

# ASSESSMENT POLICY & GUIDELINES

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## 1. Context

This policy outlines the conditions and principles under which assessments are conducted at UBSS, and the responsibilities of students in adhering to them. It applies to remote proctored and in-class online assessments (assessments conducted on the Moodle learning platform and invigilatorPlus).

## 2. Scope

### 2.1 Rationale

UBSS is required to establish protocols and procedures for the administration of assessments. It is also committed to providing a safe learner-centred environment for the conduct of assessments (remote proctored and in-class online assessments).

### 2.2 Legislative Context

Tertiary Education Quality Standards Agency Act 2011 (TEQSA Act);

Higher Education Standards Framework 2021;

Education Services for Overseas Students Act 2000 (ESOS Act);

Education Services for Overseas Students Regulations 2001;

National Code of Practice for Providers of Education and Training to Overseas Students 2018;

Australian Qualifications Framework

### Related Policies

Other UBSS policies associated with this policy are located on the UBSS website. These include but are not limited to:

- GCA Privacy policy;
- Academic Appeals policy;
- Academic Misconduct policy;
- Academic Progression Monitoring and Intervention policy;
- Course Completion, Graduation, Transcripts and Testamurs policy;
- Expulsion policy;
- Grievance and Appeals policy (Academic)
- Student Orientation policy;
- Student Code of Conduct;
- Student Academic Records Management policy
- Artificial Intelligence policy

### 3. Definitions

Item	Definition
<b>Assessment</b>	This refers to the formal and scheduled activity required to achieve a grade, as specified in the subject outline for any subjects.
<b>Academic Misconduct</b>	Academic misconduct is behaviour displayed by a student that is contrary to the Student Code of Conduct. It often refers to misconduct in the preparation and submission of academic work/assessments.
<b>Cheating</b>	Is the gaining of a reward by dishonest means. The term is generally used for the breaking of rules to gain unfair advantage in a competitive situation. This broad definition will necessarily include acts and in any situation where individuals are given preference using inappropriate criteria.
<b>Contract cheating</b>	Contracting a third party to complete an assessment task, generally in exchange for money or other manner of payment.
<b>Invigilator</b>	An invigilator is a person who supervises assessments. In remote proctoring (invigilatorPlus) assessments, an invigilator cannot be a lecturer at UBSS.
<b>Incident Report</b>	Incident Report refers to a report prepared by an invigilator that describes proven or suspected misbehaviour or misadventure during an assessment.
<b>Invigilator Plus</b>	invigilatorPlus is an online invigilation service that helps ensure the academic integrity of remote proctored assessments. Assessment monitoring is conducted using a combination of highly trained personnel and a powerful platform backed by artificial intelligence to observe any changes on the screen and record each incident.
<b>Moodle</b>	Moodle is an online learning platform that may be used to administer assessments.
<b>Permitted Items</b>	Permitted items refer to items that students are allowed to use during the assessment. These include student photo identification (student card, drivers' licence, passport, Digital IDs on the UBSS app and digital government-approved ID), stationery including pens, pencils, erasers and rulers. Non-programmable calculators may be utilised during an assessment, if explicitly permitted on the cover page of the assessment paper. For restricted open book assessments, material explicitly permitted on the cover page of the assessment paper.
<b>Prohibited Items</b>	Prohibited items refer to items that students cannot use/ have access to during an assessment. They include weapons, electronic devices such as mobile phones, iPods, MP3 players and iPads, smart watches, dual monitors for remote proctored assessments, headphones, earpods, cigarettes, e-cigarettes or other forms of smoking such as vapes, paper notebooks, loose notes or paper (unless permitted on the assessment cover page), post-it notes, hats or headgear (except for religious purposes). No food items are permitted except for bottled water in clear bottles. Any information found concealed or written on a Permitted Item will be viewed as evidence of an intention to cheat. Prohibited Items also refer to any writing or concealed material found on any part of a student's person or clothing (such as hands, arms, legs, feet; scarves and shoes). Spell check, auto correct, translation websites, non-English browsers and opening different tabs are strictly prohibited.

Item	Definition
<b>Plagiarism</b>	Plagiarism is the practice of presenting someone else's ideas or work as one's own, without acknowledging the source. It is a form of academic misconduct.
<b>Prohibited Actions</b>	Actions that a student should refrain from during an assessment. Examples include – talking aloud or whispering, being out of view of the camera, looking off screen, talking screenshots of the assessment, taking break or leaving the testing area during the duration of the assessment.
<b>Remote proctored assessment</b>	Assessments in remote/off-campus environments where students are monitored using remote proctoring software during the assessment.
<b>Supplementary assessment</b>	A Supplementary assessment is an assessment that may be granted to eligible students (on special grounds such as.
<b>TURNITIN</b>	Turnitin is a learning and teaching software technology. It scans and checks for plagiarism in submitted documents and is currently incorporated into the assessment submission process at UBSS.

