

# Eduvos

Your Education. Your Future.

# Student Assessment Induction

National Assessment Office

# Purpose of Assessments



**Assessments are used to evaluate the learning that has taken place related to the learning outcomes of a module.**

The assessments in your modules will weigh various percentages towards your final mark based on the assessment's value to evaluate your competence in the module.

The combined results of your individual assessments will quantify whether you have mastered the learning outcomes and may receive the credits assigned to the module.

# Levels of Assessment

- *Example: Designing a house.*



Remembering: A house needs a foundation, walls, windows, doors and a roof.



Applying: What does the house we want to design need? (a window in each room, internal doors for bedrooms and bathrooms, two external doors, etc.)



Evaluating: How do we meet the above requirements? (placement of windows, walls, rooms, etc.)



Understanding: Why do we need a foundation, walls, windows, doors and a roof?



Analysing: What is needed within the house structure? (ventilation, load bearing walls, space available, etc.)



Creating: Design the house.



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# What is assessed?



## Learning Outcomes

This may be found in the Module Guide. The content is designed to ensure that these are met over the course of the module.



## Assessment Criteria

This may be found in the Module Guide. The assessments are designed to gauge whether these are met.



## Type of Assessment

These are selected based on what is best suited for the assessment of the learning outcomes and assessment criteria.

# Formative Assessments

**These assessments will allow you to demonstrate the learning that has taken place during the block.**

A variety of assessment tools may be used for formative assessments such as assignments, tests, quizzes, etc.

You will be provided with feedback on these assessments once they have been marked which will provide you with focus areas where improvement is required.

Details regarding these assessments will be stipulated in the module guide.

# Summative Assessments

These will allow you to quantify your understanding of the module as a whole and are used to identify whether you have mastered the module content or require further intervention.

**Summative assessments may be scheduled  
Mondays to Saturdays 08:00 – 20:00**

These interventions may include a supplementary opportunity, a resubmission opportunity or require you to re-attempt the module in the next block offered.

A variety of assessment tools may be used for formative assessments such as examinations, projects, portfolios of evidence, etc.

All summative assessments will have a sub-minimum requirement of 40%, unless otherwise stipulated in the module guide. This will mean that you will fail the module if you receive less than 40% for a summative assessment and will need to attempt a supplementary or resubmission opportunity, dependent on the stipulation in the module guide. Failure to attempt the supplementary or resubmission opportunity or to meet the 40% sub-minimum requirement will result in you having to re-attempt the module.

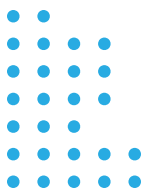
# Student Responsibility

It is the responsibility of each student to ensure that they are aware of the dates, times and requirements of each assessment.

The academic integrity of assessments should be upheld to ensure that your qualification is not called into question. Honesty when attempting and submitting assessments is an intricate part of this. Details regarding this will be discussed during the induction related to plagiarism.

It is recommended that each assessment receive the require focus, as failure to attempt or pass some assessments may result in the failure of the module which could bar you from attempting some of your other modules or affect your ability to complete your qualification in the standard number of years.

Students should ensure that they understand the requirements and instructions of each of their assessments. If you need additional guidance on this, contact your lecturer who will be able to guide you accordingly.



# Proctoring

The monitoring of students during an assessment, whether in a face-to-face setting or remotely via an electronic system, to ensure compliance to the rules related to the assessment.

## Invigilation

Timed-assessments for first year and Higher Certificate students will be attempted on campus in invigilated venues. Some of these assessment may be computer-based, dependent on the module requirements.

## Proctoring via Software

Timed-assessments that require proctoring for second- and third-year students will be offered online using a proctoring software. The software will monitor the student using video and audio recordings and will require the student to have his/her own specific resources such as:

- Hardware: Computer with a functional webcam and microphone.
- Software: Windows 10 and Chrome. Where proctoring software is required for the assessment, this will be provided to you to download and install (Administrator rights on the device will be required).
- Internet: Stable internet connection with a minimum bandwidth of 10Mbps.
- Power supply: Adequate power supply for the duration of the assessment.

Part-time students will also make use of the proctoring software for all their modules that have timed-assessments.

Students in this category who do not have the above-mentioned resources will be required to book a seat on campus in an invigilated venue to attempt their assessments.



# Supportive processes and information



## Summative Assessment Schedules

Summative Assessment schedules will be made available during the course of the block on myLMS. You will be given the opportunity to review a draft version of the schedule to flag any clashes on the schedule. If you fail to report clashes during the review period you will need to attempt the assessment under clash conditions or defer one of the assessments, this is dependent on the specific situation.



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## Multiple Assessments on the same day

Not all assessments that are due on the same day are deemed clashes. For assessments that are not timed (such as assignments and projects) you should manage your time to ensure that you do not leave the assessments until the day of submission. For multiple timed assessments on one day at different times, you should ensure that your study plan allows you to prepare for both.

Assessment clashes are when you are scheduled to attempt two timed assessments (such examinations) at the same time (e.g. both scheduled for 09:00 – 12:00 on the same day). Should this occur, contact your Academic Admin Manager to discuss your options.



## Missed Assessments

If you miss a summative assessment due to a valid reason with supporting evidence. Contact your Academic Admin Manager to apply for a Deferred assessment within 3 days. (Fee applicable)

# Supportive processes and information



## Result Publication

Ensure that you log into myLMS the afternoon of the stipulated publication dates to view your results as you are responsible to ensure that you know if you are required to attempt a Supplementary assessment.



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## Deferred vs Supplementary Assessments

Deferred and Supplementary summative assessments are the same assessments attempted at the same time. The difference between these assessments is that a deferred assessment displays on your transcript as if you attempted the initial assessment, while a supplementary assessment displays as a supplementary assessment which tell the reader that you either failed the initial assessment or did not attempt it without valid reason. This could be the difference between graduating cum laude or not.



## Re-marking Requests

If you believe that your result does not reflect your performance in the summative assessment, you may apply for a re-mark of the assessment script within 3 days of result publication. (Fee applicable)



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Questions?