

 ADELAIDE INSTITUTE of HIGHER EDUCATION	Procedure PRA5.1		
	ASSESSMENT PROCEDURE		

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Purpose

1. This Procedure gives effect to the AIHE Assessment Policy and sets out the operational requirements governing assessment design, conduct, grading, moderation, review and related assessment activities at AIHE.

Scope

2. The Procedure applies to:
 - all subjects and courses offered by the Institute

- all staff involved in assessment activities
- all students enrolled in Institute courses.

Assessment Design

3. Assessment must be designed in accordance with the AIHE Assessment Policy and approved course and subject documentation.
4. Assessment tasks must:
 - align with subject and course learning outcomes
 - be appropriate to the level and discipline of study
 - provide valid and reliable evidence of student achievement
 - support academic integrity
 - include clear assessment criteria and standards.
4. Assessment schedules should support student learning and progression and provide opportunities for timely feedback throughout the study period.
5. Requirements relating to assessment design, assessment briefs, examinations, group assessment and online assessment are set out in associated assessment guidelines and resources.

Assessment Information Provided to Students

5. Students must be provided with clear information regarding assessment requirements before assessment is undertaken.
6. Assessment information must include:
 - assessment tasks and weightings
 - submission requirements and due dates
 - marking criteria and standards
 - grading arrangements
 - relevant assessment rules and requirements.
7. Minimum requirements for assessment information are set out in Appendix A.

Submission, Feedback and Late Assessment

10. Students are expected to submit assessment tasks by the specified due date and time unless an approved variation has been granted.
11. Feedback on assessment tasks will normally be provided within two weeks of submission.
12. Feedback should be constructive, timely and designed to support student learning and improvement.
13. Late assessment submissions will incur a penalty of 5% of the available marks for each calendar day, or part thereof, that the assessment is late.
14. Assessment submitted more than seven calendar days after the due date will normally receive a mark of zero.

Reasonable Adjustments and Variations to Assessment

8. The Institute recognises that some students may require reasonable adjustments or variations to assessment arrangements.
9. Students may apply for:
 - reasonable adjustments to assessment arrangements

- extensions of assessment due dates
- alternative assessment arrangements
- deferred examinations
- other approved variations arising from unexpected or extenuating circumstances.

10. Applications must be supported by appropriate evidence.

11. Requirements, approval authorities and application processes are set out in Appendix B.

Supplementary Assessment

15. Supplementary assessment may be granted to eligible students in accordance with this Procedure.

16. Supplementary assessment provides an additional opportunity for a student to demonstrate achievement of the required learning outcomes.

10. Eligibility requirements and arrangements for supplementary assessment are set out in Appendix C.

Assessment Results and Grading

17. Assessment outcomes must be determined in accordance with approved grading requirements and the Schedule of Final Grades, Notations, Symbols and Classifications.

18. Final grades must reflect the student's achievement of the learning outcomes for the subject.

19. Subject Coordinators are responsible for recommending final grades.

20. Final grades must be approved through the Institute's authorised academic approval processes before release to students.

21. The Institute may assign an Incomplete (I) notation where assessment requirements cannot be finalised within normal grading timeframes.

22. Requirements relating to incomplete grades and grade amendments are set out in Appendix D.

Moderation, Review and Quality Assurance

23. Assessment activities and outcomes are subject to moderation, review and quality assurance processes.

24. Moderation may occur before, during or after assessment and may include review of assessment design, marking practices and assessment outcomes.

25. Assessment outcomes may be reviewed through internal monitoring, course and subject review activities, moderation processes and external referencing activities.

26. Assessment review activities will be used to support continuous improvement and maintenance of academic standards.

Review of Assessment Results

10. Students may seek review of assessment results in accordance with this Procedure.

11. A review may include:

- correction of calculation or administrative errors
- review of assessment feedback
- re-marking of an assessment task
- review of a final subject grade.

12. Students who remain dissatisfied following a review process may access the Institute's complaints and appeals processes.

13. Requirements and processes for assessment reviews are set out in Appendix E.

Roles and Responsibilities

27. Academic Board is responsible for oversight of assessment quality and academic standards.

28. The Head of School is responsible for institutional oversight of assessment practices and assessment quality assurance activities.

29. Course Coordinators and Subject Coordinators are responsible for implementing assessment in accordance with approved policies and procedures.

30. Staff involved in assessment are responsible for conducting assessment, applying marking standards consistently, maintaining assessment records and participating in moderation and review activities.

31. Students are responsible for complying with assessment requirements and maintaining academic integrity.

Related Documents

15. Related documents include:

- AIHE Assessment Policy
- AIHE Academic Integrity Policy and Procedure
- AIHE Student Grievances, Complaints and Appeals Policy and Procedure
- AIHE Course and Subject Development, Approval, Review and Withdrawal Policy and Procedure
- Schedule of Final Grades, Notations, Symbols and Classifications
- approved assessment guidelines, forms and related resources.