## 4. Conduct of Assessments

Students are required to read and familiarise themselves with this policy, and the UBSS Academic Misconduct policy, published on the UBSS website. Ignorance of these policies and procedures is not accepted as an excuse for breaking assessment protocols. During each trimester, the Students' Guide to Assessments, detailing assessment (remote proctored) procedures are distributed to students via myGCA bulletins, informing students of the assessment timetable and requirements (where required).

### 4.1 Student requirements for remote proctored assessments:

For remote proctored assessments, students are required to:

- Be aware of the scheduled assessment date and time as reflected on the assessment timetable. All assessments at UBSS are scheduled in AEST time;
- Log into their remoted proctored assessment at the stipulated check-in time.
- Follow instructions at all times before, during and after the assessment period;
- Check Moodle access prior to the commencement of the assessment and log in to Moodle/invigilatorPlus on time.
- Present valid photo identification during the check-in/onboarding process at the start of the assessments conducted through invigilatorPlus. This includes a driver's license or passport showing a clear photo of the student's face and full name in English, for verification purposes. Digital IDs on the UBSS app and digital government-approved ID will be accepted. Photos or photocopies of identification are not acceptable for valid photo identification;
- Review the list of permitted materials (if any) for the assessment and ensure they have this available for the assessment;
- Not have prohibited items in their testing area;
- Have access to a personal laptop or PC;
- Have licensed Microsoft word software;
- A reliable Wi-Fi/network connection (hotspots are not recommended);
- Test their equipment prior to the commencement of the assessment (testing of equipment is mandatory for all students doing a remote proctored assessment), to ensure that students they meet the technical requirements for the assessment and/or have sufficient time to upgrade their equipment if required).

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Students will not be given additional time during the scheduled assessment if they do not have the required equipment (as stipulated in the testing requirements provided to students on Moodle prior to the scheduled assessment) or have not tested their equipment prior to the scheduled assessment. The testing of equipment process is made available to students prior to the remote proctored assessment.

- Not have unauthorised absences from the assessment or an unauthorised person in the testing area (this includes babies and pets);
- Complete and submit their own work.
- Students should not demonstrate actions that are prohibited during the assessment. These include talking aloud or whispering, being out of view of the camera, looking off screen, taking screenshots of the assessment, taking breaks or leaving the testing area during the assessment.

A student found in breach of any of the above may be reported to the Academic Integrity committee (AIC).

#### **4.2 Student requirements for in-class online assessments:**

For in-class online assessments, students are required to:

- Be aware of the scheduled assessment date and time as advised by lecturer. All assessments at UBSS are scheduled in AEST time.
- Follow instructions at all times before, during and after the assessment period;
- Check Moodle access prior to the commencement of the assessment and log in to Moodle on time.
- Review the list of permitted materials (if any) for the assessment and ensure they have this available for the assessment;
- Not have prohibited items in their testing area;
- Have access to a personal laptop/ PC (laptop must be fully charged prior to the assessment – students will not be permitted additional time to charge laptops);
- Have licensed Microsoft word software;
- A reliable Wi-Fi/network connection (hotspots are not recommended);
- Not have unauthorised absences from the assessment or an unauthorised person in the testing area (this includes babies and pets);
- Complete and submit their own work.
- Students should not demonstrate actions that are prohibited during the assessment. These include talking aloud or whispering, taking screenshots of the assessment, taking breaks or leaving the assessment venue during the assessment.

A student found in breach of any of the above may be reported to the Academic Integrity committee (AIC).

#### **4.3 Lecturer requirements for assessments:**

Lecturers must:

- Ensure they have assessment details on their subject outlines and Moodle course pages.
- Inform students about the assessments in a timely manner.
- Set up assessments on Moodle by the specified due date.
- Be available (or, if unavailable, make alternative arrangements with the Office of the Executive Dean for a nominee to be available) to answer any enquiries from the Academic team managing assessments, the invigilatorPlus team or students during an assessment;
- Complete marking and the recording of results by the date specified;
- Notify the Academic team managing assessments of the required permitted materials for remote proctored assessments prior to the assessment session;

- Must refer all potential cases of academic misconduct during assessments to the Academic Integrity Committee (AIC) – refer to process outlined in Section 6 (Reporting incidents of academic misconduct – remote proctored / in-class online assessments) below.

## 5. Special Consideration and Conditions

Students who have a physical or other disability and requires additional assistance or facilities in order to undertake an assessment are required to advise the Learning Support Coordinator at least two weeks prior to the scheduled assessment.

