

Policy Reference	PP Assessment Rules LDL	Year	2010
Type of policy	Assessment policy		
Last update	November 2009		
This policy replaces	PP Assessment Rules LDL 09		
Name change from	Not applicable		
Name change to	Not applicable		
Linked Strategy/Plan	Assessment and Moderation Strategy		
Documentation linked to this policy	Assessment reports Assessment feedback forms		
Database	DB Students DB Results		
Responsibility for policy implementation	National level: Managing Director Regional Level: LDL Tutors for		

FOREWORD

This policy is unique to Distance Learning students. **eta** Distance Learning works on the premise that students are self reliant and will follow the instructions for learning and assessment in their Study Guide. Should they need help from their tutor, this is available for them. For the purposes of this policy they are required to complete and file their learning activities, to complete submit their formative tasks for assessment and feedback and to then complete and submit their exams and their summative tasks for assessment and feedback.

PURPOSE

This policy addresses assessment **rules** for Distance Learning students. This is a transparent policy and should be made available to all students as well as staff.

POLICY

This policy defines the controls regarding the following:

- 1. Overall pass marks**
- 2. Assessment scoring**
- 3. Formative assessment and completion of work**
- 4. Summative tasks and completion of work**
- 5. Experiential Learning log sheets/long books**
- 6. Responsibility for completed work/tasks**
- 7. Handing in work/tasks**
- 8. Late summative tasks**
- 9. Not achieving assessment criteria**

1. Overall pass marks

- 1.1 The required overall pass mark is 60%.
- 1.2 There are core and elective modules in each qualification which require a 60% pass; this information is recorded in each Assessment Guide and in the assessment instructions for students.

2. Assessment scoring

Assessment is scored as follows

- 2.1 **Formative assessment** = 30% of the overall score with learning activities representing 10% and formative tasks 20% (except in the case of fundamentals where completion of learning activities = 30%).
- 2.2 **Summative tasks** = 50% of the overall score. In most cases there are at least two summative tasks per module and in some cases up to five tasks for a module. These tasks will each have a relative value in the 50% overall for the summative scores.
- 2.3 Completion of **experiential hours** in the field = 20% of the overall mark

3 Formative assessment and completion of work

3.1 Completion of Formative Assessment

- 3.1.1 Each module contains *learning activities* and *formative tasks* which need to be completed each week.
- 3.1.2 All *learning activities* are filed in the PoE and will be considered for moderation purposes. *Formative tasks* should be completed by the end of each module and sent in for marking.
- 3.1.3 Therefore all formative assessment for each module should have been completed by the time each summative assessment is submitted.

3.2 No submission of formative work

- 3.2.1 If students do not complete or submit their formative tasks, 30% of the overall mark will be lost.

3.3 Students who submit work for formative assessment but do poorly

- 3.3.1 Students do not repeat formative assessment; their marks are loaded to the DB results and added to their overall score.
- 3.3.2 Formative assessment scores are evaluated once all results are loaded per module and overall scores can be viewed.
- 3.3.3 In the event that the summative assessment overall score indicates that re-submission or re-assessment is required, a supplementary assessment is taken which incorporates formative and summative elements of the module.

4. Summative tasks and completion of work

Tasks for Summative assessment must be sent in at *the start of the assessment period which is noted in the Study Plan and Assessment overview.*

3.2 Summative tasks are not marked unless they are accompanied by the Evidence Checklist and task index; in this event, tasks will **remain unmarked** until the checklist and index are submitted for the task

3.3 Assessors taking in assignments or work without the compulsory evidence checklist will be considered in **breach of assessment policies.**

3.4 Summative tasks must be handed-in during assessment period indicated in the course timetable.

3.5 If tasks have to be sent back to students because the policy was not followed and the deadline for hand-in has been missed, a date for hand in will be given for one week later. This is then considered a late submission and a second hand-in. The late submission policy applies.

