



**Cairnmillar**  
INSTITUTE

Treatment | Education | Research

# Assessment Policy

<b>Policy Name</b>	Assessment Policy
<b>Policy number</b>	TLP002
<b>Date approved</b>	7 December 2022
<b>Approving body</b>	<a href="#">Academic Board</a>
<b>Responsible officer</b>	Dean
<b>Implementation officer</b>	Associate Dean (Teaching and Learning)
<b>Next review date</b>	3 – 5 years from approval date
<b>Linked policies</b>	<ul style="list-style-type: none"> <li>▪ TLP003 Quality Assurance and Benchmarking Policy</li> <li>▪ <a href="#">TLP005 Advanced Standing and Recognition of Prior Learning Policy</a></li> <li>▪ <a href="#">TLP009 Examination of Theses Policy</a></li> <li>▪ <a href="#">CDD005 Annual Course Review Policy</a></li> </ul>
<b>Linked forms and documents</b>	<ul style="list-style-type: none"> <li>• Schedule A: Register of Responsibilities for Academic Student Matters (in GPF002 Standing Delegation of Authority Policy)</li> <li>• Change of Assessment Form</li> <li>• Guidelines on marking moderation</li> <li>• Guidelines on assignment remarking</li> </ul>

## 1. Purpose of this policy

The purpose of this policy is to uphold the values of the Cairnmillar Institute (the Institute) of respect, integrity, honesty, collaboration, and professionalism. The policy frames the development and implementation of appropriate, quality assured assessment tasks and fair

and consistent assessment practises across the organisation, and in accordance with the professional accreditation requirements.

## 2. Scope

This policy applies to assessments undertaken in undergraduate and post graduate degrees other than research theses in Master of Psychology (Clinical Psychology), Doctor of Psychology (Clinical Psychology), and Higher Degree Research.

## 3. Policy

- 3.1. The institute will uphold its core values and commitment to ensuring quality and transparent assessment practices that:
- a) Contribute to the learning experience
  - b) Provide appropriate feedback to students to support their learning
  - c) Assess student achievement in terms of the intended learning outcomes and graduate attributes
  - d) Contribute measures to help staff evaluate the effectiveness of their teaching
  - e) Provide assurance to the wider community that academic standards and learning quality are being maintained

## 4. Responsibilities

- 4.1 Responsibilities for assessment tasks across all units including placement units are in accordance with GPF002 Standing Delegations Policy - Schedule A: Register of Responsibilities for Academic Student Matters.

## 5. Results

### 5.1 Review of results

- 5.4.1 At the end of each substantive teaching period, after the entry of final results, but prior to the release of students, the registrar or nominee will prepare all results for the period to be reviewed by the Dean or nominee
- 5.4.2 The Dean will address any areas of concern as part of a formal or informal review of results process

5.4.3 The Student Services Manager or nominee will report to Academic Board on final unit results and assessment outcomes at least twice per year.

#### 5.5 Querying marked work and requesting a remark

5.5.1 Students can request additional feedback on their assessments in alignment with section 5.4 of the Assessment Procedure

5.5.2 Students can request a review of their grades in alignment with section 4.4 of the Assessment Procedure

#### 5.6 Grading scheme

5.6.1 Cairnmillar's grading scheme can be accessed online by [clicking here](#).

## 6. Resources and References

Legislative and compliance framework relevant to the development of this policy:

- [TEQSA Guidance Note on Course Design \(including Learning Outcomes and Assessment\)](#)
- [TEQSA Guidance Note: Diversity and Equity](#)
- [APAC Rules and Standards](#)
- [Australian Qualifications Framework \(AQF\) \(July 2011\)](#)