

Assessment and Examination Policy

Commencement Date: 01 December 2008

Category: Academic

1. PURPOSE:

This document describes the policy for all aspects of assessment including progressive assessment and end of study period examinations at Curtin Singapore.

2. APPLICATION

All courses, including English, offered on the Curtin Singapore campus

3. EXCEPTIONS

Nil

4. POLICY STATEMENT

1. Curtin Singapore will adopt an outcomes focused teaching and learning framework for all programs provided on the campus.
2. Curtin Singapore aims to provide excellent teaching and learning opportunities at all times.
3. Curtin Singapore supports the use of various types of assessment criteria in assessing students' academic abilities.
4. Timetables for all types of assessment will be adopted in accordance with the information contained within each unit outline/assessment timetable.
5. End of study period examination dates and times will be communicated to students in accordance with each external provider's examination processes in a timely manner.
6. The Curtin Singapore Examinations Board will meet in conjunction with the Boards of Examination of each external provider to verify the final study period results for each student.
7. In relation to degree and masters programs, Curtin Singapore shall adopt the current Curtin University Assessment and Student Progress Manual of Consolidated Policies and Procedures.
8. In relation to Navitas English programs, the English Department shall adopt the Navitas English policies and procedures in relation to assessment and examinations.
9. In relation to Certificate IV and Diploma programs, Curtin Singapore shall adopt the Curtin College policies and procedures in relation to assessment and examinations.
10. The Academic Department shall develop and implement assessment and examination procedures to include external providers' procedures, as adapted for Singapore requirements.
11. With the exception of English programs, end of study period examinations shall take place on the Curtin Singapore campus, with the room venues to be determined by the Academic Department. Examination venues for English programs shall be determined by the Centre Manager, English Programs.
12. Progressive assessment tests and similar assessment items shall take place in either the normal classroom or in a room determined by the Academic Department.
13. The Academic Department will assist students with enquiries regarding examinations and results.
14. The Academic Department shall comply with turn-around times for returning assessment items to the student.
15. All progressive examinations/tests for Certificate IV, diploma, degree and masters programs, shall be organized and administered by the Academic Department.
16. Progressive assessments/tests for English programs shall be organized and administered by the English Department of Curtin Singapore.
17. Moderation of students' assessment shall be in accordance with the specifications contained in the agreements with the various program providers i.e. Curtin University, Navitas English, and Curtin College.

18. End of study period examinations shall be invigilated by external invigilators.
19. The Curtin Singapore Examinations Board shall be the final endorsing authority for all assessment on the campus.
20. All outcomes of appeals against assessment shall be endorsed by the Curtin Singapore Examination Board after approval by the Pro Vice-Chancellor.

5. OBJECTIVES

- to detail the important aspects relating to the conduct of all types of assessment, both progressive and end of study period, on the Curtin Singapore campus

RESPONSIBILITIES	
Policy Owner	Director of Academic Services
Contact	Academic Manager
Review Date	02 December 2012

Revision Ref No	Approved/ Rescinded	Date	Committee /Board	Document Reference
Version 1	Approved	January 10	Executive Committee	Nil
Version 1.1	Approved	16 Oct 09	Pro-Vice Chancellor	Change of logo and format
Version 2	Approved	02 Dec 10	Executive Committee	Executive Committee Meeting Minutes