



University of  
South Australia

Centre for  
English Language

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# CELUSA ASSESSMENT AND MODERATION POLICY

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# Contents

<b>SECTION A - INTRODUCTION</b> .....	<b>2</b>
A.1 Purpose .....	2
A.2 Scope.....	2
A.3 Definitions .....	2
A.4 Acronyms .....	3
<b>SECTION B - POLICY STATEMENT</b> .....	<b>4</b>
B.1 Principles .....	4
B.2 Policy .....	4
<b>SECTION C - GOVERNANCE</b> .....	<b>7</b>
C.1 Responsibility .....	7
C.2 Version Control.....	7
C.3 Legislative and Organisational Context .....	7
<b>SECTION D - PROCEDURE</b> .....	<b>8</b>
D.1 Related Procedures .....	8
D.2 Related Policies.....	8

## SECTION A - INTRODUCTION

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### A.1 Purpose

This policy outlines the rules of assessment and moderation in non-award ELICOS.

### A.2 Scope

This policy covers all students of the Centre for English Language in the University of South Australia (CELUSA).

### A.3 Definitions

Word/Term	Definition
Assessment	Academic activities to gather and evaluate a student's understanding, knowledge and skills related to their learning program
Board of Examiners	Internal committee responsible for reviewing and approving final marks for related programs
Compassionate or Compelling Circumstance	Circumstances beyond the control of the student that have occurred since the student accepted an offer and have significantly impacted on the student's well-being or progress
Deferred assessment	Approved delay in submitting assessment
Extension	Extra time granted for submission of an assessment item beyond the published due date
External moderation	Review of curriculum and or assessment tasks and student outcomes, by an appropriate academic outside the program/course teaching team
Formative assessment	Assessment tasks which provide feedback to students with the intention of improving performance on current or future tasks. Often (but not always) ungraded
Internal moderation	Activities to ensure consistency of assessment outcomes conducted by teaching staff and Academic Directorate
Medical certificates	<p>A signed statement from a registered medical practitioner, health practitioner or approved health specialist certifying a period of time during which a student is/has been affected by a medical condition impacting on their participation and/or attendance.</p> <p>medical certificate may be issued by the following medical and health practitioners registered under the <i>Health Practitioner Regulation National Law</i>:</p> <ul style="list-style-type: none"> <li>• medical practitioner</li> <li>• psychologist</li> <li>• chiropractor</li> </ul>

- dentist
- optometrist
- osteopath
- physiotherapist
- podiatrist
- other health specialists as approved: <http://www.medicalboard.gov.au/Registration/Types/Specialist-Registration/Medical-Specialties-and-Specialty-Fields.aspx>

Non-award ELICOS Program	English language study that does not result in a qualification
Registered medical practitioner	An approved combination of approved courses in which a student is enrolled  <a href="https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx">https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx</a>
Student Course and Assessment Information Booklet	A booklet provided to the students in a course, either in hard copy or online which contains information pertaining to the assessment, content and structure of the course
Summative assessment	Activities to evaluate student academic achievement against the standards of the intended learning outcomes

## A.4 Acronyms

<b>Abbreviation</b>	<b>Phrase or Word</b>
AE	Academic English
CELUSA	Centre for English Language in the University of South Australia
SAIBT	South Australian Institute of Business and Technology
UniSA	University of South Australia

## SECTION B - POLICY STATEMENT

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### B.1 Principles

Assessment has both formative and summative purposes.

Assessment practices within CELUSA are based on the principles of criteria-based assessment. This means that the desired learning outcomes for a course of study are clearly specified, assessment tasks are designed to indicate progress towards the desired learning outcomes, and the assessment grade is a measure of the extent to which the learning outcomes have been achieved.

### B.2 Policy

#### 1 Academic standards

##### 1.1 Elementary to Advanced Academic English (AE elementary – AE6)

**1.1.1** There are set assessment criteria and tasks that conform to the principles outlined in B.1 and course accreditation requirements.

**1.1.2** All curricular and assessments will be approved by SAIBT/CELUSA Academic Board.

#### 2 Quality assurance

**2.1** To assure consistency in, and achievement of, academic standards, CELUSA conducts both internal and external moderation of curriculum and assessment.

