

ASSESSMENT POLICY

For those engaged in a Sydney College of Divinity (SCD) degree or paper, SCD policies also apply. Where there is a conflict between this policy and the SCD policies, the SCD policies should be followed.

Purpose of Policy

To set the principles and guidelines which inform assessment for Te Kupenga – Catholic Theological College (CTC).

This policy should be read in conjunction with the *Programme Development and Review Policy and Procedures* and the *Moderation Policy and Procedures*.

Principles

1. Assessment is fair, valid and reliable
2. Consistency across teaching centres.
3. Assessment activities reflect learning outcomes and use a range of assessment methods
4. The aim of assessment is to enhance student learning
5. Students are informed of assessment requirements
6. Student work must be authentic (see Academic Integrity Policy)
7. Assessments are recorded and procedures are regularly reviewed

Assessment Task Design

Assessment tasks are developed with the writing of each paper. The appropriate lecturer is responsible for designing of the tasks which are approved by the Assistant Dean and submitted for pre-task moderation as required.

Assessment tasks must:

- be relevant to the skill, knowledge or attributes being measured
- meet paper and programme and College requirements
- be integral to the paper and must be derived from the learning outcome
- have unambiguous wording
- be fair for all students with regard for age, gender and ethnicity
- include provision for assessment in te reo Māori
- be designed to meet learning outcomes and formative ends
- reflect a range of assessment activities that are appropriate and effective for their specific purpose

Assessment Guidelines

1. There will be summative assessment for each paper.

2. Formative assessment to guide student learning will be used where appropriate.
3. Each lecturer will have an assessment statement, such as a “marking schedule” that clearly identifies assessment-recording procedures.
4. Assessment activities will use a range of assessment procedures to enhance validity, reliability and authenticity.
5. Assessment activities will reflect policies and learning outcomes.
6. Clear guidelines involving assessment due dates will be available to students.
7. There is provision for having assessment in tikanga Māori for students who request it.
8. There is provision for alternative assessment where sensory, physical, medical, and/or learning difficulties/disabilities exist.
9. Computerised records of assessment for each student will be securely held by the Registrar.
10. A specified appeals process will be available to students (see the Student Complaints, Grievances and Appeals Policy).

Assessment Review

Lecturers consider whether assessments are fit for purpose as part of the Lecturer Paper Review. These comments are incorporated into the pre-moderation process, as an additional opportunity to review assessments.

Assessment Procedures

Details on assessment procedures can be found in the Lecturer’s Manual.

Review and approval

The Assessment Policy is subject to the normal three-yearly review. Review is the responsibility of the Academic Advisory Board, with approval by the Te Kupenga Governance Board.

Reviewed: [August 30, 2021]

Next review: [August 31, 2024]