ASSESSMENT POLICY

Policy Name	**Assessment Policy**
Policy Number	A004
Approval Authority	Board of Directors
Responsible Officer	Dean and Principal
Operational Responsibility	Academic Manager
Purpose	The policy aims to establish the principles of assessment for student work within the provided Higher Education units delivered at LCI Melbourne (LCIM).
Scope	The policy applies to all accredited units offered and is binding on all Academic staff and students.
Policy Statement	LCIM defines and develops learning outcomes and assessment criteria to confirm students' achievements and success at particular award levels as specified by sector standards and the Australian Qualifications Framework (AQF). Assessments are designed to measure student performance against unit learning outcomes, to promote learning, achieve graduate outcomes and enhance student attributes. LCIM sees learning and assessment as part of an ongoing feedback process. The assessment provides information on learning that has taken place in order to foster and further develop future learning. The assessment policy and procedure supports the learning and teaching plan, policy and procedure.
Policy Strategies	The strategy and principles of assessment at LCI Melbourne include that: 1. Standards of performance should be described for assessment tasks in sufficient detail as outlined in the Assessment Guide document 2. Standards should be defined in the context of the unit and at an appropriate level 3. Standards should be benchmarked against disciplinary and/or professional industry standards with internal and external benchmarking partners 4. Assessment methods and criteria are based on Academic achievement aligned to specific learning outcomes for each unit of the LCIM program 5. Assessment methods include the provision of constructive feedback in a timely manner in order for students to measure and track their progress against the learning outcomes 6. Assessments should be fair, equitable and objective 7. Assessments should be moderated using appropriate moderation techniques to ensure parity across classes 8. Moderation should furthermore include staff peer review to ensure

	tasks are appropriate for unit learning outcomes 9. Students should have the opportunity for formative learning experiences that are used to determine grades. This may include student peer review, student self-review and external industry critique panels. 10. Summative assessment leads to completion of the unit with course completion learning to a graded Testamur being issued. 11. Penalties apply for late submission. (*Refer to the Assessment Procedure*)
Relevant Legislation	• Higher Education Standards Framework (Threshold Standards) 2015 • 2016 Higher Education Support Act (2003) • Australia Qualifications Framework (AQF) • Education Services for Overseas Students Act 2000 (ESOS) • Commonwealth Register of International Courses for Overseas Students (CRICOS)
Key Related Documents	Assessment Policy Learning and Teaching Policy and Procedure Academic Integrity Policy and Procedure Benchmarking Policy and Procedure Academic Complaints and Appeals Policy and Procedure
Date Approved	10 February 2020
Date of Commencement	11 February 2020
Date for Review	Q4 2022
Documents superseded by this Procedure	LCI Melbourne Unit Assessment Policy 2017
Amendment History	New Policy
Signed and dated for LCI Melbourne		Prof Warren Bebbington	10 February 2020

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Board of Directors Academic Board Leadership Team Academic Staff Professional Staff Students

Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Academic Dean	LCI MELBOURNE Student Assessment.pdf	12.2014	12.2017
1.1	Academic Dean	Merged data from LCI MELBOURNE Course Progression and LCI Vancouver Policies	12.2017	01.2018
2.0	Academic Dean	Superficial changes – updated language for consistency eg program leader to discipline leader, course to unit, program to course	08.2018	08.2018
1.0	Dean and Principal	New policy and procedure	02.2020	02.2020