#### 3 Assessment

**3.1** Students will be provided with assessment information at the beginning of their course.

**3.2** All assignments will be submitted as per the relevant online **Student Course and Assessment Information**.

**3.3** Should a student request a remark, assignments and exams may be re-marked at the discretion of the Director of Studies, taking into account grades in the other assignments and/or likely impact on the final grade.

**3.4** In the circumstance that a student has not been able to complete an entire ten week AE course due to compassionate and compelling circumstances, with the approval of the Director of Studies, CELUSA, and on successful completion of all assignments, a weighted average would be calculated and assigned to the exam as a mark and a final result calculated.

**3.5** Students can get feedback on the final exam from the Student Learning Advisor on the commencement of the repeating component of the following course.

**3.6** Commencing students will be placed into an appropriate English level in accordance with the results of their initial placement test. Students who request to advance to a higher level of English than the one in which they have been placed, may sit a test from the range of tests accepted by UniSA for entry into their undergraduate and post graduate programs. Students

who achieve a higher mark will be allocated to a higher level in accordance with the results of their test. Students will only be able to advance to the higher level at the scheduled commencement date for that module.

#### **4 Deferred assessment**

- 4.1** A student may apply for an extension prior to the submission deadline of an assessment where a compassionate or compelling circumstance has prevented their completion of the assessment task. This must be supported by documentary evidence.
- 4.2** Late submission without valid documentary evidence will incur a late penalty.
- 4.3** CELUSA will only accept medical certificates signed by registered medical practitioners, health practitioners or approved health specialists. See the definition table for certificate criteria.
- 4.4** Back-dated medical certificates will not be accepted except at the discretion of the Director of Studies.

#### **5 Examinations**

##### **5.1 Communication before examinations**

- 5.1.1** Students will be advised of their examination timetable and the Examination Conditions.

##### **5.2 Requirements for examinations**

- 5.2.1** Students will be required to abide by the Examination Conditions.

##### **5.3 Invigilation**

- 5.3.1** Examinations are invigilated by class teachers.

#### **6 Deferred final examination**

- 6.1** A student may apply for a deferred final examination prior to the commencement of the exam where there is a compassionate or compelling circumstance. This must be supported by documentary evidence. A deferral of the exam will not be applicable after the commencement of the exam.
- 6.2** CELUSA will only accept medical certificates signed by approved health specialists. See the definition table for certificate criteria.
- 6.3** Deferred examinations will normally be held within a week of the original exam date.
- 6.4** Deferred examinations cannot be deferred.

#### **7 Academic Integrity**

- 7.1** The **Academic Integrity Policy** must be adhered to.

## **8 Grade determination and notation**

**8.1** The SAIBT/CELUSA Board of Examiners approve all student grades prior to release.

### **8.2 Grades for assessments**

**8.2.1** Grades for assessments can be found in each relevant **Student Course and Assessment Information Booklet**.

## **9 Appeals**

**9.1** Students who wish to lodge an appeal may do so in accordance with the **Student Grievances and Appeals Policy**.

## SECTION C - GOVERNANCE

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### C.1 Responsibility

<b>Identification</b>	CELUSA Assessment and Moderation Policy
<b>Policy Owner</b>	Director of Studies, CELUSA
<b>Approving Authority</b>	SAIBT/CELUSA Academic Board
<b>Initial Issue date</b>	May 2009
<b>Directory Location</b>	Policies, SAIBT, Academic Directorate, CELUSA

### C.2 Version Control

<b>Current Version Number</b>	4.0
<b>Date of Effect</b>	08/2021
<b>Review Date</b>	08/2024
<b>Privilege Level</b>	Public

### C.3 Legislative and Organisational Context

<b>Name</b>
<a href="#">ELICOS National Standards</a>
<a href="#">Higher Education Standards</a>
<a href="#">The National Code of Practice 2018</a>



## **SECTION D - PROCEDURE**

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### **D.1 Related Procedures**

*Assessment and Moderation Procedure currently being documented*

*Academic Integrity Procedure currently being documented*

### **D.2 Related Policies**

Academic Integrity Policy

Student Grievances and Appeals Policy