Definitions

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

Document Control		
Version #	Date	Changes
1.0	05/12/2017	Procedure approved by General Manager
1.0a	17/12/2018	Reviewed; no changes
1.0b	26/04/2019	Format updated
1.1	14/10/2019	Revised provisions for reasonable adjustments and variations to assessment for clarity; simplified number of forms required for requests
1.2	29/11/2019	Revised sub-section 15.2 to clarify T&LCs' role in approving final grades and amended title of Section 15 accordingly
1.3	14/12/2020	Moved 4.2.5 to new 7.2 in response to MBA course accreditation Expert Report
1.4	18/11/2021	Added section 4.4 and 5.5 relating to online assessment. Modified 5.3 & 5.4 relating to assessment briefs. Removed reference to Semesters and updated reference to HES Threshold Standards
1.5	26/02/2025	Updated late submission 8.2 changing penalty to 5% day and 0 after 7 calendar days. Changed approving authority to CEO
2.0	28/05/2026	Significant reformatting and editing to better align Procedure and related Policy

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

Appendix A: Minimum Assessment Information for Students

A1. Subject Outlines

Subject Outlines must include, as a minimum:

- subject learning outcomes
- assessment tasks and weightings
- assessment due dates
- any hurdle or mandatory assessment requirements
- grading arrangements
- requirements for successful completion of the subject
- references to relevant assessment-related policies and procedures.

A2. Assessment Briefs

Assessment Briefs must include, as a minimum:

- the purpose and requirements of the assessment task
- the learning outcomes addressed by the assessment
- submission requirements
- assessment weightings
- due dates and times
- marking criteria and standards
- assessment rubrics, where applicable
- referencing and academic integrity requirements
- any specific assessment conditions or requirements
- references to relevant assessment support, adjustment and variation processes.
- expected feedback or return dates.

A3. Examination Information

Where a subject includes an examination, students must be provided with information regarding:

- examination format
- examination duration
- topics or content areas to be examined
- permitted materials or resources
- any special examination requirements or conditions.

A4. Online Assessment Information

Where assessment is conducted online, students must be provided with information regarding:

- system and technology requirements
- assessment access arrangements
- submission processes
- any additional requirements necessary to support participation, academic integrity and successful completion of the assessment

Appendix B: Variations to Assessment

B1. Principles

B1.1 Students may be eligible for a variation to assessment arrangements where unexpected or extenuating circumstances affect their ability to complete or undertake assessment.

B1.2 Applications for assessment variations must be supported by appropriate evidence.

B1.3 Applications will be considered fairly, consistently and on their individual merits.

B1.4 Approved assessment variations must maintain the academic integrity and learning outcomes of the subject and course.

B2. Assessment Variation Arrangements

Type of Request	Decision Maker	Normal Timeframe	Evidence Required
Reasonable Adjustment	Head of School	As soon as practicable	Yes
Extension	Subject Coordinator	Before due date	Yes
Alternative Assessment Arrangement	Subject Coordinator	Before Assessment Activity	Yes
Deferred Examination	Subject Coordinator	Within 2 working days of examination	Yes

B3. Unexpected or Extenuating Circumstances

B3.1 Circumstances that may support an application under this Appendix include, but are not limited to:

- illness or injury
- serious illness of a close family member
- significant personal circumstances beyond the student's control
- significant employment or professional obligations that could not reasonably have been anticipated.

B3.2 Circumstances that would not normally support an application include:

- holidays or recreational travel
- social or family events
- avoidable work commitments
- poor time management or inadequate preparation.

B4. Appeals

B4.1 A student who is dissatisfied with a decision relating to a variation to assessment may seek review of that decision in accordance with the Student Grievances, Complaints and Appeals Policy and Procedure.

Appendix C: Supplementary Assessment

C1. Principles

C1.1 Supplementary assessment provides eligible students with an additional opportunity to demonstrate achievement of the learning outcomes required to pass a subject.

C1.2 Supplementary assessment supports student progression while maintaining academic standards.

C1.3 Supplementary assessment is not a re-mark of assessment results, a review of grades or a deferred assessment.

C2. Eligibility

C2.1 A student may be granted supplementary assessment where they:

- achieve a final result of 45% to 49% in the subject
- have completed all required assessment tasks
- have met any attendance or participation requirements applicable to the subject, and
- have satisfied any mandatory assessment requirements specified for the subject.

C2.2 The Head of School may approve supplementary assessment in exceptional circumstances not otherwise covered by this Appendix where this is supported by evidence and consistent with academic standards.

C3. Supplementary Assessment Arrangements

C3.1 The form of supplementary assessment will be determined by the Subject Coordinator.

C3.2 Supplementary assessment may include one or more assessment activities designed to enable the student to demonstrate achievement of the relevant learning outcomes.

