

Assessment Policy

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Manager:	Assistant Vice-Chancellor, Learning and Teaching
Approval Authority:	Academic Board

1. INTRODUCTION

Assessment is the primary mechanism through which the University can determine whether students are progressing towards the attainment of, or have attained, learning outcomes. This policy supports the University's value of "students at our core", by ensuring assessment processes are clearly understood and assist learning. Consistent with the Education Plan, it supports academics in producing excellent teaching.

Assessment

- can take a variety of forms reflecting the University's diverse qualifications, disciplines, pedagogies and study contexts
- may be formative or summative
may be:
- *continuous*, e.g. assignments, laboratories and practical work, or
- *discrete*, e.g. tests and examinations
- may be of individual work and/or group work
- may take place on-campus, off-campus, or online

2. PURPOSE

This policy will:

- Enhance learning through defining the conditions for regular and constructive feedback to students on their progress, through formative and summative assessment.
- Ensure the integrity of assessment.
- Define the assessment-related responsibilities of the Examinations Office, Faculties/Divisions (Deans, Directors and Heads of Departments), course examiners, and moderators.

This policy does not address assessment of theses or dissertations, which is governed by House Rules.

3. DEFINITIONS

Formative Assessment: provides the student with feedback on performance, to enhance their learning and to assist teaching staff in forming an accurate picture of the student's progress. A formative assessment may occur at any stage before completion of the teaching period for a course or programme. Formative assessment may, or may not, contribute to the final grade.

Summative Assessment: an assessment activity that tests student attainment of learning

outcomes. A summative assessment generally occurs at the end of a block of study, and/or at the conclusion of the course to measure the student's overall level of achievement.

Moderation: a process whereby another party reviews assessment activities for, *inter alia*, appropriateness of content consistent with learning outcomes, levels, clarity of assessment instructions, marking criteria, marking guidelines or marking rubrics. Moderation may be performed internally (within the University) or externally (by parties external to the University). External moderation is a form of benchmarking involving an outside party, sometimes required for the University's accreditation. All assessments worth 10% or more of the course grade must be moderated.

Synchronous Assessment: Assessment activity that requires student participation, whether online or in-person, at a specific time. Excludes assessments that can be submitted prior to a due date & time.

Final assessment

- A summative assessment during the *final assessment period* of each semester.
- Scheduled by the Examinations Office.
- Invigilation is optional.
- Can occur in-person, online, or by submission of a document, exhibit, or other item.

Formal final assessment:

- Assessment activities organised on behalf of the examiner by the Examinations Office.

Non-formal final assessment:

- Assessment activities organised by the examiner.

4. POLICY

- Assessment must evaluate students' performance against specified learning outcomes and reflect the level, value and degree of difficulty of course content.
- Each course will balance formative and summative assessment.
- Formative assessment must provide clear feedback to students about how their performance could be improved.
- Assessments may be completed in either English or Te Reo Māori. Assessment in Te Reo Māori must follow procedures specified in *Assessment Procedures*.
- Assessment will enhance learning experiences.
- Assessment will provide opportunities to encourage the application of learning, signal the work-readiness of students (where appropriate), and contribute to their intellectual independence.
- Collectively, assessments will reflect the diversity of student backgrounds, learning contexts and learning styles, and provide the opportunity to demonstrate achievement of learning outcomes in a range of tasks appropriate to the discipline.
- All assessment items worth 10% or more of the overall course grade must be moderated before being provided to students.
- Timelines for the return of tests and assignments must adhere to Regulation E (6) of the Lincoln University Calendar.
- Final assessment periods will be published in the Lincoln University Calendar.

Assessment Policy

- Synchronous assessment is prohibited on field trip days without Academic Administration Committee approval.
- Regulations specific to semesters 1 and 2
- These regulations do not apply to courses taught in other semesters (e.g. summer schools).
- Semesters 1 and 2 are 15 weeks long.
- Assessment can occur during weeks 2-12. Assessment early in the semester is encouraged to identify students who may need additional assistance.
- Week 13 is reserved as a study week. Required submission or completion of any assessment in week 13 is prohibited without prior Academic Administration Committee approval.
- The *Final Assessment Period* is weeks 14 and 15. All assessments, whether formal or non-formal, during this period are scheduled by the Examinations Office.

5. RESPONSIBILITIES AND DELEGATIONS

The **Academic Administration Committee**, under delegated authority from the Academic Board, is responsible for monitoring and reporting on the quality of assessment, and approving assessment results.

Faculty Deans and **Division Directors** are:

1. Responsible to the Vice-Chancellor for the appointment of examiners and moderators.
2. Responsible to the Academic Administration Committee for:
 - a. Having an overview of the quality of assessment in the Faculty/Division.
 - b. Ensuring that assessment in each course is compliant with this Policy and adheres to Assessment Procedures.
 - c. Ensuring that assessment in each course is conducted fairly and to a high standard.
3. Responsible for management of examiner and moderator breaches of responsibilities under this policy. They may choose to refer breaches to the Deputy Vice-Chancellor.

Examiners are responsible to the Dean/Director (typically via their Head of Department) for:

1. Assessment design, moderation, scheduling and marking that is consistent with the learning outcomes, level and value of the assessment.
2. Reporting and evaluating assessment results against historical norms, as specified in the *Examiners' Meeting Manual*.
3. Meeting all Faculty/Division and institutional assessment timelines.
4. Adherence to requirements specified in *Assessment Procedures*.

Moderators are responsible to the Dean/Director (or their nominee) for assessing whether

proposed assessment items:

1. Are consistent with the assessed learning outcomes, at the level of the course.
2. Are achievable in the context of the assessment event.
3. Are unambiguous and clearly convey what is required in the response.

The **Examinations Office**

1. Schedules all assessments, whether formal or non-formal, during the final assessment period.
2. Is responsible for organizing all formal final assessments, irrespective of format (e.g. in-person or online) including: scheduling, room allocation, invigilation, assessment administration and management, and publication of assessment rules.
3. Can sometimes assist with large in-semester tests in alignment with the current in-semester guidelines published by the Academic Administration Committee.

6. RELATED POLICIES, PROCEDURES, GUIDELINES / SUBSIDIARY RESOURCES

- Assessment Procedures
- Course Examiner Policy
- General Course and Examination Regulations (Lincoln University Calendar)
- Partial Waivers (Lincoln University Calendar)
- Examiners' Meeting Manual (available on the Hub in June and October)
- LUCAS (Appeals and Dispensation tab for recount and reconsideration applications)
- Application for Aegrotats (available on LEARN or from Student Administration)
- Postgraduate House-Rules (available on the University web site)