

EXAMINATION POLICY

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1. POLICY PURPOSE

The purpose of this policy is to ensure that fair and valid assessments, moderation and recognition of prior learning takes place against specified learning outcomes. This policy will deal with the principles and processes surrounding examination (summative) assessment, promulgation and dissemination of the results and other aspects of the examination process for examinations administered by iQ Academy.

2. POLICY SCOPE

This policy applies to all summative assessments, examinations and related processes conducted at iQ Academy for its higher education programmes.

3. TERMINOLOGY

The following terminology is defined:

- Assessment is a process during which evidence of performance is gathered and evaluated against a specified set of criteria. The assessment of student learning is understood to mean the practice of designing formal and informal tasks for students to complete and reaching conclusions and estimating the level of their performance on these tasks. Assessment can also be understood to be a form of research that aims to find out what students know, understand and are able to do.
- Examiner is a specialist responsible for the design, quality assurance, and oversight of summative assessment instruments. The assessor should be a subject matter expert who is knowledgeable about assessment practices and principles.
- Moderator is an expert who is not an employee of iQ but who is appointed by the Academy and assesses the work of students/the level and difficulty of assessment instruments.

4. EXAMINATION ADMISSION

To gain access to the module examination, students must achieve 50% for all of the formative assessments. Failing to achieve this means that the student has not been suitably prepared to write the summative assessment. The average percentage across all these assessments becomes the Class Mark.

The Class Mark contributes 40% towards the Final Module Mark. In order to obtain a pass mark for the complete module and be awarded the module credits (be promoted), students must obtain a combined final module mark of 50% or higher. The final module mark is calculated as follows:

$$\text{Final Module Mark} = \text{Class Mark (40\%)} + \text{Summative (Examination) Mark (60\%)}$$

Below is an example illustrating how the Module Class Mark and Final Module Mark is calculated:

Student scores an average of 70% for his/her assignments. The student also scores 55% in the exam. Refer to the table below to see how their final mark for the module has been calculated:

Assessment type	Weight %	Mark Obtained	As part of Total Mark*
Individual Module Assignments (Class Mark)	40%	70%	28%
Examination	60%	55%	33%
Final Mark			61%
* Final Mark = (60% x 40%) + (55% x 70%)			

5. FREQUENCY OF EXAMINATION ASSESSMENTS

Summative assessments will be made available in Month 6 and Month 12 of the higher certificate programmes. To access the summative assessment, students need to have completed and passed all the formative assessments presented over the prior 5 and next 5 months.

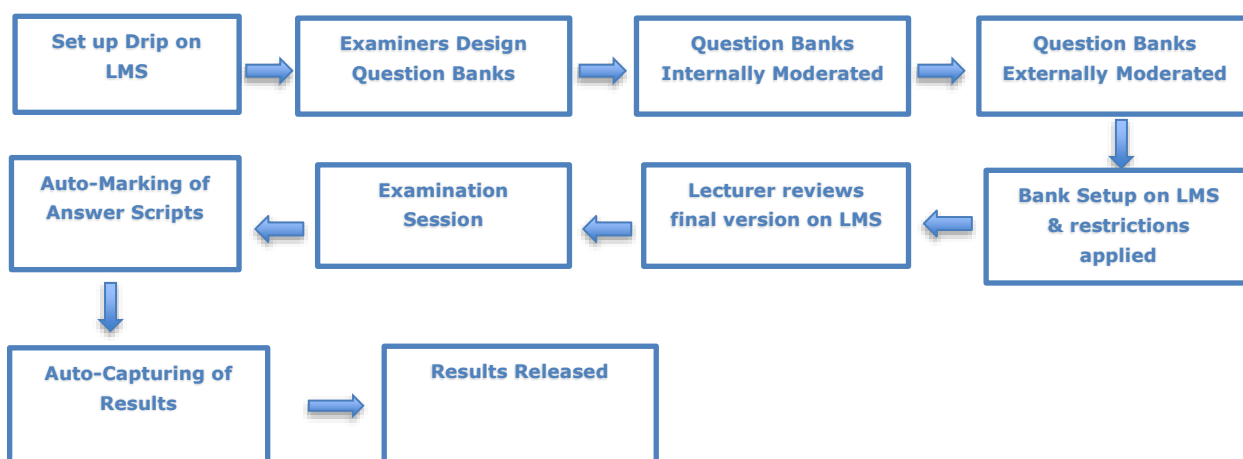
The summative assessment is time-bound. Students are allocated 3 hours from the time the student first attempts the assessment. The student will have one chance to complete the assessment once started. Students who achieve between 40-49% for the summative assessment will automatically qualify to write the supplementary assessment. The supplementary assessment will also be available for 3 hours from the time the student begins the attempt.

