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# Higher Education Assessment Policy – Version 2

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Authorised by:

CEO

Endorsed By: Executive Team

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Document: **Higher Education Assessment Policy**  
**Box Hill Institute**

Document No.: **ACA-AA-POL003**

Process Area: **Academic Affairs**



# 1 Document Control

Version	Date	Amended by	Changes Made
1	29/11/2016	Manager Higher Education and Learning Partnerships	Initial document
1.1	9/04/2019	Quality Coordinator	Minor Administrative Changes to remove reference to BHIG and CAE
1.2	24/04/2019	Manager Higher Education and Learning Partnerships	New template, review and special consideration in assessment updated and reviewed Examination Review WI
2.0	06/08/2019	Manager Higher Education and Learning Partnerships	Endorsed by VETBoS, HEBoS and Exec Team. Finalised
	11/03/2020	Academic Quality Assurance Officer	Minor Administrative change to update position title
	03/08/2021	Academic Quality Assurance Officer	Minor administrative change to update Higher Education Standards Framework (Threshold Standards) 2021 in 10.2

## 2 Purpose

To determine the policy and principles which apply to assessment practices for higher education awards.

## 3 Scope

Applies to all Box Hill Institute higher education awards.

## 4 Policy Statement

The Institute will meet professional, compliance and regulatory requirements through open, transparent and rigorous assessment practices.

The Institute will implement communication strategies such that students are fully informed of assessment requirements in a timely manner.

Assessment decisions will be based on the proper assessment of students' work and demonstrated abilities, measured against identified standards.

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Assessment documentation is to be sufficiently comprehensive to render decisions capable of effective review.

The Institute will have in place a fair appeals process to resolve assessment disputes.

## 5 Code of Conduct

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Code of Conduct for Employees.

## 6 Definitions and Explanations

Term	Definition
<b>Assessment</b>	Is the process of examining the work produced by a student through an assessment instrument (examination, test, assignment or essay) for the purpose of making judgments on whether the required standard has been achieved, and for awarding of marks that contribute to the final grade of a subject.
<b>Assessment System</b>	Is a controlled and ordered process designed to ensure that knowledge and skills are adequately assessed and that assessment decisions are consistent, fair, valid and reliable.

## 7 Related Policy and Procedures

The following procedures are linked below:

- Higher Education Assessment Procedure – BHI
- Higher Education Student Progression Procedure – BHI
- Conduct of Examinations Procedure - BHI
- Complaint: Student, Customer, Client and Stakeholder Procedure
- Learners with a Disability Procedure – BHI

## 8 Related Operating Guidelines

Higher Education Assessment Work Instruction

## 9 Related Forms

- Special Consideration in Assessment Application
- Rationale for Resubmission Form

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## 10 Related Legislation and Registration

### 10.1 Box Hill Institute

- Conduct of Examinations Policy – BHI
- Higher Education Student Progression Policy – BHI
- Complaint: Student, Customer, Client and Stakeholder Policy
- Learners with a Disability Policy – BHI

### 10.2 External

- Disability Standards for Education (2005) (Clth)
- Disability Discrimination Act (DDA) (192) (Clth)
- Higher Education Standards Framework (Threshold Standards) 2021
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- ESOS Act 2000

## 11 Records

Records will be maintained in accordance with the requirements of Box Hill Institute's Records Management Policy and Procedures.

Where the privacy of individuals may otherwise be compromised, records will be maintained as confidential.

## 12 Review

This policy must be reviewed no later than three (3) years from the date of CEO endorsement. The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

## 13 Owner/Author

Owner	Author
Executive Director, Strategy & Governance	Manager Higher Education and Learning Partnerships

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## 14 Approval Body

The CEO is the approval body.

Chief Executive Officer	Signature	Date
Vivienne King	On file	29/8/19

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