

POLICY TITLE: Assessment

Purpose

To ensure all students and staff follow the correct Photography Studies College (College) policy, principles and procedures when participating in the assessment cycle.

Policy

Photography Studies College (Melbourne) is responsible for academic standards and quality for all its programs.

Photography Studies College (Melbourne) will ensure academic integrity in all its assessment processes.

Photography Studies College (Melbourne) requires consistent implementation of assessment practices which ensure appropriate student performance is properly judged and communicated in a timely manner.

Photography Studies College (Melbourne) upholds six key elements comprising a holistic assessment practice in an educational institution. These include, but are not limited to:

1. Principles of Assessment
2. Reasonable Adjustment
3. Assessment Validation
4. Assessment Moderation (internal/external)
5. Assessment Feedback
6. Record of Assessment

Photography Studies College (Melbourne) ensures that assessment strategies are a fundamental component of the learning process.

Photography Studies College (Melbourne) will not disadvantage or discriminate against any student on any basis.

Six Key Elements of Assessment

1. Principles of Assessment

Assessment evaluates the learning outcomes stated for all subjects of the Bachelor of Photography and utilizes the following principles of assessment:

- **Validity** assessment that covers the subject requirements and can be supported by evidence.
- **Fairness** assessment that does not disadvantage anyone or any particular group.
- **Flexibility** assessment that reflects student needs and allows opportunity to negotiate certain aspects of the assessment (for example, timing) within the limits of the given assessment requirements.

- **Reliability** assessment that is consistent and accurate.

Assessment methods for the Bachelor of Photography vary according to the individual subjects, and the assessment is framed in such a way as to deal with the various stated learning outcomes and learning needs of students.

To underpin these criteria, Photography Studies College (Melbourne) has developed a set of procedures which:

- Clearly set out instructions about the requirements of each assessment
- Clearly defined assessment criteria
- Provide clear and easy to follow assessment recording tools
- Specify a defined format to be used to provide students with feedback about their assessments
- Provide for an effective dispute resolution and assessment appeals processes (via our Review of Results procedure and Grievance Handling procedure), which will be used to examine and investigate any complaint or issue of unfairness or disadvantage that is identified.

2. Reasonable Adjustment

Wherever possible, teachers will make reasonable adjustments to learning and assessment processes to ensure all students are treated equally and that no person is disadvantaged.

Assessment processes may be reasonably adjusted for the following:

- Students with English as a second language
- Students with literacy or numeracy difficulties
- Students experiencing difficult circumstances¹
- Indigenous students
- Students with disability and/or medical conditions

Whilst Reasonable Adjustment does not mean accepting a lower standard of outcome, it may mean undertaking any of the following:

- Adjusting the delivery arrangements of the course
- Making changes to the assessment arrangements.
- Making changes to the way evidence for assessment is gathered.

3. Assessment Validation

Photography Studies College (Melbourne) ensures teachers participate in regular validation and moderation activities to ensure their teaching practices and assessment decisions are: consistent between teachers; valid; fair; flexible and reliable and based on evidence

Assessment is validated via processes, which may include any or all of the following:

External Assessment – final year folios are assessed by an assessment panel comprising of a Photography Studies College (Melbourne) Teacher, an external academic assessor and an external industry assessor.

¹ Examples of difficult circumstance may include but are not limited to: severe family disruption including dealing with alcoholism or drug addiction; long term illness of a family member; divorce/separation of parents including changed living conditions; death of an immediate family member or friend; natural disasters such as drought, bushfire or flood. This is in no way an exhaustive or prescriptive list. It is provided only as a guide to the kind of circumstances a teacher/assessor may be required to consider.

Support in decision making – Academic and peer support is available as needed for both new and experienced teachers. This is provided by discussion with the Academic Director, through peer mentoring and at regular Year Level meetings.

Current work by students – exhibited throughout the college as exemplars of best practice.

4. Assessment Moderation

Internal Moderation

Assessment Moderation panels are established for the purpose of assessing student work.

At the conclusion of each semester, every student is required to present a folio of their photographic work. Assessment Moderation will be conducted for each end of semester folio presentation.

Moderation panel members will meet to compare & contrast the grades they give for each student assessed. Discussions concerning discrepancies in grading and how these have been resolved are recorded on an Assessment Moderation Record Form, which is provided to the Academic Director and the Assessment & Administration Officer

All Moderators are required to ensure adherence to the four principles of assessment listed above under 'Principles of Assessment'.

The process for selecting subjects for moderation will be decided by the Leadership Group.

External Moderation

Photography Studies College (Melbourne) will invite an academic from a university (representing one of the courses that has been identified as a benchmark in our Course Benchmarking Register) to participate in Assessment Moderation. This will be done in one of the following ways:

- Participation in end of semester visual and/or written assessments
- Review of a sample of assessments across each grading level for a particular subject or group of subjects and from each year level.

The findings of this process will be discussed with the Academic Director who will provide feedback to the teachers, and recommend improvements to their assessment procedures as required. Findings will also be fed back into the Leadership Groups Continuous Improvement Cycle.