Should the student obtain less than 50% for the supplementary, they will fail and will be required to repeat the module. Should the student obtain between 0-39% for the first attempt on the summative assessment, they will fail, and will be required to repeat the module.

Where the supplementary assessment is attempted and passed, this result is taken as 100% of the final module mark.

6. PROCESS

This illustration below outlines the process to be followed for online examination assessments.



7. PROCEDURES

Operational Principles

	Process	Procedure	Department Responsible
1	Examination Timetable	Due to the continuous nature of enrolment in the higher certificate programmes, students are provided a timetable for Month 6, which aligns with their specific enrolment date.	Faculty
2	The setting of Examination Question Banks	Examination assessment banks are finalised prior to the start of the programme. A minimum of 50 questions are loaded into each question bank, and the LMS randomly presents 30 questions to students on each attempt.	Faculty

3	Internal Moderation of Question Banks	Completion of internal moderation prior to commencement of Semester 1	Faculty
4	External Moderation of Question Banks	Completion of external moderation prior to commencement of Semester 1	Faculty
5	Examination Sessions	Examination sessions run throughout the year. Students have 3 hours from the time they commence the quiz to complete the attempt.	Faculty
6	Auto-marking of Online Answer Scripts	Examination Assessments are automatically marked by the learning management system. Rigorous testing and quality checks are performed to ensure that the memorandum is set up correctly against the quiz questions in the question bank.	Faculty
7	Moderation of Answer Scripts	Due to the automated nature of marking, moderation focuses on the verification of assessment instruments, memoranda, system configuration, and a sample of assessment outcomes, rather than individual script re-marking.	N/A
8	Auto-Capturing of Results	Results are automatically captured within the learning management system.	Faculty
9	Releasing of Results	Results are automatically released to students immediately and made available to students. Based on these results, the supplementary assessment will open.	Student Support Department

8. APPEALS

If a student appeals against any assessment, the line of appeal is as follows:

- the Registrations Office;
- Head: Faculty

After the final marks for a module are made known, a student may appeal the assessment outcome on procedural or evidentiary grounds.

Requests for a re-mark must be made within 10 calendar days after the release of the marks. No assessment material (for example, answer scripts or portfolios) or copies thereof may be provided to the student during and after such. As indicated in the Institutional Fees Schedule, a fee will be applied for re-mark applications.

If a student is still dissatisfied with the marks, they may appeal to the Head: Faculty. At their discretion, the Head: Faculty may decide to appoint an external arbitrator to re-assess the last assessment. As indicated in the Institutional Fees Schedule, a fee is payable for the assessment by arbitration. The decision of the Dean is final.

Appeals procedures must be communicated clearly to students in the Student Handbook.

9. FACULTY MANAGEMENT COMMITTEE

Examinations are monitored and managed at the monthly Faculty Management Committee.

Membership

The members of the Faculty Management Committee are:

- Chief Executive Officer
- Chief Operating Officer
- Chief Financial Officer
- Head: Faculty
- Compliance Manager
- Senior Faculty Administrator
- Senior Learning Designer and Technologist