Faculty of Health Sciences and Medicine – Procedure

Procedure No.: HSM P 6.01
Name of Procedure: Procedure for Interim Assessment Items
Contact Person:
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Related policies:
Faculty of Health Sciences and Medicine Program Charters
Faculty of Health Sciences and Medicine’s relevant Program/Subject Rules of Assessment and Progression
Bond University Part 2 Academic Regulations
Bond University Part 3 Discipline Regulations – Schedule B Student Code of Conduct

1. Overview:

The purpose of this Procedure is to supplement the University Regulations by describing staff and student responsibilities in more detail. These procedures must be read in relation to the policies defined above.

2. Definitions

2.1. Bond University Glossary
2.2. Bond University Handbook Glossaries

3. Procedure

3.1 The staff member and student should review the interim assessment item (e.g.: mid-semester examinations are considered to be an interim assessment item). The request for the review should occur within fourteen (14) semester days of the release of the results of interim assessment item.

3.1.1 The student should be able to view the assessment item but must be supervised without alterations to the assessment item.

3.1.2 Staff member should check that no errors of “fact” have occurred such as:
- Assessment item total score is correct.
- All components/pages on the assessment item exam have been marked and included in the score etc.
- Any “errors of fact” and adjusts final score.
• Entry into grade book/roster and communicate outcome to the student and Faculty Assessment Officer, as required.

3.1.3 At the end of the review, the staff member should inform the student of their right to request a formal Review of Grade for the assessment item (Part 2 Bond University Academic Regulations, Division 9 Clause 83 (2) Review of Grade (1) Reviews of Decisions Other Than Reviews of Grades and Exclusions). At this stage, the staff member should not provide definitive advice such as – “I can see how we could get you more part marks on the assessment item to increase your score” etc.

3.2 Within fourteen (14) semester days of receipt of the score for the assessment item, the student will need to submit their request in writing to the Faculty Office of Student Affairs and Service Quality (SASQ) detailing the subject, assessment item and grounds for review. A simple statement of “my grade should be higher or similar” will not normally be an acceptable reason for a review.

3.3 The Associate Dean SASQ will inform the student of the outcome of the request for review within fourteen (14) semester days of receipt of the request.

3.4 Within fourteen (14) semester days of receipt of the outcome, the student must submit an appeal in writing to the Executive Dean and/or Delegate. The appeal is submitted to the Faculty Office of SASQ and should detail the subject, assessment item and grounds for appeal. A simple statement of “I do not agree with the decision on my review of interim assessment item” is not an acceptable ground for an appeal.

3.5 The Associate Dean SASQ will then inform the student of the outcome of the appeal to the Executive Dean and/or Delegate within fourteen (14) semester days of receipt of the appeal.

3.6 Within fourteen (14) semester day of receipt of the outcome from the appeal, the student can appeal to the Decision Review Committee – DRC (Academic).

3.7 The student must provide a written application to the Manager, Academic Secretariat stating the grounds of the appeal.

3.8 The DRC (Academic) will hear the appeal within fourteen (14) semester days of receipt of the application.

3.9 The Manager, Academic Secretariat or delegate will notify the student of the outcome of the appeal within five (5) business days following the DRC (Academic) hearing.

3.10 An appeal to the Student Ombudsman is an appeal to an external position.

3.11 A student wishing to appeal to the external Ombudsman is encouraged to seek advice from the Manager, Academic Secretariat and must formally notify the Manager, Academic Secretariat of an appeal to the Student Ombudsman within fourteen (14) semester days of receipt of the outcome from the DRC (Academic).
4. **Procedural Fairness**

4.1. Procedural fairness will be the basis of all investigations and judgements.

5. **Transparency**

5.1 The procedures aim to be easily accessible to all staff and students, with transparent operations and outcomes and capable of resolving issues in a timely manner with clear deadlines for each stage of resolution. Reasons for each decision and how each decision was determined are provided to all parties concerned and are fair and mindful of the interests and culture of both students and faculty.

6. **Confidentiality**

6.1 Under Bond University’s Privacy Policy all information provided by the Faculty of Health Science and Medicine Procedures for the Review of Interim Assessment is strictly confidential and can only be used for the investigation of the complaint and the associated decision making process unless:

- the express consent of the individual(s) concerned is obtained; or
- the Faculty of Health Sciences and Medicine has reasonable grounds for believing the use of the information will reduce a threat to the life or health of a person; or
- the use is specifically required by law or regulation.

7. **Equity**

7.1 All faculty and administrative staff receive training in applicable legislation such as Copyright, Privacy, Equity, as well as training in Cultural Diversity issues to ensure individual complaints are dealt with in an equitable and culturally sensitive manner.

8. **Judgements**

8.1 Each case is judged strictly on the individual situation.

8.2 The rules of evidence under common law and other legal conventions do not apply to meetings dealing with complaints. The principle to be applied to the evidence in reaching a decision is based on the **balance of probabilities** (defined as **more likely than not**) rather than the criminal law principal of **beyond reasonable doubt**.

9. **Related Policies and Procedures**

9.1 Faculty of Health Sciences and Medicine Program Charters

9.2 Faculty of Health Sciences and Medicine’s relevant Program/Subject Rules of Assessment and Progression

9.3 Bond University Part 2 Academic Regulations

9.4 Bond University Part 3 Discipline Regulations – **Schedule B Student Code of Conduct**
Faculty HSM Procedure for Review of Interim Assessment Item

1. Student discusses concern with staff member responsible for the interim assessment item.
2. Student submits request to the Office of the Associate Dean SASQ for a review of grade for interim assessment item.
3. Associate Dean SASQ considers the grounds of the request and either:
   i) denies based on “inappropriate grounds/evidence” or
   ii) consults with subject coordinator and/or Head of Program to organise a formal review.
   
   The Faculty Office of SASQ notifies the student of the outcome of the review.
4. Student appeals outcome to Executive Dean via the Faculty Office of SASQ.
5. Executive Dean consults as appropriate. Student notified of the Executive Dean’s decision by the Office of SASQ.
6. Student appeals decision to DRC Academic.
7. Student appeals decision to Student Ombudsman.

Concern is resolved at any step.