



Policy Name:	Assessment Policy
Policy Date:	14 July 2009
Policy Code	AIM.PA.02
Date confirmed by ACB	TBA
Review Date	14 July 2010
Prepared by	Registrar
Date of Implementation	

ASSESSMENT

Assessment Methodologies

Assessment for the Bachelor and Diploma of Music is and Bachelor of Performance is based on both quantitative (academic units) and qualitative (performance units) measures of application. The modes of assessment for units will be drawn from the following:

- **Performance Examinations:** Assessed a student's performance level by a panel of staff and/or professional practitioners.
- **Technical Examinations:** To assess a student's technical performance proficiency on their chosen major. This may take the form of scales, studies etc.
- **Written Examinations:** Students will be assessed by their ability to articulate theoretical & historical information as well as applied analysis specific to the unit.
- **Written Assignments:** Students will be required in some units to complete written assessment items such as "Research Papers" and "Composition Folios". Generally these assignments have a 6 – 8 week lead-time.
- **Aural Examinations:** Students will be assessed by their ability to aurally recognise musical excerpts specific to the unit.
- **Seminar Presentation:** An informed oral presentation supported by audio-visual material.
- **Continuous Assessment:** In some units the teacher is assessing progress of the student continually throughout the unit. At the conclusion of a unit this assessment is based on the principles of application/ participation/ and professional attitude.
- **Reports:** In some cases, such as Arts management, the students will be asked to submit reports, which may be in a digital, or written form.

Sample of Assessment Advice

Each unit outline provides advice on the assessment for the unit and is presented as a table. An example is provided below in table 1.5a.

Assessment Type	When assessed	Weighting
Masterclass Attendance and Contribution	Continuous	12.5%
Technical Examination	Week 7	12.5%
Performance Examination*	Week 14	75%

Table 1.5a Assessment for Major Study Classical D1

Students are able to logon securely through the AIM website to MyAIM Student Portal (https://ems.aim.edu.au/php/student_summary.php) and view all unit outlines for which they are registered.

In addition to these unit outlines, students will receive a specific unit breakdown that is particular to the current semester of study. This document gives more specific detail to the assessment tasks.

The Student Handbook also provides students with general advice on assessment. An excerpt from the Student Handbook is given below:

Assessment Policy

This policy governs assessment at the Australia Institute of Music.

All assessment at the Australian Institute of Music must be conducted based on the principles of integrity, equity and veracity.

Student's responsibilities **Examinations**

Students must not help or receive assistance from other students during examinations.

Students must not borrow or lend equipment to fellow students during examinations.

Students must only bring into the examination room those materials, computer software and other devices specified for the examination.

Assessment Tasks

Students must cite sources using the Harvard referencing method when copying or paraphrasing somebody else's ideas, words and work.

Students must not use other people's ideas, words and work and pass them off as their own.

In the case of individual as opposed to group assignments, students must not work collaboratively with other students in the preparation of the assignment and then submit an assignment which is almost identical to another student's work.

Students must do their own work- they must not ask another person to complete an assessment task for them.

AIM's responsibilities

Procedural Fairness

- Students must be given reasonable notice of assessment in terms of expectations, weighting and due date.
- Students must be treated fairly, with respect and with due regard to their privacy.
- Student's privacy must be treated with discretion.

Semester Examination and Assessment Schedule

Examinations are carried out at the end of each semester. Mid-semester assessment will be organised to follow the principle to allow for a reasonable spread of assessment burden accordingly

Assessment schedules are outlined in the AIM unit outlines which can be viewed by students via the MyAIM logion. End of semester Examination Timetables are published on the AIM website.

Assessments should be carried out according to the unit outline.

Any student who is absent from an examination due to illness or misadventure must provide a doctor's certificate or other supporting documentation to the Registrar. This must be done before the Examination Review Committee meets.

Deferred Examination

Any student requesting a deferred end of semester examination through illness or misadventure, significant performance or professional opportunities or other approved reason must complete an application for Examination Deferral form, submit this to Student Services to be tabled at the next Discipline and Appeals Committee meeting. Requests for mid semester examination deferrals can be dealt with by the teacher directly. If the outcome of a deferral request is unsatisfactory to the student then official request for a deferred examination can be lodged with the Registrar to be tabled at the next Discipline and Appeals Committee. Teachers are to keep a record of requests for deferred mid semester examination and should consult their Head of Department if they need advice on the matter.

