

# Assessment: Courses and Coursework Programs - Academic Policy



/about/policies-and-procedures/assessment-courses-and-coursework-programs-academic-policy

## 1. Purpose of policy

1.1 The purpose of this policy is to enunciate principles within a standards framework that informs assessment of students' learning within courses and coursework programs.

## 2. Policy scope and application

2.1 This policy applies to all staff, students and members of University decision-making or advisory bodies.

## 3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures.

## 4. Policy statement

4.1 This policy sets out the principles surrounding assessment in courses and coursework programs.

4.2 Assessment means the purposeful and systematic processes of gathering, analysing and reflecting on evidence produced by students to enable informed and consistent judgements to be made about their learning. Assessment is primarily formative or summative:

(a) Formative assessment is designed to identify, for both the student and assessor, the student's strengths, and any potential gaps in the knowledge, understanding and skills expected for successful completion of a course; to assist students to learn more effectively, for example, through provision of feedback on the student's performance and advice as to how it can be improved or maintained; and to inform teaching decisions in the next phase of learning.

(b) Summative assessment is designed to indicate the extent of a student's success in achieving specified learning outcomes for a course or coursework program; and it contributes to the student's final grade in a course or the final grade for the coursework program as a whole.

## 5. Principles

5.1 The Academic Board, in its roles of overseeing academic quality, approves a suite of policies and procedures which:

(a) set out the principles for the design, documentation, approval, monitoring and review of assessment strategies for courses and coursework programs,

(b) ensures methods of assessment are consistent with the learning outcomes being assessed, are capable of confirming that all specified learning outcomes are achieved and that grades awarded reflect the level of student attainment.

(c) ensures on completion of a course of study, students have demonstrated the learning outcomes specified for the course of study, whether assessed at unit level, course level, or in combination.

(d) ensures that assessment promotes effective learning and maintains academic standards.

(e) ensures that the University provides mechanisms for student's assessment to be externally referenced or benchmarked in other ways.

(f) ensures that assessment practices are reviewed as part of the formal program reviews conducted by the University (Program Review – Procedures).

5.2 Heads of School ensure that everyone involved in assessment of courses or programs within their School are competent, have an appropriate level of knowledge and are aware of all relevant University policies, procedures and guidelines that pertain to assessment.

5.3 The University implements processes that ensure that assessment decisions are properly moderated, verified and ratified and that students are advised of the outcomes as quickly as possible and within reasonable timeframes.

5.4 The University's Learning and Teaching Committee periodically monitor and audit assessment practices to determine consistency and/or compliance with university policy and procedures.

5.5 Assessment is informed by the curriculum design principles as set out in the Coursework Curriculum Design – Academic Policy.

END

### APPROVAL AUTHORITY

Academic Board

### RESPONSIBLE EXECUTIVE MEMBER

Deputy Vice-Chancellor (Academic)

### DESIGNATED OFFICER

Director, Centre for Support and Advancement of Learning and Teaching

### FIRST APPROVED

29 August 2007

### LAST AMENDED

27 April 2021

### REVIEW DATE

27 April 2026

### STATUS

Active

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#### RELATED DOCUMENTS

Administration of Central Examinations - Procedures  
Assessment: Courses and Coursework Programs - Procedures  
Coursework Curriculum Design - Academic Policy  
Coursework Curriculum Design - Procedures  
Deferred Examinations - Procedures  
Grades and Grade Point Average (GPA) - Academic Policy  
Learning and Teaching - Academic Policy  
Program Accreditation and Course Approval - Governing Policy  
Review of Assessment and Final Grade - Procedures  
Supplementary Assessment - Procedures  
Work Integrated Learning - Academic Policy

#### LINKED DOCUMENTS

Assessment: Courses and Coursework Programs - Procedures