

1. Purpose

This policy provides a framework for the allocation of marks and quality of feedback given to assessment delivered in the Bachelor of Music in Jazz Performance.

The intent of this policy is to ensure that marks and feedback provided to students are fair, equitable, transparent and timely.

2. Scope

This policy applies to all members of the Institute's higher education faculty that are involved in giving marks and making decisions on student assessment.

3. Objectives

The Institute is committed to the following principles that underpin this policy.

- To provide students with a fair and equitable grading system that delivers quality feedback for student improvement
- To ensure that decisions regarding grading and assessment feedback are made in a timely manner

4.0 Implementation

The Head of School and Course Coordinator are responsible for implementation of this policy.

4.1 Grading system

As per the Assessment Policy section 4.1.5, grades are distributed according to the following system:

Notation	Grade definition	Percentage range
High Distinction	Excellent	85%-100%
Distinction	Very good	75%-84.99%
Credit	Good	65%-74.99%
Pass	Pass	50%-64.99%
Fail	Fail	0%-49.99%

4.2 Marking against assessment matrix & rubrics

As per the Assessment Policy section 4.1.11, each assessment item will have an assessment matrix and rubric developed to guide the allocation of marks for assessment. When marking assessments it is expected that these guides are used in the decision making process for allocating marks. These matrices and rubrics are

aligned to the learning outcomes being assessed.

4.3 Grading exemplars

As per the Assessment Policy section 4.2, each semester faculty will engage in assessment moderation meetings in which exemplars will be established for each grade. Faculty members must align their marking style to these exemplars set at the start of semester to ensure fair and equitable measurements of grading.

4.4 Assessment feedback

All assessment grades must be accompanied by quality feedback to assist students in their continued development and improvement. This feedback must be accessible to students in Moodle alongside the grade they have received. Feedback must justify the grade given and offer key areas of improvement for the student. Depending on the size and weighting of the assessment item, feedback must contain at least one detailed point regarding each marking rubric for that assessment item.

4.5 Timing of marks and feedback

All assessment marks and feedback must be made available to students in a timely manner. It is expected that students should receive their grades and feedback within 3 weeks of the due date for the assessment item. Students must be notified if any marks are not going to be distributed within this timeframe.

4.6 Timing of overall grades

All grades must be made available to students in a timely manner. All grades must be approved by the Academic Board at the conclusion of a teaching period. Once approved by the Academic Board, all grades will be made available to students within one week of approval.

5. Definitions

Assessment Exemplars

Prime examples of what level of work constitutes a specific grade, such as the prime example of a Pass or Credit.

Assessment Moderation

The process for ensuring consistency of assessment marking across and within courses

Grades

The overall accumulation of marks received from assessments in a subject resulting in an overall grade for the subject indicating the quality of a student's work.

Learning outcomes

Learning outcomes are the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

Marks

A numeric result indicating the quality of a student's work in an assessment item against set criteria for that assessment item

Assessment Marking and Feedback Policy

Subject

A unit of academic work having a discrete designated code and title in which students enrol and complete specific work requirements and on completion of which the student is awarded a grade, such grades appearing on a student's academic record

6. Related policies and procedures

The following policies and procedures are related to this policy:

- Teaching and Learning Policy
- Assessment Policy
- Fairness Procedures
- Student Grievance Handling Policy & Procedure

7. Review

Four years from commencement.

8. Accountabilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and the Institute's community via the website and other publications.

9. Version Control

Document	Assessment Marking and Feedback Policy	Author	JMI Executive Management
Approver	Academic Board	Approved	11 July 2018
Version No.	4		
Reviewer	JMI Academic Board	Due for Review	July 2022