Examination Rules

Attendance at examinations

Attendance at examinations is compulsory. Failure to attend examinations with no satisfactory explanation may result in automatic failure for that unit.

Students must be present at examinations at the correct time and place. It is a good idea to arrive at your exam room 15 minutes before the exam is due to begin. Incorrectly reading or misunderstanding the examination timetable will not be accepted as a reason for failure to attend an examination.

Admission to the examination room

Students are required to display their current student identification card for entry into the examination room. Students will not be able to sit their exam if they cannot produce a current and valid student identification card. Students should go to student services to replace lost or stolen student identification cards.

On entering the exam room students should go directly to their seats and follow the instructions of the exam invigilator. Students are not permitted to read or begin their exams until they are instructed to do so. Students must place their student identification cards on their desk while they are doing their exam.

Students are not permitted to enter the exam room after 50% of the total exam time has elapsed.

Leaving the exam room

Students are not permitted to leave the examination room after 50% of the total exam time has elapsed. Students who are given permission to leave the exam room early must do so without disruption to fellow students.

Readmission to the exam room

Students will not be re-admitted to the exam room after they have left the exam room unless they have been under approved supervision during the full period of their absence.

Reading time

If the teacher of the unit is not present for an examination then ten minutes at the beginning of the exam is designated as reading time. During reading time, writing is not permitted.

Conduct of students

Students may not communicate with any person except authorised invigilators during an examination. Should students need to communicate with an invigilator they should raise their hand and wait for the invigilator to attend to them. Any student who is found cheating, behaves in a disorderly manner or otherwise disrupts an examination is liable to face disciplinary action as determined by the Registrar.

Material or Equipment in the Examination Room

No material or equipment other than that specified on the examination paper may be brought into the examination room.

Students must ensure that any mobile phone or pager in their possession is switched off and placed under the examination table. Examination supervisors have been authorised to confiscate, for the period of the examination, any mobile or pager that is not switched off or causes disturbance in the examination room.

Dictionaries are not permitted unless otherwise specified on the examination paper, or where approval has been granted by student services personnel prior to the examination.

It is the responsibility of students to ensure that calculators brought into the examination room meet the specifications set. Students should check with student services personnel prior to the examination if they are in doubt.

Absence from an Examination due to illness

Students are expected to contact AIM Student Services at least one hour before an exam if they are unable to attend the examination.

An exam deferral form and medical certificate duly completed by a registered medical practitioner must be submitted to student services within 2 days of the missed exam.

Where a student is prevented from attending an exam due to misadventure, the circumstances must be clearly beyond the control of the student and where possible must be clearly documented (e.g. a police report).

AIM is not bound to accept a backdated illness/misadventure form. Submission of an illness/misadventure form does not guarantee an alternative exam.

Special Consideration

Students may apply for special consideration if they:

- attend an examination but are forced to leave before the end of the allocated time due to illness or misadventure.
- finish an exam, but believe their performance was affected by illness or circumstances beyond their control.

A medical certificate duly completed by a registered medical practitioner and dated on the day of the exam must be submitted to student services when requesting consideration. This will be attached to a special consideration form (available at student services) that must be completed by the student.

Requests for special circumstances must be submitted to student services no later than one day after the examination.

Release and Publication of Results

End of semester results are tabled at the Examination Review Committee scheduled to meet at the end of each semester. After the Examination Review Committee confirms all results, results are made available to students via MyAIM. Minutes from the Examination Review Committee Meeting are tabled at the next scheduled meeting of the Academic Board.

AIM Grading System

Grade descriptors are used for all units where qualitative assessment is required. These do not apply to VETAB accredited Certificate programs. Descriptors are relative to the unit level, the criteria applied more vigorously against work at higher levels. It should be noted that the descriptor may not be present in every assessment task. All grades for student achievement in a unit are recommended by teachers appointed to teach units in a semester and delivered to the Head of Department at the end of the semester by the advertised due date. The Head of Department is responsible for the accurate collation of results for all units within the department's responsibility. Grades can only be released to students after confirmation by the Examinations Review Committee that meets at the end of every semester.

