

In-term Assessment Management for TNE Partners.

The following procedure offers guidance to Partnership Campus Administrators (PCA) when preparing for Murdoch unit in-term assessments, including mid-term tests and student requests for deferred in-term assessments.

Preparation should commence after Unit Coordinators (UC) have uploaded all unit materials to LMS for an upcoming teaching period. Details of in-term assessments can usually be found in the Study Schedule and/or Assessment Component details in the Unit Outline (UO).

In-term Assessment Schedule Process:

1. The PCA prepares a draft in-term assessment schedule using the information available in the UO.
2. PCA provides the draft schedule to the TNE Liaison Team (TLT) no later than one week prior to the commencement of the teaching period (orientation week). The draft schedule must include the following information:
 - Unit Code and title
 - Affiliate lecturer name(s)
 - Unit Coordinator name
 - Duration
 - Teaching week where assessment is scheduled
 - Proposed date and time for the assessment
 - Any relevant remarks (ie extra reading time; open-book test)
3. The TLT seeks confirmation of the draft schedule from Unit Coordinators at Murdoch University, liaising with the PCA as required. The schedule is confirmed no later than the end of teaching week 1. The TLT will insert date information on when the test papers will be uploaded to the common drive. Note: PCA staff should not contact Unit Coordinators directly.
4. The PCA make all necessary arrangements for the assessments (room bookings, student notifications, etc), to be finalised no later than the end of teaching week 2. Requests for deferred in-term assessments as a result of student notification are to be managed in accordance with the process outlined below.
5. Assessment papers will be uploaded to the partner common drive by the TNE Liaison Team and can be retrieved by the Exams Office PCA 1 week prior to the assessment date.
6. At the conclusion of the assessment, **all** marked papers are provided by the affiliate to the Exams Office at the TNE location and moderation samples (either 10% or 10, whichever is greater) are forwarded by the TNE Exams Office staff to the relevant UCs directly via email.
7. TNE Exams Office to securely retain marked papers for a term of six months (e.g. six months from the time the **final results** have been released), papers can then be destroyed appropriately by the TNE Exams Office.

Deferred In-term Assessment Request Process:

Once it has been determined that a student is eligible to apply for a deferred in-term assessment, the student must complete the *Application for Deferred In-term Assessment TNE* form and submit it to the Murdoch Unit Coordinator via email with a CC to the relevant PCA. The decision must then be relayed to the relevant contacts at the Partnership Campus where necessary.

Things to note:

- In-term assessments are not managed by the University in the same way as final examinations, and are not administered via Murdoch's Exams Office, therefore the process in place for a deferred final exam/assessment request cannot be applied to in-term assessments. The exception to this is any supervised final assessment which occurs during the last week of teaching. Students seeking a deferred supervised final assessment scheduled at this time should be directed to Murdoch's Deferred Assessment page for advice:
<http://our.murdoch.edu.au/Student-life/Get-organised/About-exams/Deferred-assessment/>
- Students should be advised in the first instance that they are to make themselves available throughout the study period and should be advised not to book holidays or plan events at any time that may conflict with their study. It is acknowledged that there will always be anomalies or unforeseen circumstances and Murdoch Unit Coordinators will address these circumstances on a case-by-case basis, but students must be made to understand that the Murdoch Unit Coordinator is under no obligation to offer a deferred in-term assessment should the student decide to go on holidays, etc.
- All requests for a deferred in-term assessment must be routed through the relevant PCA before being sent to Murdoch for assessment, and PCAs must reject student applications without sending to Murdoch if:
 - The student did not attend the assessment because they misread the timetable, forgot, or slept in.
 - The student cannot attend the assessment because it is during their working hours, unless they provide supporting documentation showing that their employer has refused them leave.
 - The student has planned a holiday or event during the teaching period which conflicts with their attendance requirements

- Students who are eligible to apply must complete one application per unit as the application will be assessed by the individual UC for that unit.
- Murdoch Unit Coordinators have several choices when assessing a student request to defer an in-term assessment, including:
 - approving the request and providing another test;
 - deny the request and re-weight the student's final assessment; or
 - deny the request and the student will score zero for the assessment.

The decision is entirely at the academic discretion of the Murdoch Unit Coordinator.

- Unit Coordinators will send their deferred in-term test question papers directly to the partner exams office:
Kaplan: Joey Lai joey.lai@kaplan.com / Jasene Ong jasene.ong@kaplan.com
Dubai: Jessica Bou Abdallah jessica.bouabdallah@murdoch.edu.au /
Preeja Narayanan preeja.narayanan@murdoch.edu.au
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