

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;
- the final grade given for a unit is based on the qualitative assessment of a set amount of work: for undergraduate 10 credit point units this is equivalent to 4500 words;
- students complete all assessment tasks for a unit before they are issued the final grade;

Grading and resulting system

ALC operates with the following grading system [adopted in 2004]:

Grade	Description	Percentage	Grade points
HD	High Distinction	85% – 100%	5
DN	Distinction	75% – 84%	4
CR	Credit	65% – 74%	3
P1	Pass	55% – 64%	2
P2	Conceded Pass	50% – 54%	1
FF	Fail	0% – 49%	0
Grade	Description	Brief explanation	Grade points
IF	Incomplete, Fail	Requirements not completed, and therefore failed <i>[Remains on academic record and transcript]</i>	0
WF	Withdrawn, Fail	Withdrew after academic mid point <i>[Remains on academic record and transcript]</i>	0

Additional notations and symbols

For further details including results not included in the Grade Point Average [GPA] see [Grading and Resulting System](#)

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 [P1]

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.

Where students have not successfully met all of the above criteria, but still have completed all of the assessment exercises, they may be granted a **Conceded Pass [P2]**. However, this will not happen if there are serious deficiencies in any of the criteria.

Credit [CR]

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 [DN]

Students will have met all of the criteria for the CR 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 DN 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 [FF]

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 'FF' result.

Assessment requirements

The final grade given for a unit is based on the qualitative assessment of a set amount of work: for 10 credit point units this is equivalent to 4500 words.

Full-time students complete 20 or 30 credit points per trimester or 30 or 40 credit points per semester.

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.

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 writing the student unit outline.

Word limit

Each assessment task has a recommended length. ALC allows a 10% margin. 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.

Due date

All assessments/assignment are required by the due date.

Assignment submission

Refer to the [assignment submission policy](#)

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

Assignment/unit extensions

An extension of time may be negotiated according to the [Extension Policy and Procedure](#) [PDF].

Overdue assignments

Overdue assignments for which an extension has not been granted and assignments submitted after the agreed extension attract a penalty of the equivalent of 10% for every overdue day.

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 the academic integrity policy [pending].

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 'P1'
- where an assessment/assignment is required due to detected academic misconduct, the regulations of the academic integrity policy apply.

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.

Supplementary examinations

Supplementary examinations or supplementary work may be allowed in case of failure by a student in an individual unit. The teaching staff approve supplementary examinations. The highest grade for the successful completion of a supplementary examination/assessment is normally P1. 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 trimesters/semesters 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 Academic 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 [i.e. trimester/semester], 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.