The request for special consideration should contain information as to the specific adjustments that must be made for the assessment and also accompanied by medical evidence. The medical evidence is recommended to be in the form of a letter from a registered Australian medical practitioner which is no more than 30 days old, unless specified otherwise.

The Learning Support Coordinator will inform the Executive Dean or delegate, who will decide on an appropriate arrangement, in consultation with the student. Documentation must be provided for all applications.

## 6. Academic misconduct and misbehaviour during assessments

### Misbehaviour

Students who deliberately and provocatively refuse to follow the UBSS staff and invigilators' instructions or who are disruptive will be considered to have committed an act of Academic Misconduct and as such will be reported to the Academic Integrity Committee.

For remote proctored assessments, the invigilatorPlus team must provide a written report of the incident to the UBSS Academic team managing assessments. The Academic Integrity committee is provided with the incident details and decides the appropriate outcome for the student. All decisions made by the Academic Integrity committee are recorded in the student's journal.

### Cheating

Cheating in assessments is a very serious offence. Cheating refers to, but is not limited to, behaviour that includes contract cheating, attempting to copy the work of others, impersonation of a student, attempting to communicate with other students during an assessment in order to obtain or share information; plagiarise, being in possession of prohibited items and attempting to access notes, websites, personal computer folders, emails, translation software etc. during the assessment with a view to falsely fabricating answers and/or information. Students caught cheating in any way during assessments will be reported to the Academic Integrity committee.

### Prohibited Items

Items identified before an assessment starts, or within the assessment period. Students are issued a warning by the invigilator/ lecturer and an academic misconduct incident report including all offending material found is completed.

## Reporting incidents of academic misconduct

### Remote proctored assessments

If a student is suspected of breaching the UBSS assessment rules (students have misbehaved, been caught cheating or find students with prohibited items), the invigilatorPlus team must prepare an incident report, with all relevant evidence attached. These reports must be submitted to the UBSS Academic team managing assessments within five working days of the scheduled assessment. These reports must be sent to the Academic Integrity committee (AIC) for review at the next scheduled meeting. All incidents of cheating and misconduct are recorded in the student's journal.

### In-class online assessments (Moodle quizzes, assignments and projects)

Students are required to maintain the standards of integrity by not cheating/plagiarising while conducting in-class online assessments. Any academic misconduct will be investigated and referred to the Academic Integrity Committee (AIC) who may decide that the student receive a grade of zero for that assessment or be issued a warning, depending on the nature of the incident/s.

Online assessment submissions are critically examined by the lecturers to minimise the risk of cheating/plagiarism. All assessments submitted by students are put through TURNITIN software. TURNITIN is an Internet-based plagiarism detection service that generates a similarity index to existing texts, which lecturers review prior to grading. Assessments with a similarity index of more than 20% will be subject to investigation by your lecturer and reported to the Academic Integrity Committee, who may decide on a zero grade for your assessment.

The lecturer must conduct a thorough investigation on any form of academic misconduct and compile a report that includes students' details, assessment type, a summary of the incident that occurred, along with evidence. The lecturer must send this report to the Academic Integrity Committee (AIC) via the AIC inbox.

### Outcomes of academic misconduct related to assessments

The Chair of the Academic Integrity committee (AIC) and committee members review reports submitted by lecturers or the invigilatorPlus team after every assessment period, and decide on the most appropriate actions to be taken. Students are informed of the decisions by the AIC in writing. Decisions are reached based on the nature of the incident/s and precedent.

For minor offences, students may be counselled about their misbehaviour, with the assessment mark upheld. For serious offences where there is a clear intention to cheat, a grade of zero may be given for the assessment.

All reported incidents, whether upheld or dismissed, are placed on the student's journal, and are considered if the student breaches the assessment rules in future or other assessment.

## 7. Student attendance at assessments

Students who cannot attend an assessment due to medical reasons or emergencies must apply on the myGCA portal for leave for the date/s they are absent and send the approved leave application evidence to the lecturer for the subject. All application requests must be accompanied by a valid medical certificate with a provider number or an official document that describes the emergency (such as a police report). If granted, the lecturer arranges a supplementary assessment and advises the student accordingly. If the request is denied, the student is not able to attempt the supplementary assessment and a zero mark is recorded.

Requests for supplementary assessments are approved only where timely, clear and compelling evidence of an illness or an emergency is proven by the student, and is only considered within the rules and protocols outlined in the UBSS assessment process.

