

Policy Name	Assessment Policy
Policy Number	A004
Approval Authority	Board of Directors
Responsible Officer	Director of Studies
Operational Responsibility	Director of Studies & Heads of Faculty
Purpose	The policy aims to establish the principles of assessment for student work within the provided Higher Education units delivered at LCI Melbourne (LCIM).
Scope	The policy applies to all accredited units offered and to all Academic staff and students.
Policy Statement	LCIM defines and develops learning outcomes and assessment criteria to confirm students' achievements and success at particular higher education award levels as specified by sector standards and the Australian Qualifications Framework (AQF). Assessments are designed to measure student performance against unit learning outcomes, to promote learning, achieve graduate outcomes, and enhance student attributes. LCIM sees learning and assessment as part of an ongoing feedback process. The assessment provides information on learning that has taken place in order to foster and further develop future learning.
Policy Strategies	LCI Melbourne's approach to assessment is informed by the Higher Education Standards Framework (Threshold Standards) 2021 made under section 58(1) of the Tertiary Education Quality and Standards Agency Act 2011. The strategy and principles of assessment at LCI Melbourne include that: 1 Standards of performance should be described for assessment tasks in sufficient detail as outlined in the Assessment Guide document 2 Standards should be defined in the context of the unit and at an appropriate AQF level 3 Assessment standards should be benchmarked against field of education and professional industry standards with internal and external benchmarking procedures 4 Assessment methods and criteria are based on Academic achievement aligned to specific unit and program learning outcomes for each qualification 5 Assessment methods include the provision of formative and constructive feedback in a timely manner for students to measure and track their progress against the learning outcomes 6 Assessments should be fair, equitable and objective 7 Assessments should be moderated using appropriate moderation techniques to ensure parity across units and AQF level

	8 Moderation should furthermore include academic staff peer review to ensure tasks are appropriate for unit learning outcomes 9 Students should have the opportunity for formative and summative learning experiences that are used to determine grades. This may include student peer review, student self-review and external industry critique panels. 10 Summative assessment leads to completion of the unit with program completion leading to graduation. 11 Penalties apply for late submission. <i>(Refer to the Assessment Procedure)</i>		
Relevant Legislation	Higher Education Standards Framework (Threshold Standards) 2021 2016 Higher Education Support Act (2003) Australia Qualifications Framework (AQF) Education Services for Overseas Students Act 2000 (ESOS) Commonwealth Register of International Courses for Overseas Students (CRICOS)		
Key Related Documents	A004 Assessment Procedure A002 Learning and Teaching Policy and Procedure A003 Academic Integrity Policy and Procedure G007 Benchmarking Policy and Procedure A001 Academic Complaints and Appeals Policy and Procedure		
Date Approved	9 October 2024		
Date of Commencement	9 October 2024		
Date for Review	MTG 4 2025		
Amendment History	Updates to Policy and Procedure		
Documents superseded by this Procedure	Assessment Policy Version 1.0 2020		
Signed and dated for LCI Melbourne	Professor Andrew Flitman	MTG 4 2025 AB minutes	6 October 2025

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Policy / Procedure Category	Academic
Responsible Officer	Director of Studies
Stakeholders	Academic (Teaching) Staff – Permanent Academic (Teaching) Staff – Sessional/Casual Director of Studies Student Experience Lead Students
Review Date	MTG 4 2025
Approved by Academic Board	

Change and Version Control				
Version	Authored by	Description of changes	Date Approved	Effective Date
1.0	Academic Dean	LCI MELBOURNE Student Assessment.pdf	December 2017	December 2017
2.0	Academic Dean	Merged data from LCI MELBOURNE Course Progression and LCI Vancouver Policies	January 2018	January 2018
3.0	Academic Dean	Superficial changes – updated language for consistency eg program leader to discipline leader, course to unit, program to course	August 2018	August 2018
4.0	Dean	New policy and procedure	February 2020	February 2020
5.0	Dean	Revised policy	10 October 2022	10 October 2022
6.0	Dean	Revised policy and procedure	October 2024	October 2024
7.0	Campus Director	Revision to policy	9 October 2025	9 October 2025