

Transition Program Online Assessment Policy

1. Purpose

OpenLearning is committed to delivering a high standard of education to all Transition Program Online students.

This policy aims to:

- (a) Enable the effective implementation of assessment regulations and processes; and
- (b) Support the development of valid, reliable, and contextually appropriate assessment activities.

Please note that this Policy has been prepared by and will be maintained by OpenLearning as the deliverer of the Transition Program Online. This is not a UNSW College or UNSW policy.

2. Scope

This policy applies to:

- (a) All Transition Program Online students; and
- (b) OpenLearning staff involved in the promotion, recruitment, admission, delivery, management, or administration of students.

3. Definitions

Assessment means the wide variety of methods or tools that educators use to evaluate, measure, and document the learning progress against the learning outcomes by students.

Transition Program Online means the program delivered by Open Learning Global Pty Ltd (trading as OpenLearning) proudly delivered under licence from UNSW and UNSW College.

4. Policy Statement

Open Learning Global Pty Ltd (trading as OpenLearning) proudly delivers the Transition Program Online under licence from UNSW and UNSW College. The UNSW and UNSW College trademarks are owned by UNSW and are used by OpenLearning under limited licence.

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OpenLearning is committed to developing and delivering valid, reliable, and equitable assessments to enhance the student learning experience and promote principles of program coherence.

4.1. OpenLearning's Responsibilities

OpenLearning is expected to:

- 4.1.1. Provide effective communication of assessment requirements to students about the following:
 - 4.1.1.1. Their role in the assessment process;
 - 4.1.1.2. Expectations of assessment including timing, weighting, and applicable modes;
 - 4.1.1.3. Appropriate provision made for students with special needs where applicable.
- 4.1.2. Provide effective assessment of student academic performance through tasks that are:
 - 4.1.2.1. Inclusive (e.g. cultural sensitivity), equitable, and appropriately scheduled (e.g. spread in terms of load and intensity);
 - 4.1.2.2. Aligned to and consistent with the program aims and stated learning outcomes;
 - 4.1.2.3. Reliable and valid (i.e. reflective of recognised best practice methodology);
 - 4.1.2.4. Evaluated periodically for currency and efficacy;
 - 4.1.2.5. Designed so that all students receive feedback on their performance throughout the duration of the program.
- 4.1.3. Provide effective student feedback within a reasonable period following the completion of a major assessment in a form that will:
 - 4.1.3.1. Assist students in preparing for future tasks;
 - 4.1.3.2. Enable students to make judgements about their learning and how they can improve their learning outcomes;
 - 4.1.3.3. Enable evaluation against explicitly stated assessment criteria and standards.
- 4.1.4. Provide clear information to staff about their role in the assessment process. OpenLearning staff are made aware of their responsibility for ensuring that:
 - 4.1.4.1. They comply with the Transition Program Online assessment, examination, and academic procedures and regulations;

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- 4.1.4.2. They provide appropriate advice about preparing for examinations and assessment tasks to students throughout the course and before exams (where relevant);
 - 4.1.4.3. No staff are involved in assessment events in which a conflict of interest exists or may reasonably be perceived to exist;
 - 4.1.4.4. Assessment items are kept safe and secure;
 - 4.1.4.5. Secure and appropriate processes are followed for the recording, transfer, storage, retrieval, communication and reporting of information on student achievement, including final course results;
 - 4.1.4.6. When involved in assessment-related activities, they receive appropriate training and guidance.
- 4.2. Students' Responsibilities
- Transition Program Online students are expected to:
- 4.2.1. Adhere to standards of academic integrity and honesty at all times;
 - 4.2.2. Comply with Transition Program Online assessment, examination, and academic regulations;
 - 4.2.3. Respect the rights of fellow students; and
 - 4.2.4. Adhere to the Complaints and Appeals Processes when exercising their right to a review of results for a course. Note: A review of results is only available if a student believes that the grades assigned to them for that course are incorrect or unjustified.

5. Assessment Quality Assurance Mechanisms

- 5.1. Quality Assurance Responsibilities
 - 5.1.1. The Academic Director is responsible for the quality of assessment standards and processes for programs and courses under their management.
 - 5.1.2. The Manager, Teaching and Learning is responsible for the quality of the assessment schedule, tasks and delivery for courses under their supervision including preparation, implementation and reporting.
 - 5.1.3. The Student Experience Team Leader is responsible for the administration of examinations and clerical checking processes in partnership with UNSW College.
- 5.2. Assessment Quality Standards

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- 5.2.1. Assessment is aligned to course learning outcomes.
- 5.2.2. A range of assessment instruments are used to evaluate student performance including formative and summative assessment tasks;
- 5.2.3. Detailed assessment criteria and grading system is applied to all assessment tasks to assure consistency across intakes;
- 5.2.4. Assessment of proficiency is made against published assessment criteria;
- 5.2.5. All assessments are developed and implemented in line with the relevant program curriculum.
- 5.2.6. Assessment moderation sessions are conducted to assure reliability and consistency where appropriate.
- 5.2.7. The assessment instrument is reviewed for accuracy prior to the assessment event.
- 5.2.8. A portion of examinations are check marked by UNSW College staff to assure reliability and consistency of marking. Other non-examination assessments will be check marked by UNSW College staff.
- 5.2.9. Assessment mark additions and data entry undergo clerical checks before the results are released to students.
- 5.3. Review of a decision on final assessments
Where there is a dispute about the final results of a course/program, the student can apply for a review of the result by submitting an Application for Review of Final Assessment Results Form which is available via Student Support. A review of a result is not a detailed academic reassessment, but a recalculation of marks.

If a student is dissatisfied with the assessment process, they may submit a formal complaint in accordance with the Transition Program Online Complaints and Appeals Policy.

6. Legal and Policy Framework

This Policy operates within the context of, and subject to, Australian State and Commonwealth legislation.

6.1. Responsibilities

6.1.1. Approver

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The Academic Director, Australia is responsible for the approval of this policy.

6.1.2. Responsible officer

The Academic Director, Australia is responsible for the implementation, dissemination and review of this policy.

6.1.3. Contact officer

The Manager, Teaching and Learning is responsible for the day-to-day implementation of this policy and is the first point of contact for all enquiries that relate to this policy.

6.1.4. Staff

OpenLearning staff are responsible for assisting in the implementation of and adherence to this policy.

6.2. Review

This policy is due for review five years from its date of implementation.

Version	1.3
Approved by	Dr Shazia K Jan Academic Director, Australia
Approval date	4 th July 2023
Effective date	1 st August 2023
Next review	18 th January 2026
Accountable role	Academic Director, Australia
Related documents	Transition Program Online Complaints and Appeals Policy Transition Program Online Application for Review of Final Assessment Form Transition Program Online Conditions of Enrolment Transition Program Online Student Code of Conduct