

Assessment Policy & Procedure

Assessment

Assessment is normally undertaken for each unit in a course. In order that assessment be as open, verifiable and uniform as possible, the following procedures are followed:

- assessment criteria include not only knowledge of theological content but also the ability to reflect theologically and the ability to apply theology to issues under consideration
- assessment is generally made on the basis of assignments, class participation and presentations, and examinations
- the methods of assessment vary from unit to unit and may be the result of negotiation between student and lecturer
- since the system of assessment is designed to fit the unit and its presentation, the lecturer may operate with quantitative, statistical, qualitative, or attitudinal criteria in assigning grades
- students complete all assessment tasks for a unit before they are issued the final grade
- Each student will be assessed in the manner indicated in the particular student unit outline, and in accordance with MCD regulations where appropriate.

Grading and resulting system

Results are published according to the following grades for all MCD degrees:

Grade	Description	Percentage	Grade points
HD	High Distinction	85% – 100%	5
D	Distinction	75% – 84%	4
C	Credit	65% – 74%	3
P	Pass	50% – 64%	2
F	Fail	0% – 49%	0
W	Withdrawal		

Assessment criteria and grade level standards

Assessment guidelines in all student unit outlines reflect the following criteria which are used by ALC lecturers to assess the written work of students.

Pass [P]

Students will have given evidence that they have:

- undertaken the required core work for the unit;
- demonstrated at least an adequate level of knowledge/understanding/competencies/skills required for meeting the unit objectives;
- satisfactorily completed required assessment exercises;
- attained an adequate knowledge of the content of set texts and reading materials;
- demonstrated logical argument and clear presentation with the proper use of evidence to support statements and arguments.

Credit [C]

Students will have met all of the criteria for the P1 level, and in addition they will have:

- undertaken additional work relevant to the unit;

- demonstrated a sound level of knowledge/understanding/competencies/skills required for meeting the unit objectives;
- completed required assessment exercises at a proficient standard;
- attained a sound knowledge of the content of set texts and reading materials and shown evidence of relevant wider reading;
- demonstrated well-organised logical argument and well-structured presentation of material.

Distinction [D]

Students will have met all of the criteria for the C level, and in addition they will have:

- undertaken considerable additional work in wider areas relevant to the unit;
- demonstrated advanced knowledge/understanding/competencies/ skills required for meeting the unit objectives;
- completed required assessment exercises at a high standard;
- attained an advanced knowledge of the unit area beyond that contained in set texts and reading materials and have done considerable wider reading;
- demonstrated high quality work which shows that the student generally works at a level which is beyond the requirements of the assessment exercise and is developing a capacity for original and creative thinking.

High Distinction [HD]

Students will have met all of the criteria for the D level, and in addition they will have:

- demonstrated an advanced level of knowledge/understanding/competencies/skills required for meeting the unit objectives;
- completed required assessment exercises at the highest level;
- undertaken extensive wider reading in the unit area beyond that which is normally required or expected;
- consistently demonstrated high quality work which shows that the student is working at the highest level of achievement expected at this unit level and is demonstrating original and creative thinking.

Fail [F]

This grade is awarded where the student is unable to demonstrate satisfactory academic performance in the unit, or has failed to complete essential unit elements or required assessment tasks at an acceptable level in accordance with the unit objectives.

This result will remain on the student's academic record and transcript even if the unit is repeated and a passing grade is obtained. This means that the grade point average will always include the 'F' result.

Final grade requirements

The final grade given for a unit is based on the qualitative assessment of a set amount of work. Where a unit is assessed through a number of assignments, students must submit all assignments to receive a final grade for the unit.

Assignments

Assignments should be prepared following the guidelines set down in the ALC style guide '*Write On!*' The following factors should also be noted carefully.

Students should keep a second copy of all assignments submitted. Students should keep copies of all written work for at least three months because all written materials that contribute toward assessment in degree units must be available for possible inspection by a second examiner outside ALC.

General

The number and nature of the assignments required for assessment vary from unit to unit. These are determined by the lecturer as outlined in the student unit outline.

Word limit

Each assessment task has a recommended length. The number of words in an assignment should normally be within 10% of the number set. On your assignment cover sheet please note the number of words in your paper [ie word count], excluding the references [ie footnotes, endnotes, reference list.]