Grade descriptors

GRADE	ABBREVIATION	PERCENTILE	DESCRIPTOR
High Distinction	HD	85-100	Outstanding or exceptional work in terms of understanding, interpretation and presentation. Displays genuine originality and sophistication of thought. Informed, up-to-date, also highly independent and persuasive. Expression/technique lucid and perhaps elegant and presentation professional. May have potential for publication or public performance. Comprehensive and outstanding technical control and musical integrity in relation to developmental expectations. Musical individuality consistently projected to create a persuasive personal representation of the work. Performance flair indicative of soloist standard - indicates exceptional technical virtuosity and musical artistry.
Distinction	D	75-84	A very high standard of work which demonstrates originality and insight Informed, up-to-date, sustains a clear, cogent and persuasive argument. Shows evidence of wide reading or listening which has been effectively assimilated. Highly competent in conceptual, discursive and interpretive areas. Evidence of insight into topic and material. Evidence of thinking which goes beyond lectures and tutorial discussion. Excellent technical, musical and stylistic achievement. Consistently coherent and expressive performance. Some personal interpretation of the work suggesting soloist potential.
Credit	C	65-74	Demonstrates a high level of understanding and presentation and a degree of originality and insight Can organise material but argument may lack clarity, or be very derivative, or be poorly structured. Alternatively, it may be good work which goes astray at crucial points. Generally dependent upon lecture and tutorial material Command of writing, playing/singing and presentation skills adequate. Confident technique with evidence of solid musicality and some stylistic achievement. Occasional lapses indicative of unresolved technical, artistic and/or stylistic issues.
Pass	P	50-64	Satisfies the minimum requirements. Adequate and passable. Lacks sophistication but has some understanding of the material and basic skills of argumentation and interpretation. Writing generally but not always grammatical. Presentation weak. Satisfactory level of preparation and musical engagement. Some inconsistencies in musicianship, style and/or technique. Musical imagination and overall performance sense developing though some insecurity in this area.
Fail	N	0-49	Did not achieve minimum requirements of the unit. Very poor quality work. Unacceptable. Little or no evidence of effort or of basic academic or technical skills. Negligible grasp of the material or of relevant issues. Expression poor to the point of being illiterate. Very badly presented.

Withheld	W	N/a	Results may be withheld where students have fees outstanding or have failed to return materials on loan from the library. Results and academic transcripts will not be available until items are returned. This may also delay the eligibility of a student to graduate. Once items have been returned results will be made available.
Advanced standing	AS	N/a	Application through AIM Recognition of Prior Learning (RPL) procedure to satisfy requirements of the unit.
Deferred Assessment	DE	N/a	Deferred assessment granted.
Withdrawn without penalty	WD	N/a	Withdrawal from a unit before semester census date or approved withdrawal after semester census date without incurring debt for unit and no academic penalty. This grade may be awarded by the Registrar or his nominee if a student has submitted written advice of withdrawal from the unit prior to census date for the semester.
Withdrawn with penalty	WN	N/a	Withdrawal from a unit after semester census date incurring debt for unit and academic penalty (equivalent to Fail).
Satisfactory Achievement	S	N/a	Awarded only in an ungraded unit
Unsatisfactory Achievement	U	N/a	Awarded only in an ungraded unit
No result submitted	ZZ	N/a	Where there is no result for a student for a unit prior to the meeting to the Examinations Review Committee the Registrar or his nominee must enter: (i) a grade of ZZ; and (ii) a brief explanation from the HoD responsible for the unit (did not attend class etc). The student's record is then checked for withdrawal date prior to the meeting of the ERC for the semester. Notwithstanding a decision of Discipline & Appeals Committee, a grade is awarded by the ERC as either: WD - withdrawn from unit before census date, no academic penalty, and no tuition liability. NB. This grade may be awarded by the Registrar or his nominee if a student has submitted written advice of withdrawal from the unit prior to census date for the semester; or WN - withdrawn from unit after census date, academic penalty (equivalent to FAIL), tuition liability incurred; or or other grade supported by documented evidence.
Thesis/Project submitted	TH	N/a	For honours and postgraduate units that require the submission of a thesis or project and thesis or project grade has not been finalized.
Thesis/Project progress satisfactory	TS	N/a	For honours and postgraduate units that require the submission of a thesis or project completed over more than 1 semester.
Thesis/Project progress unsatisfactory	TU	N/a	For honours and postgraduate units that require the submission of a thesis or project completed over more than 1 semester.
Participated in class without assessment	AC	N/a	

Assignment Policy

Acknowledgement of source material and referencing in all written assignments must conform to the Harvard referencing style.