C3.3 Supplementary assessment may take the form of:

- an examination
- a written assignment
- an oral assessment
- a practical assessment, or
- another appropriate assessment activity.

C3.4 Students must complete supplementary assessment by the specified date.

C4. Outcomes

C4.1 A student must successfully complete the supplementary assessment in order to pass the subject.

C4.2 Following successful completion of supplementary assessment, the final grade awarded for the subject will be Pass (P) or Non-Graded Pass (NGP), as applicable.

C4.3 Where a student does not successfully complete the supplementary assessment, the final grade for the subject will remain Fail (F).

C5. Non-Completion

C5.1 Where unexpected or extenuating circumstances prevent a student from completing supplementary assessment, the student may apply for consideration in accordance with Appendix B.

C5.2 The Institute may assign an Incomplete (I) notation where supplementary assessment cannot be finalised within the normal grading period.

Appendix D: Assessment Results and Grading Arrangements

D1. Principles

D1.1 Assessment results must reflect a student's achievement of the learning outcomes for the subject.

D1.2 Assessment outcomes must be determined fairly, consistently and in accordance with approved assessment requirements.

D1.3 Grades and notations must be awarded in accordance with the Schedule of Final Grades, Notations, Symbols and Classifications.

D2. Final Grades

D2.1 Subject Coordinators are responsible for recommending final grades for students enrolled in their subjects.

D2.2 Final grades must be reviewed and approved through the Institute's authorised academic approval processes before release to students.

D2.3 Following approval, final grades will be released to students in accordance with Institute requirements.

D3. Incomplete Grades

D3.1 An Incomplete (I) notation may be assigned where assessment requirements cannot be finalised within normal grading timeframes.

D3.2 Circumstances in which an Incomplete (I) notation may be assigned include:

- an approved extension of time for assessment completion
- approved deferred assessment arrangements
- assessment activities extending beyond normal grading deadlines
- unresolved assessment matters requiring further consideration before a final grade can be determined.

D3.3 Students assigned an Incomplete (I) notation will be advised of any outstanding requirements and relevant completion deadlines.

D3.4 An Incomplete (I) notation must be converted to a final grade or notation as soon as practicable.

D4. Amendment of Grades

D4.1 Following approval and release, a final grade may only be amended where:

- an administrative or calculation error has occurred
- a review or appeal process results in a revised outcome
- additional information relevant to the final result becomes available and requires correction of the record.

D4.2 Amendments to approved final grades must be authorised through the Institute's approved academic processes.

D5. Academic Records

D5.1 Final grades and notations will be recorded in the Institute's student records systems.

D5.2 Student academic records must be maintained in accordance with the Institute's records management requirements.

Appendix E: Review of Assessment Results

E1. Principles

E1.1 Students may seek review of assessment results where they believe an error has occurred or where there are grounds for review under this Appendix.

E1.2 Assessment reviews must be conducted fairly, consistently and in a timely manner.

E1.3 Assessment review processes do not permit challenges solely on the basis of academic judgement exercised appropriately by qualified academic staff.

E2. Review of Assessment Marks

E2.1 A student who believes that an assessment result contains a calculation, administrative or recording error, has not been fully marked, or has not been accompanied by required feedback should first contact the Subject Coordinator.

E2.2 The Subject Coordinator will arrange for the matter to be reviewed and corrected where appropriate.

E3. Re-marking of Assessment Tasks

E3.1 A student who believes that an assessment task has been incorrectly marked may apply for a re-mark.

E3.2 Applications for re-marking must:

- be submitted in writing
- identify the grounds for the request, and
- be lodged within five working days of release of the assessment result.

E3.3 Approved re-marks will be undertaken by an appropriately qualified person.

E3.4 Following a re-mark, the assessment result may remain unchanged, increase or decrease.

E3.5 The outcome of a re-mark is final for the assessment task concerned.

E4. Review of Final Subject Grades

E4.1 A student may request review of a final subject grade where they believe:

- assessment requirements or procedures were not correctly applied, or
- the final grade is incorrect or unfair having regard to the available evidence.

E4.2 Students should discuss the matter with the Subject Coordinator as soon as practicable following notification of the grade.

E4.3 Where the matter is not resolved, the student may submit a written request for review to the Head of School within ten working days of notification of the final grade.

E4.4 The request must identify the grounds for review and provide any supporting information.

E4.5 The Head of School will determine whether grounds exist for a formal review.

E4.6 Where a review is approved, the Head of School will arrange for the review to be undertaken by an appropriately qualified academic staff member.

E4.7 Following completion of the review, the final grade may be confirmed or amended.

E5. Further Appeals

E5.1 A student who remains dissatisfied following completion of a review process may access the Institute's complaints and appeals processes in accordance with the Student Grievances, Complaints and Appeals Policy and Procedure.