Presentation

Typed assignments are preferred.

All essays and assignments must be submitted with an official assignment coversheet, available from the ALC website.

Due date

All assessments/assignment are required by the due date. Any extension of time must be requested via an extension request form.

Assignment submission

Refer to the [assignment submission procedure](#)

Assignments may be

emailed to: assignments@alc.edu.au
posted to: ALC
Attention: Assignments
104 Jeffcott Street
NORTH ADELAIDE SA 5006
handed in to: ALC reception
faxed to: 08 8267 7350

Extensions of time

Due to unforeseen circumstances, students may find themselves unable to submit assignments by the due date. Unforeseen circumstances are defined as those that:

- a. Are beyond the student's control; and
- a. Make it impracticable for the student to complete the assessment requirements by the due date.

Types of extensions

- a. For extensions of up to two weeks—and no later than the final day of the examination period—students may apply for a **lecturer's extension**.
- b. For extensions of up to four weeks—or beyond the final day of the examination period for a semester—students may apply for a **Dean's Extension**.

Lecturer's extension

- a. The student must apply formally, via the extension request form, for the lecturer's extension, no later than three days prior to the due date.
- b. The lecturer may grant an extension for 1 to 14 days after the due date, at his or her discretion. The lecturer needs to be satisfied of reasonable grounds for granting the extension, and that it will not afford undue disadvantage or advantage to the student; if necessary, the lecturer will consult with the Head of School or Dean.
- c. The student will be informed of the lecturer's response, confirming the extension and including the new due date, or rejecting the extension.
- d. The work must be submitted no later than the newly agreed due date, and no later than the final day of the examination period.

Dean's extension

A student requiring an extension of 15 to 28 days, or an extension beyond the final day of the examination period for a semester, must seek a Dean's extension.

- a. The student must formally apply for the Dean's extension, via the extension request form, normally not less than 5 days before an assessment item is due.
- b. The Dean consults with the lecturer before granting the extension.
- c. The Dean must be satisfied that there are reasonable grounds for granting the extension, and that it will not afford undue disadvantage or advantage to the student.

- d. The student will be informed of the Dean's response, confirming the extension and including the new due date, or rejecting the extension.
- e. A Dean's extension may be granted for up to 28 days from the end of the examination period, at the Dean's discretion. An extension of longer than four weeks after due date for the assignment will not be granted unless warranted by exceptional circumstances.
- f. The work must be submitted no later than the newly agreed due date.

All extensions

- a. Details of the extension granted need to be indicated on the assignment cover sheet on submission of the assignment.
- b. Students who submit work after the newly agreed due date will normally be penalised academically.

Overdue assignments

Overdue assignments for which an extension has not been granted and assignments submitted after the agreed extension will normally be penalised academically.

- a. Work submitted up to one week late without an official extension will normally have its recorded grade reduced by one level (e.g. Distinction to Credit)
- b. Work submitted later than one week but up to one month late without an official extension is normally awarded a Pass grade only, unless it fails to reach a Pass standard
- c. For work submitted later than one month or on the last day of semester without an official extension, a Fail grade is normally recorded.

A student may appeal, in accordance with the Academic Grievance Policy, against the reduction of a grade for late work.

Academic integrity

Academic honesty is a core value of ALC. The College is committed to the basic academic right that students receive due credit for work submitted for assessment. Integral to this concept is the notion that it is clearly unfair for students to submit work for assessment that dishonestly represents the work of others as their own.

Refer to MCD [Academic Conduct Policy](#)

Important:

- Students need to use the assignment cover sheet and sign the declaration of original work.
- Assignments will not be forwarded for marking unless the declaration of original work has been signed

Resubmission of assignments

Resubmitted assignments are subject to the following regulations and are granted at the discretion of the lecturer:

- where a paper does not conform to the assignment requirements in form or content and where the paper has not been graded, a student may resubmit without prejudice
- where a student resubmits a paper which has been graded and where written comments have been given by a lecturer, such a paper will receive a maximum grade of 'P'
- where an assessment/assignment is required due to detected academic misconduct, the regulations of the academic integrity policy apply.