Cover pages for assignments should contain the following information:

- Student name and number
- Unit name
- Teacher's name
- Title of assignment
- Date due

Students must keep a copy of all assignments submitted for examination.

Academic Misconduct

All AIM students are expected to maintain high standards of academic honesty and integrity. Academic misconduct covers all circumstances where students attempt to cheat, plagiarise, and act dishonestly when undertaking assessment tasks, or assisting fellow students to do so. Students are considered guilty of cheating if they act in a way which gives them unfair academic advantage. Students may be guilty of this if they copy another student's work, or in any way

mislead their teachers or Head of Department about their ability, knowledge, skills, or amount of original work they have undertaken.

Student misconduct is characterised by students; behaving dishonestly, harassing or interfering with other students or staff, disrupting other students' learning, failing to comply with legal requirements; mistreating or destroying AIM property or the property of other students or teachers; altering or destroying AIM documents or records; marring the good name of AIM; or otherwise act in an inappropriate manner. AIM will report all criminal acts committed by AIM students to the relevant authorities.

In assessing an instance of misconduct the following principles will be observed:

- Students must be judged innocent of any academic misdemeanour until such time as they have admitted to it or evidence is found of such behaviour.
- Any misconduct in the past cannot be regarded as evidence that the student has again behaved dishonestly.
- Each case of academic misconduct will be treated separately. The first case of misconduct will be treated more leniently than each subsequent case.

Any student who is found guilty of academic misconduct will have the details of the case recorded in their student file. Penalties imposed for student misconduct will correspond to the nature and extent of the misconduct, with the first offence being penalised more leniently than each subsequent instance of misconduct. Penalties which may be imposed are: reduced grades, receiving a grade of N (Fail) for assessment tasks or as a final grade, placed on probation requiring regular meetings of review with the Head of Department. Serious or recurring instances of misconduct may result in the student being excluded permanently from AIM.

Students will be notified in writing by the Registrar of any penalties which are the result of proven misconduct. Students are able to appeal these decisions on the basis of procedural anomalies or factual errors which have a significant effect on the final decision. Students should appeal in writing within 14 days of the date of the student being notified of the decision.

Plagiarism & Cheating

Plagiarism – means to take and use another person's ideas and or manner of expressing them and to pass them off as one's own by failing to give appropriate acknowledgement.

Cheating – means seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed by a student for assessment.

Expectations for Assessment

The Australian Institute of Music sets work for assessment with the expectation that it is either:

- the sole effort of the student;
- or the sole effort of a designated group of students who hand in a joint piece of work;
- or the effort of a individual student who may have discussed general principles with others in order to understand the topic, but who is responsible for submitting an individual piece of work;
- or the sole effort of the student based on an outline answer given as part of the course material.

It is the responsibility of the student to acknowledge all sources used in an assignment or work submitted for assessment for any program offered by the Australian Institute of Music. Failure to do so is considered plagiarism.

Work not completed by a student and intentionally submitted as that student's work is cheating.

Students are encouraged to develop sound study and note-taking practices to avoid unintentional plagiarism that is considered an academic misdemeanour of failing to reference a source correctly.

Disciplinary Procedure (Plagiarism and Cheating)

A staff member that discovers an instance of a student guilty of plagiarism or cheating must report the incident to the Head of Department including a copy of the assignment in which the plagiarism or cheating has been discovered. **No staff member is permitted to make a unilateral decision on any instance of plagiarism or cheating.** The Discipline & Appeals Committee will consider cases of plagiarism. The committee will determine whether the student has either:

1. attempted to intentionally pass the work off as his/her own or;
2. has unintentionally failed to appropriately reference a source.

In the case of 1:

- the assignment will be disallowed and not given an assessment. The student will lose the marks allocated to the assignment.

In the case of 2:

- the student will be directed to remedy the deficient references and resubmit the assignment within two days of notification of the committee's decision.
- A student will be required to appear before the committee and has the opportunity to make a submission to the committee. If the student does not attend the meeting a decision will be made in his/her absence. A repeated instance of plagiarism and/or cheating may lead to a review of a student's candidature.
- Students will be notified in writing by the Registrar of any penalties which are the result of proven academic penalty. Students are able to appeal these decisions on the basis of procedural anomalies or factual errors which have a significant effect on the final decision. Students should appeal in writing within 14 days of the date of the student being notified of the decision.