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Purpose

1. This Policy establishes the principles governing the design, conduct, quality assurance and oversight of assessment at AIHE.

Scope

2. The Policy applies to:
 - all subjects and courses offered by the Institute
 - all forms of assessment undertaken as part of those subjects and courses
 - all staff involved in the design, delivery, marking, moderation and academic oversight of assessment within Institute subjects and courses, and
 - all students enrolled in Institute courses.

Policy Principles

3. The following principles guide assessment at AIHE:
 - 3.1 Assessment activities must align with subject and course learning outcomes and provide valid evidence of student achievement of those outcomes.
 - 3.2 Assessment methods must be valid, reliable and consistent with the Institute's commitment to academic integrity.
 - 3.3 Assessment must be conducted fairly, transparently and consistently for all students.
 - 3.4 The Institute recognises that some students may require reasonable adjustments or alternative assessment arrangements in accordance with relevant legislation.

3.5 Students will be provided with clear and timely information regarding:

- assessment requirements
- marking criteria and standards
- submission requirements
- grading arrangements, and
- relevant assessment rules and processes.

3.6 Assessment will support learning through the provision of constructive and timely feedback appropriate to the nature and timing of the assessment task.

3.7 Assessment is subject to moderation and review to support academic quality, academic standards and continuous improvement.

4. The AIHE Assessment Procedure gives effect to this Policy and sets out the operational requirements and processes for assessment design, conduct, grading, moderation, review and related assessment activities.

Assessment Design, Conduct and Review

5. Assessment design must:

- employ assessment methods appropriate to the level and discipline of study
- provide opportunities for students to demonstrate achievement of learning outcomes
- support valid and reliable assessment of student achievement, and
- include a balance of assessment activities appropriate to the nature of the course and mode of delivery.

6. Assessment requirements, criteria and standards must be communicated clearly to students before assessment is undertaken.

7. Assessment must be conducted in accordance with approved AIHE policies and procedures.

8. The Institute will provide students with assessment information and results in accordance with approved institutional processes and timeframes.

9. Assessment practices and outcomes are subject to institutional monitoring, moderation, review and improvement processes.

Roles and Responsibilities

10. Academic Board is responsible for oversight of academic quality and standards relating to assessment.

11. The Head of School is responsible for institutional oversight of assessment practices and assessment quality assurance processes.

12. Course Coordinators and Subject Coordinators are responsible for implementing assessment in accordance with this Policy and associated procedures.

13. Staff involved in assessment are responsible for:

- designing and conducting assessment in accordance with institutional requirements
- applying marking standards consistently
- maintaining assessment records as required, and
- participating in moderation and review activities where required.

14. Students are responsible for:

- completing assessment tasks honestly and in accordance with institutional requirements
- complying with submission and examination requirements, and
- upholding the principles of academic integrity in all assessment activities.

Related Documents

15. Related documents include:

- AIHE Assessment Procedure
- AIHE Academic Integrity Policy (and associated Procedure)
- AIHE Student Grievances, Complaints and Appeals Policy (and associated Procedure)
- AIHE Course and Subject Development, Approval, Review and Withdrawal Policy (and associated Procedure)
- approved assessment guidelines, templates, forms and related resources referred to in the AIHE Assessment Procedure.

Definitions

16. Definitions for terms used in this Policy are contained in the AIHE Glossary of Terms.

Document Control		
Version #	Date	Changes
1.0	5/12/2017	Approved by Academic Board
1.0a	17/02/2020	Edited to correctly assign Governing Authority and Responsible Officer
1.1	30/11/2021	Added Assessment Guidelines to list of Related Documents and in sections 4.8.2 and 5.2
2.0	28/5/2026	Significant reformatting and editing to focus on assessment principles and to better align policy and related procedure

** Unless otherwise indicated, this Policy will still apply beyond the review date*