## 8. Illness during an assessment

A student who becomes ill during an assessment and is unable to continue, must notify the lecturer (online Moodle assessments) or the invigilatorPlus team (remote proctored assessments). The student must submit their assessment regardless of how many questions they have attempted. The student must then follow the procedure as outlined in the above-mentioned Section 7.

For remote proctored assessments, the invigilatorPlus team prepares an incident report outlining the circumstances; this report is sent to the UBSS Academic team managing assessments. Students who wish to take a supplementary assessment must follow the process outlined in Section 7 above.

## 9. Supplementary assessments

A Supplementary assessment may be granted to students in the following circumstances:

- For approved reasons such as valid medical reasons or;
- Other reasons (emergency) for their absence, are not able to attend the assessment;

Eligibility for a Supplementary assessment refers to the criteria that must be satisfied prior to UBSS approving an application for a supplementary assessment.

### 9.1 Steps for Applying for Supplementary assessment

Supplementary assessments may be provided for subjects for the current trimester only. No supplementary assessments are offered or permitted for subjects delivered either prior to or after this timeframe.

Students must apply on the myGCA portal for leave for the date/s they are absent and send the approved leave application evidence to the lecturer for the subject.

These applications must be lodged within 5 days of the student's absence. Applications lodged later will not be accepted and the student will be awarded a grade of zero may be given for the assessment, with no further opportunity to apply for a supplementary assessment. If the supplementary assessment is granted, the lecturer arranges a supplementary assessment and advises the student accordingly. If the request is denied, the student is not able to attempt the supplementary assessment and a zero mark is recorded.

Supplementary assessments may be scheduled during the teaching weeks of the same trimester, in Weeks 13 and 14 of the same trimester or in the first week of the following trimester.

### 9.2 Cost of Supplementary assessments

Eligible students will be charged a fee of **\$100** per assessment, per subject, payable one week prior to the scheduled Supplementary assessment.

## 10. Assessment Support for Students

- Should students encounter issues during a remote proctored assessment, students are required to use the invigilatorPlus chat box for queries.
- Should students encounter technical issues prior to or after a remote proctored assessment, have enquiries related to technology used for remote proctored assessments or experience issues related to testing their equipment for remote proctored assessments, students must contact the invigilatorPlus Support team via email on [support@invigilatorplus.com.au](mailto:support@invigilatorplus.com.au) When issues are reported via this inbox, they must include the student number, name and subject code, along with screenshots, where necessary.
- Should students experience issues not related to the above-mentioned issues, they should contact the lecturer for the subject.
- Should students encounter any issues with in-class online assessments, they should contact the lecturer for the subject.



## 11. Document Change Control

Version	Change Description	Date	Author
v12	Refreshed format	November 2017	Professor Ian Bofinger
v12	Amendment to definition of examination (Section 3)	November 2017	Professor Greg Whateley
v12	Amendment regarding non-duplication of examination papers in the case of multiple classes (Section 4)	November 2017	Professor Greg Whateley
v12	Incorporation of supplementary examination matters into single policy (Section 9)	November 2017	Professor Greg Whateley
v12.1	6.2 Cheating – reporting process added	June 2018	Jotsana Roopram
v12.1	6.3 Incident report process expanded	June 2018	Jotsana Roopram
v13	Refreshed and new review date embedded	August 2019	Professor Greg Whateley
v14	Addition of mid trimester tests to all sections of the policy AIC Procedure updated in Section 6 9.1 Clarification of Eligibility criteria 9.2 Lecturer responsibilities removed and added as 4.2 9.2 Supplementary examination cost increased from \$200 to \$250 7.2 Change to re-sit tests	December 2019	Assistant Professor Jotsana Roopram
v15	Inclusion of reference to online examinations	July 2020	Assistant Jotsana Roopram
v16	Removal of Executive Dean Correct citation of National Code Added references to related policy documents	June 2021	Anurag Kanwar
v17	<ul style="list-style-type: none"> <li>Addition of Invigilator Plus information</li> <li>Expanded on definitions – prohibited items, cheating, contract cheating, plagiarism, Invigilator Plus, TURNITIN</li> <li>Additional information added to 4.1, 4.2 and 4.3</li> <li>Additional information added to Sections 5, 6, 7 and 9</li> <li>Additional section (Section 10) added – Examination Support for Students</li> <li>Amendment to eligibility for final and supplementary examinations</li> </ul>	May 2022	Associate Professor Jotsana Roopram  Associate Professor Wayne Smithson
V18	Addition of unauthorised persons	September 2022	Anurag Kanwar
V19	Position names and Branding update	December 2023	Nupur Chanda
v20	'Examination' changed to 'assessment, examination processes removed and updated with assessment process information	February 2024	Associate Professor Jotsana Roopram and Assistant Professor Natasha Jacques