3.6 If tasks are incomplete, insufficient or not handed in on time, on their due date, refer to section in this policy **on late submissions.**

3.7 Demonstrations must be completed and submitted by the end of the course and in time for marking.

3.8 Marks are loaded to the DB results and these will be reflected on the assessment report.

3.9 Assessment reports show accumulated marks.

5. Experiential Learning log sheets/long books

5.1 Prescribed experiential learning hours are logged in the log books and these are handed-in for mid course and end of course assessment.

5.2 The log books provide evidence of practical hours completed during experiential learning in the workplace.

5.3 Log books must be fully completed according to the log book instructions.

5.4 Log books that are submitted without the details noted in point 6.3 will be considered invalid.

6. Responsibility for completed work

6.1 All students' hard copy work is kept in their Portfolios of Evidence (PoE).

6.2 If saving work on computer, digital copies should be backed up regularly.

6.3 All completed tasks and work contained in PoE is the entire responsibility of the student; students must keep their portfolios secure at all times. It is strongly recommended that portfolios are not left in vehicles or in places where security is at risk.

6.4 If posting work in for marking (or sending by courier), it is essential that students ensure their tasks have been received by **eta.**

6.5 All work received at the **eta** office goes through a check-in procedure on receipt and a check-out procedure when being posted back to the student. The tutor confirms receipt of work received via e-mail. All work is returned to students via registered mail. If work is

returned because of incorrect address details or the envelope is 'unclaimed', then the student is responsible for the cost to repost work.

- 6.6** If work is **lost** without proof of a sign in, it is the responsibility of the student to re-generate the evidence.
- 6.7** Once work is received and logged it is the responsibility of the tutor to keep work safe.

7. Late summative tasks

- 7.1** All summative assessment must be completed within the course deadline. If work is submitted after the course completion deadline, students will have *one chance only for work to be marked*. If the overall marks for summative assessment do not meet assessment criteria, a reassessment fee will be charged. *Refer to point 9 on not achieving assessment criteria.*

8. Not achieving assessment criteria

- 8.1 On time submissions:** students who have handed in on time but do not achieve the summative assessment criteria have one more opportunity for re-submission at no extra fee. *Students mark must however be a minimum of 40% to qualify for second submission.*
- 8.2 Overall summative marks are within 20% of the required pass mark:** If summative assessment (includes formative, all summative tasks plus attendance) does not achieve criteria, the following guidelines are adhered to:
- If the lowest mark in the overall is indicated to be in the practical demonstration, the task is repeated (or elements of the task are repeated).
 - If the lowest mark in the overall is indicated to be in the written assignment or written project is repeated (or necessary sections in the assignment are repeated).
 - If the lowest mark is in a question paper, elements of the question paper are addressed by means of an oral assessment with the assessor who will assess the problem sections of the paper.
- 8.3 Overall summative marks are NOT within 20% of the required pass mark**
- 8.3.1** Students take a supplementary assessment according to the following guidelines:
- If the lowest mark is in the practical demonstration, this is repeated
 - If the lowest mark is in a written assignment or practical project, this is repeated
 - If the lowest mark is a question paper, a supplementary exam is taken and new papers are provided by **eta** National office.
- 8.3.2** If students do not achieve criteria after their supplementary assessment, **they repeat and pay for the module or, in some cases, the entire course in the following year.**

8.4 Not achieving the final overall mark

- 8.4.1 If the final overall mark is 60% or more yet specific Summative Assessments required for the year have not achieved a pass mark of 60%, the guidelines for points 10.2 and 10.3 should be followed.
- 8.4.1 The following Summative Assessments must achieve a minimum score of 60%:
- Coaching Science 1st year: Summative Assessment 2, 4 and 5
 - Coaching Science 2nd year: Summative Assessment 2, 3 and 4
 - Fitness 1st year: Summative Assessment 2, 3 and 4
 - Fitness 2nd year (SCT): Summative Assessment 2, 3 and 4
 - Fitness 2nd year (EXS): Summative Assessment 2, 3 and 4
 - Sport Management 1st year: Summative Assessment 3, 4 and 5
 - Sport Management 2nd year: Summative Assessment 2, 4 and 5

Procedures and instructions can be found in the Assessment Guide (for faculty) and the Study Guide for students