

## **ASSESSMENT RIGHTS AND RESPONSIBILITIES OF STUDENTS AND STAFF:**

This list should be read in accordance with the *Assessment Policy*.

### **1.1. Students have a right to:**

- 1.1.1. Be provided with advice on the following:
  - The University policy on the use of non-discriminatory language.
  - Formal procedures to be followed when a variation is sought from the assessment requirements for the unit on the basis of conscientious objection.
  - How to request explanations of grades allocated for work completed during the standard teaching period, and of final grades and appeal procedures.
  - Units available on the Learning Management System (LMS) will have this information automatically generated on the Unit page.
- 1.1.2. Clearly written unit learning objectives which are written as outcomes statements.
- 1.1.3. Assessment that measures achievement of the learning objectives specified for each unit.
- 1.1.4. Reasonable access to resources (e.g. library databases), which will support them in achieving the assessment.
- 1.1.5. Assessments that allow them to demonstrate the level of achievement in unit objectives.
- 1.1.6. Information regarding assessment (type, teacher expectations, marking criteria, assessment component percentage, other special features) at the beginning of each unit.
- 1.1.7. Be informed well in advance (specify) regarding assessment dates or venue, and any changes to assessment dates or venue.
- 1.1.8. Fair assessment.
- 1.1.9. View and discuss assessment results with a member of teaching staff.
- 1.1.10. Receive feedback on assessed work in sufficient time that allows students to modify learning strategies.
- 1.1.11. Appeal grades awarded through the specified, publicly available processes.
- 1.1.12. A range of assessment strategies capable of suiting a range of differing learning styles throughout their enrolled course.
- 1.1.13. Confidentiality of assessment grades.
- 1.1.14. Request a re-mark subject to the appropriate conditions and procedures.

### **1.2. Students have the responsibility to:**

- 1.2.1. Seek all information available well before assessments are due – this may be available online, or in printed material specified for the course.
- 1.2.2. Submit assessed work by the due date and in the specified process.
- 1.2.3. Work in a manner that does not constitute misconduct, dishonesty or plagiarism.

- 1.2.4. Behave in a manner which does not interfere with other student's rights.
- 1.2.5. Seek advice and feedback at times specified by the Unit Coordinator.
- 1.2.6. Consult appropriate Policies prior to lodging an appeal.
- 1.2.7. Retain a copy of all submitted work, in its original form, at least until expiration of the appeal period.

**1.3. Teaching Staff have the right to:**

- 1.3.1. Determine the most appropriate type and frequency of assessment for their unit, providing it complies with the *Assessment Policy*.
- 1.3.2. Specify times when they will be available for student consultation regarding assessment results and feedback.
- 1.3.3. Determine the academic standards specified in objectives and marking schedules.
- 1.3.4. Determine the learning objectives and the level of achievement required to complete assessments tasks successfully.

**1.4. Teaching Staff have the responsibility to:**

- 1.4.1. Comply with the *Assessment Policy*.
- 1.4.2. Provide students with clear statements of assessments, due dates, weightings and teacher expectations regarding standards and the process for requesting a re-mark prior to the commencement of the teaching.
- 1.4.3. Inform all enrolled students in writing if there is a change in assessment or due date. This advice should be given as soon as practicable following the change.
- 1.4.4. Provide appropriate strategies to assess whether a student has achieved the stated learning objectives.
- 1.4.5. Mark assessed work conducted within the designated teaching period within a time frame that allows students to modify learning strategies.
- 1.4.6. If any portion of a Unit is assessed by casual staff, the Unit Coordinator is responsible for ensuring that the casual staff member is provided with the *Assessment Policy* and *Assessment Guidelines*, and that the casual staff member's attention is particularly drawn to the Murdoch Grading System.
- 1.4.7. Mark work fairly.
- 1.4.8. Maintain confidentiality of students' submitted work and grades.
- 1.4.9. Have an understanding of assessment strategies used in other units within the degree.
- 1.4.10. In units where multiple staff undertake assessment, the Unit Coordinator should ensure clear marking criterion are provided.
- 1.4.11. Provide grades and marks on assessed work.
- 1.4.12. Structure unit assessment and feedback so students obtain benefit from feedback on their performance. In short period or non-standard units this may require special attention.
- 1.4.13. Maintain clear records of student grades and outcomes and provide these to the appropriate University offices in the format and by the dates required.