



University of  
South Australia

Centre for  
English Language

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# CELUSA ASSESSMENT AND MODERATION PROCEDURE

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## SECTION D - PROCEDURE

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### Related Policy

CELUSA Assessment and Moderation Policy

### D.1 Procedure

Responsible	Procedure Steps		W/I	
Teachers External Markers Academic Directorate	<b>1</b>	<b>Marking and internal moderation</b>		
		<b>1.1</b>	Moderation meeting of externally graded assessment (essays and reports) held annually. Sample papers are graded by AD, teachers and external markers	
		<b>1.1.1</b>	Results are discussed and further sample assessment is graded until there is a consensus of grade.	
		<b>1.2</b>	Final exam moderation is held on the day of the exam each module after the exam has completed by teachers	
		<b>1.2.1</b>	Three final exams are chosen randomly for the teachers invigilating and grading the exam to grade. This will be two or more teachers each module depending on the number of classes taking the final exam.	
		<b>1.2.2</b>	Grades are discussed and a consensus is reached	
Teachers External Markers		<b>1.3</b>	Assessments are graded by external markers and teachers according to assessment standards.	
Teachers Academic Directorate		<b>1.4</b>	The teacher will need to bring any anomalies noticed in external marking results to the attention of the AI officer for investigation before the end of week 9. In cases where it is deemed appropriate by the AD, the assignment will be remarked.	
	<b>2</b>	<b>Assessment Information</b>		
Teachers Student Learning Advisor Program Coordinator		2.1	Provide assessment information (course outline, assessment schedule and requirements) within the first week of a study period. Students who are late to enrol will be contacted by the Student Learning Advisor/Program Coordinator to receive the assessment information.	
		2.2	Students will submit assignments according to instructions outlined in Student Course and Assessment Information (SCAI).	
		2.3	Should a student be sick on the day of the exam, a medical certificate will need to be submitted for that day to the AD and a deferred exam will be arranged for the next most practical time.	
		2.4	Should a student become sick during the exam, the student should notify the invigilator and ask for the exam to be voided. The student will then need to obtain a medical certificate for the day and submit to the AD for approval for a deferral of the exam.	

	<b>3</b>	<b>Academic Integrity</b>		
<b>Teacher External marker Academic Directorate</b>		<b>3.1</b>	Student's work which indicates a suspected academic integrity breach will be contacted by the Academic Integrity Officer to discuss the matter according to the academic integrity policy and procedure.	
	<b>4</b>	<b>Deferred Assessment</b>		
<b>Student</b>		<b>4.1</b>	Provide supporting evidence for an extension to the submission deadline.	
	<b>5</b>	<b>Deferred Examinations</b>		
<b>Student</b>		<b>5.1</b>	Provide supporting evidence for deferred examinations.	
		<b>5.2</b>	Sit the deferred examinations the day of returning to class.	
		<b>5.3</b>	No deferment of deferred examinations permitted.	
	<b>6</b>	<b>Results</b>		
<b>Program Coordinator</b>		<b>6.1</b>	Review and check all results with class teachers at the end of study period.	
		<b>6.2</b>	Present assessment results to the Board of Examiners (BoE).	
<b>BoE</b>		<b>6.3</b>	Review and approve results.	
<b>Program Coordinator</b>		<b>6.4</b>	Send results to Admissions and Student and Academic Services for processing.	
<b>Student and Academic Services</b>		<b>6.5</b>	Process results through the student management system and print reports and certificates.	
<b>Academic Directorate Teachers</b>		<b>6.6</b>	Distribute reports and certificates to students at the course graduation ceremony.	
<b>Program Coordinator / Student learning Advisor</b>		<b>6.7</b>	Meet with students who have not successfully passed their module for discussion.	
<b>Student</b>		<b>6.8</b>	Students may not request a remark of an assignment submitted apart from the final exam.	
<b>Student /Teacher/AD</b>	<b>7</b>	<b>Appeals</b>		
		<b>7.1</b>	Any request for a remark of an exam will need to be made through the formal Appeals process and the decision to remark the exam will be taken in line with Item 3.3 in the Assessment and Moderation Policy.	
		<b>7.2</b>	If adjustments are approved, final results are re-issued.	

<b>Student</b>	<b>7.3</b>	If not satisfied with the outcome of the final results, refer to the <b>Student Grievances and Appeals Procedure</b> to lodge a formal appeal.	
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## D.2 Supporting Documentation

### Related Material

<b>Name</b>	<b>Location</b>
CELUSA Assessment and Moderation Policy	CELUSA Policies webpage
Student Grievances and Appeals Policy	CELUSA Policies webpage
Student Grievances and Appeals Procedure	CELUSA Policies webpage
Assessment and Moderation Policy	CELUSA Policies webpage

## D.3 Version Control

<b>Current Version Number</b>	v1.1
<b>Date of Effect</b>	06/2023
<b>Privilege Level</b>	Public