5. Assessment Feedback

It is a guiding pedagogical principle at Photography Studies College (Melbourne) that assessment must be considered to be part of the learning process. For this reason all assessment is returned to the student in a timely manner and with feedback.

Following all assessment, feedback, both written and verbal, is provided to students about the outcomes of the assessment process. This feedback is of a quality to be of real assistance to students thereby enabling them to improve their performance, and of sufficient frequency to enable those students who are struggling to be flagged and noted at year level meetings.

6. Record of Assessment

The integrity of all records of assessment is maintained according to the *PSC Records Management Policy* and the *PSC Student Records Management Policy*

Procedures

Assessment Methods

Photography Studies College (Melbourne) utilises a range of assessment methods in order to meet the needs of a diverse range of learners, and also to ensure the academic integrity of assessment. These methods may include, but are not limited to:

- Portfolios of evidence and creative work
- Written tasks and presentations
- Research reports
- Assignment/project
- Interview and questioning
- Self reflections
- Case study/role play
- Third party verification (e.g. mentors/clients)

Grading & Marking Details

Assessment results for all subjects are marked out of 100 in compliance with the Photography Studies College (Melbourne) Grade Table below:

Grade		%	Level
HD	High Distinction	80-100	Excellent
DI	Distinction	70-79	Very Good
CR	Credit	60-69	Good
PA	Pass	50-59	Satisfactory
UP	Ungraded Pass	50	Satisfactory
F	Fail	0-49	Unsatisfactory
FNS	Did not Submit*	----	Did not submit any work for assessment, to be regarded as fail
SWR	Supplementary Work Required#	40-49	Discretionary grade - further submission required by due date in order to be considered for a pass grade
WH	Withheld Result*	----	Normally granted due to unresolved academic or administrative situations
RPL	Recognition of Prior Learning*	----	Credit has been granted for previous study in another course or an exemption has been granted due to the satisfactory evidence of required competencies

Temporary grade only – will revert to F if no (or unsatisfactory) submission is received.

*No mark is recorded with this grade.

SWR Grading: The allocation of this grade suggests the teacher considers that if given the opportunity and with extra effort, the student may be able to achieve a pass grading. Students are then eligible to submit supplementary work in an attempt to achieve a pass.

Eligibility for supplementary work requirements is at the discretion of the teacher, and the requirements are to be entered on the Supplementary Work Requirement form with an appropriate due date. Only one SWR submission is allowed for any subject in each assessment cycle and re-gradings from SWR can only be assessed up to a Pass grading (PA).

Supplementary Work Requirements: Students who receive an, DI, CR or PA grade **do not** have the opportunity to undertake supplementary work to gain a higher grade. Students who receive an **SWR grade** may be required to undertake supplementary work to endeavour to gain a pass grading. Extra charges may be incurred for supplementary submissions. Supplementary work must be received by the date set as shown on the Supplementary Work Requirements form. For a student to be eligible for supplementary work the initial submission must have been submitted by the due date. Supplementary work will not receive more than a PA level pass.

F Grading: This indicates failure in the subject. An F grade does not qualify the student for supplementary work; students will need to repeat the unit/module. Those who receive an F grade must repeat the particular subject in another semester at the appropriate fee rate.

Submission of Work for Assessment

The requirements for submission of work for assessment will be outlined in each subject guide and on miPlace, All submissions are uploaded electronically via the Assessment upload on the PSC Student Portal.

Printed folio project submissions require a Photography Studies College (Melbourne) Assessment Submission Cover Sheet.

Procedure for Completing Assessment Forms

The following procedures apply for teachers completing assessment forms:

- Assessment forms are Excel documents and are completed electronically.
- The grade and numerical mark are calculated automatically as the teacher grades the assessment against the listed criteria.
- The teacher prints out the individual's completed Excel form, signs and returns it to students during the class. This should occur one week after the submission is received.
- A copy of each assessment is sent to the Assessment & Administration Officer immediately after completion.
- The mark awarded for each student is recorded on the relevant Results Summary spreadsheet.
- As each assessment is graded by the teacher, the Results Summary spreadsheet is sent to the Assessment & Administration Officer with the relevant assessment data entered.
- The Assessment & Administration Officer then enters the result data into the TEAMS database.

Assessment sent to Students

The documentation sent to students includes the following:

- Academic Transcript with the grading codes on the back
- Detailed assessment results for subject

Final Year Folio Assessment

Students must successfully complete and pass all subjects for each year of the course to be eligible for the Bachelor of Photography qualification

Assessment Appeals

Students can appeal an assessment decision for up to fourteen (14) days after the issuing of results. Students should refer to the *PSC Academic Appeals Policy*.

Related Documentation

Policies

Academic Appeals
Grievance Handling
Student Progress and Exclusion
Course Completion and Graduation

Procedures, Forms & Documents

Teachers Manual
Student Handbook
Supplementary Work Requirement Form
Application for Extension
Assessment Submission Cover Sheet
Results Summary Spreadsheet.
Assessment Moderation Form

Academic Transcript
Course benchmarking Register

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