

EXAMINATIONS AND ASSESSMENT

Academic

There are two forms of assessment conducted at AICM. The first is in class assessment which takes the form of presentations, tutorials and performances. The second is the scheduled examinations conducted during the two weeks allocated at the end of each semester (Weeks 18 and 19).

Currently the following units conduct formal academic examinations during Week 18 –

- History 1
- History 2
- History 3
- History 4
- History 5
- History 6
- Musicianship 1
- Musicianship 2
- Musicianship 3
- Musicianship 4
- Harmony 1
- Harmony 2
- Harmony 3
- Harmony 4
- Harmony 5
- Harmony 6
- Music Criticism

Academic Examinations are viewed as a legitimate and appropriate way of validating student performance in the areas listed. *Examination* is part of the approved unit outlines and students are made aware of the examination assessment component from the commencement of the unit each semester.

Academic Examinations are conducted under appropriate examination conditions and managed by the Campus Dean's office with respect to examination papers; security; conduct and outcomes. The process and conduct is assessed on completion each semester in the interest of continuous improvement.

Practical

Principal Study students are also required to present for a practical examination.

Students in Semesters 1-5 are required to present 3 pieces (or 15 minutes) in front of an adjudication panel of not less than 2 examiners. The expectation is that the pieces presented for examination will have been developed and rehearsed considerably with *Principal Study* teachers throughout the semester.

Students in Semester 6 are required to present a 45 minute recital. This is presented to an adjudication panel of not less than 3 examiners – and is open to the public.

Practical Examinations are conducted under appropriate examination conditions and managed by the Campus Dean's office with respect to security; conduct and outcomes. The process and conduct is assessed on completion each semester in the interest of continuous improvement.

ASSESSMENT

Assessment of student performance, in any unit, is continuous and/or progressive and is recorded at the end of the semester in which the unit is completed. The grade for that unit is based on the total marks gained for the various sub elements.

Coursework units are assessed on the basis of varied tasks presented at different times during the semester. Each assignment is assessed by the lecturer and the student is given appropriate feedback.

Research work is a mix of consultation and revision of documents with a final grade allocated by either an external marker or a combination of external and supervisor.

Every effort is made to vary the nature of assessment tasks to allow for different learning styles; to ensure that assessment is appropriate to the subject being studied; and to ensure a balance in the assessment between theoretical understanding and effective practice. For each assessable task the following information is provided to students at the commencement of the study of each unit via the Course Unit Outline and class discussion –

- due date;
- length, where appropriate, or alternative specification of expectations;
- the weighting of the task in relation to overall unit assessment;
- a description of each assessment task with adequate information to enable students to understand what is needed.

Students are encouraged to contact the lecturer to raise questions, seek clarification or discuss difficulties in regard to any aspect of a unit, including assessment tasks. Alternative assessment tasks, deemed to be equivalent to those published in the unit outline, may sometimes be negotiated between lecturer and students, provided such tasks accord with the stated purpose and learning outcomes of the coursework unit.

The Academic Board values consistency in the student assessment processes across the course/s, and seeks to maintain assessment standards comparable with those of Australian universities. The Campus Dean monitors assessment issues across the organisation, checking to ensure that assessment tasks are appropriately spread rather than clustered into one or two weeks, and discussing with the faculty the expected standards, results submitted, and progress of individual students.

Moderation takes place at the end of each semester and involves the Campus Dean, relevant staff members and external consultants.

The Campus Dean prepares a detailed Assessment Report and the Teaching and Learning Committee members carefully consider the distribution of grades. If satisfied with the outcomes, the Teaching and Learning Committee approves the results for publication.

AICM Grading Scale

Grade	Definition	Mark	Explanation
HD	High Distinction	85-100%	Outstanding level of achievement
DD	Distinction	75-84%	High level of achievement
CR	Credit	65-74%	Above average level of achievement
PP	Pass	55-64%	Required level of achievement
CP	Conceded Pass higher level	50-54%	Below level of achievement with potential to achieve
S	Satisfactory		Ungraded pass
FF	Fail	0-49%	Unsatisfactory level of achievement (Graded)
U	Unsatisfactory		Ungraded fail
AF	Absent Fail		Fail due to non-attendance at examination
WF	Withdrawn Fail		Fail due to withdraw from subject after cuff-off date
TF	Attendance Failure		Fail due to attendance being less than 80%
WH	Withheld Result		Results not yet available
CG	Credit Granted		Recognition of Prior Learning
NA	Not Applicable		

Results are distributed to students in a timely and appropriate way – usually within 4-5 days of approval from the Teaching and Learning Committee.