Enrolment variation

- In the first three weeks of the semester (prior to the census date), students can withdraw from a unit without penalty. (No mark will appear on their record.)
- students may withdraw from a unit from week four until the end of week eight in each semester, and will receive a grading of 'W' on their official transcript.
- Those who withdraw after week eight will normally be marked 'F' (Fail).

Examinations

Written examinations may be held at the end of a study period at the discretion of the unit lecturer.

Normally examination papers are not returned to students after marking. However, individual lecturers may vary this practice. Students may also request to view an examination paper and its grading. Examination papers are kept for six months after the completion of the study period.

Students for whom English is a second language.

Students for whom English is a second language may take extra time for each written examination. In the first year of study, students are allowed fifty percent extra time. In subsequent years of study, students are allowed twenty five percent extra time. Such students may take a dictionary into the examination.

Supplementary examinations

Supplementary examinations or supplementary work may be allowed in case of failure by a student in an individual unit. The Curriculum and Assessment Review Committee approve supplementary examinations. The highest grade for the successful completion of a supplementary examination/assessment is normally Pass. Supplementary examinations are normally taken in the week before the commencement of the new study period.

Grade points

Students are required to maintain a minimum cumulative grade point average of at least 2.0 while completing their courses. Any student whose grade point average falls below 2.0 at the end of any trimester will be placed on academic probation and will be required during the next two study periods to return to a minimum cumulative grade point average of at least 2.0. If the student fails to achieve this, the student can no longer continue in the course.

Repeated failures

If a student fails the same unit twice, and no supplementary exam is offered, the student is not eligible to enrol in that unit again. If the unit involved is a core unit, the student is not eligible to continue in the nominated course.

Variations to assessment

1. Assessment methods, tasks and timelines are specified in the student unit outline distributed to students by unit commencement. It is expected that these details will only change where necessary for the integrity of the assessment, or due to unforeseen factors such as staff illness or student articulated special need. The lecturer and/or Dean are responsible for informing/negotiating proposed changes with enrolled students. Students are not to be disadvantaged by the changes and any disruption is to be kept to a minimum. Students are notified in writing of any changes.
2. It is expected that a student will complete the assessment requirements for a unit within the relevant study period, unless they qualify for a variation due to:
 - a) special circumstances [[Statement of Reasons for Special/Compassionate or Compelling Circumstances](#) (PDF)]
 - b) supplementary assessment [including examination]
 - c) deferred assessment [including examination]
 - d) the provisions set out in the disability policy [[Disability Policy and Procedure](#) (PDF)]
3. Students may request a variation to assessment methods, tasks and timelines based on articulated special needs on enrolment eg medical, compassionate, special circumstance or community service grounds [e.g. elite athletes, jury duty, Defence Forces leave]
4. If students are aware of circumstances for which they will require variation to assessment, they must lodge their request in writing via the enrolment variation form with the lecturer within the first two [2] weeks of the unit [or equivalent for intensive teaching]. Variations which are required due to special circumstances [e.g. unexpected or exceptional] should be discussed with the lecturer at the earliest possible opportunity.

Any variations must be commensurate or equivalent with overall unit, level, outcomes, complexity and word length.

Students are required to request and negotiate variations to assessment/examination for each enrolled unit at enrolment, unless the special circumstance provision relates to a permanent disability/condition/linguistic capability, when the variation to assessment may be for the duration of the course, but still needs to be negotiated at unit level.

Variations to examination

1. The following students are entitled to examination variations:
 - a) students of non-English speaking background who were:
 - i) born outside Australia
 - ii) arrived in Australia less than ten years previously; and,
 - iii) speak a language other than English at home
 - b) mature aged students [i.e. 21 years or over at the time of admission to their course of study] who speak a language other than English at home, and
 - c) overseas students of non-English speaking background where the language spoken at home is not English, and the medium of instruction is English

2. Students who meet the eligibility criteria above will be entitled to the following provisions:
 - a) extra time to be used for reading or writing. This will normally be an extra ten minutes per hour for every hour of standard examination time, and
 - b) the use of a bilingual print dictionary [not annotated]
 - c) materials or resources approved by the lecturer and Academic Dean, which are not enhanced or tampered with in any way that provides an additional advantage to the student. For example, if a student is allowed to take an English language or bilingual dictionary into the examination but other resources are not allowed, the dictionary must not have any additional notes or markings.