/ Senate 3/9	<b>To be included in Consultation Package 2</b>
<b>13</b> – <i>That the proposed process and timeline for the declaration of results for standard sessions, as detailed in section 3.4.3, be adopted.</i>	With ESS (2/6), Deans, FECs and Heads of Units	EPRS 3/6 UEC SSC 6/8/ Senate 3/9	Guidelines (procedures checklist, core principles, membership requirements) drafted by EPRS/ESS Working Party.  <b>To be included in Consultation Package 2</b>
<b>14</b> – <i>That the proposed schedule of Assessment Committee meetings for late results and submission of marks for non-standard sessions, as detailed in section 3.4.4, be adopted.</i>	With ESS (2/6), Deans, FECs and Heads of Units	EPRS 3/6 UEC SSC 6/8/ Senate 3/9	Guidelines (procedures checklist, core principles, membership requirements) drafted by EPRS/ESS Working Party.  <b>To be included in Consultation Package 2</b>
<b>15a</b> – <i>That supplementary exams should be centrally administered by the ARD to maintain quality in all assessment processes.</i>	With ESS (2/6), Deans, FECs and Heads of Units	EPRS 3/6 UEC SSC 6/8/ Senate 3/9	To be implemented by ARD in Autumn session 2003
<b>15b</b> – <i>That the process for managing supplementary examinations follow that of the main examination round.</i>	With ESS (2/6), Deans, FECs and Heads of Units	EPRS 3/6 UEC SSC 6/8/ Senate 3/9	To be implemented by ARD in Autumn session 2003
<b>16</b> – <i>That a policy be established for in-session tests.</i>	With: FECs	ESS 2/3 EPRS UEC SSC Senate	ESS Working Party drafting policy >Incorporation into policy review <b>To be included in Consultation Package 3</b>
<b>17</b> – <i>That a policy be established for online assessment.</i>	With: FECs	ESS 2/3 EPRS UEC SSC Senate	TFS Working Party drafting paper >Incorporation into policy review <b>To be included in Consultation Package 3</b>
<b>18</b> – <i>That the University give high priority to revising the Draft Code of Practice – Honours in light of the issues addressed in section 3.5.2.</i>	Consultation with faculties May 2003	EPRS 3/6 UEC SSC Senate	Draft COP – Hons prepared  <b>Included in Consultation Package 1</b>
<b>19</b> – <i>That simplified Rules for</i>	Consultation with	EPRS 3/6	<b>Included in</b>

<p><i>determination of the grade of Honours be implemented as: Either (for any Honours degree)</i></p> <p><i>1. the model for end-on Honours should be applied with the grade of Honours determined by results in the Honours year as prescribed in General Course Rules 8.4.2</i></p> <p><i>or (for Honours degrees other than end-on Honours)</i></p> <p><i>2. a single model for calculating Weighted Average Marks be adopted.</i></p>	<p>faculties May 2003</p>	<p>UEC SSC Senate</p>	<p><b>Consultation Package 1</b></p>
<p><b>20</b> – <i>That a policy be established for conscientious objection.</i></p>		<p>ESS EPRS UEC SSC Senate</p>	<p>Policy on ethical objection to use of animals and animal products approved by Senate March 2003</p> <p>Broader policy to be drafted by ESS working party</p>
<p><b>21</b> – <i>That the University adopt one of the standard referencing systems as a default to be used in the absence of Faculty/discipline preferred referencing techniques.</i></p>	<p>Faculties asked for comment Feb 2003</p>		<p>Some Faculties still to respond. To be finalised end June 2003</p>
<p><b>22</b> – <i>That the Chair of Academic Senate report to Senate on the progress of implementation of the recommendations of this Report at the last meeting of Academic Senate in 2003.</i></p>			

**Consultation Package 1 –**

**Implementation of RAPP recommendations on Honours Code of Practice, Weighted Average Marks, Scaling, Grievance Procedures**

**Consultation Package 2 -**

**Implementation of RAPP recommendations on Assessment Committees and Scaling Guidelines**

- Draft revised Terms of Reference – Faculty Assessment Committees & Academic Unit Assessment Committees
- Draft Guidelines for Assessment Committees:
  - Core Standards
  - Membership
  - Procedures checklist
- Draft Scaling Guidelines

**Consultation Package 3 –**

**Implementation of RAPP recommendation on University assessment policies**

- Revised Code of Practice – Teaching and Assessment
- Amendments to other policies and related documents, as necessary