



Student Assessment Policy 2025

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Part 1 Purpose and application

1.1 Purpose

- (1) This policy and its procedures outline the process for collecting relevant evidence and making informed judgments to evaluate student learning outcomes for students enrolled in USPP. It aims to ensure equity and consistency in assessment procedures.
- (2) The purposes of assessment are to:
 - (1) promote, enhance, and improve the quality of student learning through feedback that is clear, timely, constructive, and relevant to the needs of the student.
 - (2) to measure and confirm student performance and achievement against the defined learning objectives of each subject.
 - (3) reward student effort and achievement with an appropriate grade; and
 - (4) provide data to support the continuous improvement of the curriculum and the effectiveness of teaching and learning practices.

1.2 Start date

- (1) This policy commences the day after the day on which it is registered.

1.3 Application

- (1) This policy (and its procedures) applies to students enrolled in the USPPs delivered on behalf of The University of Sydney by Navitas Australia Pty Limited (CRICOS Provider Code: 01682E) trading as Taylors College Sydney (the College), and to staff and affiliates of the College.

1.4 Policy is binding

- (1) Except to the extent that a contrary intention is expressed, this policy binds The University of Sydney Foundation Program Pty Limited (CRICOS Provider Code: 00026A), staff, students and affiliates.

Part 2 General principles

- (1) This policy and its procedures are underpinned by the following principle
- (1) Staff and teaching affiliates in consultation with the University Faculty Liaison Officers (FLOs) will design appropriate teaching, learning, and assessment practices that advance student learning and uphold academic integrity.
 - (2) The College will clearly communicate assessment practices to students and provide appropriate training and support.
 - (3) Staff and teaching affiliates will apply valid and fair assessment practices and adopt good teaching and learning strategies.
 - (4) Staff and teaching affiliates will regularly evaluate and, where necessary, improve their assessment approaches.
 - (5) The College will actively promote excellent assessment design and support the ongoing professional development of staff.
 - (6) All students and staff will be treated in accordance with the College's values, policies, and procedures.
 - (7) The College will uphold procedural fairness in all matters relating to the application of this policy and its procedures.

Part 3 Records Management

- (1) Records in association with this policy will be kept in accordance with the Records Management Policy and Procedures.
- (2) Confidential documents related to the implementation of the policy will be maintained according to relevant privacy requirements.

Part 4 Definitions

Academic integrity	means the honest and ethical behaviour in all academic activities and acknowledgement of the work of others.
Academic misconduct	<p>means an intentional or unintentional breach of academic integrity. Academic misconduct includes, but is not limited to:</p> <ul style="list-style-type: none"> • Breach of examination or assessment rules • Bribery • Cheating • Collusion • Contract cheating • Information fabrication or falsification • Plagiarism • Recycling • Student identity fabrication or falsification.
Affiliates	means consultants and contractors to the College; members of the Board of USFP; members of college committees; and any other persons appointed or engaged by USFP to perform duties or functions on its behalf.
Appeal	<p>means the request by a student for a review of a decision made by the College:</p> <ul style="list-style-type: none"> • about an outcome of a complaint by a student or about a student • to cancel an enrolment • in response to a Notification of Intention to Report (NIR) • in response to a request by a student to suspend their enrolment • on a grade outcome • in response to a student's application for special consideration • as a result of a misconduct finding and/or penalty.
Appeals Officer	means the staff member of the College to review, investigate and decide the outcome of a student's internal appeal.
Assessment	means the process of collecting different types of evidence to decide if a student has gained the required knowledge, skills, or performance needed to meet the learning goals of their USPP modules

Assessment Moderation	means a quality assurance process that promotes student assessments are fair, consistent, and accurate by reviewing how different teachers mark and grade work.
Assessment Notice	A formal notification by the College setting out instructions and expectations on how to complete an assessment
Breach of examination or assessment rule	means failure to comply with the examination or assessment rules provided to students.
College	means Taylors College Sydney, including its staff, affiliates and contractors.
College Director	means the most senior staff member for the College (or their delegate).
CRICOS	means Commonwealth Register of Institutions and Courses for Overseas Students.
Critical incident	<p>means a traumatic event, or the threat of a traumatic event, either on or off campus or on-line) that causes extreme stress, fear or injury to one or more students, such as significant disruption to the study routine (which might prevent a student from completing or continuing with the course), an emergency management situation, or threat to the safety of students and staff.</p> <ul style="list-style-type: none"> • Critical incidents include but are not limited to: • missing students • severe verbal or physical aggression • critical mental health episodes • drug or alcohol abuse • domestic violence • physical, sexual or other abuse or assault • death, serious injury or any threat of these • serious accidents • fire or natural disaster
Delegate	means a person who has been authorised to perform a specific responsibility.
Department of Home Affairs (DHA)	means the Australian Government department responsible for issuance of student visa and provision of student visa services.
Diagnostic Assessment	means a planned process to understand what newly enrolled students already know and can do, so teachers can plan lessons, and the College can provide the right level of support.

Due process	means making decisions according to published College rules, policy, procedure and local provisions, as current at the time the decision was made, or the action was performed.
eCoE	means the electronic Confirmation of Enrolment issued by the University of Sydney to verify a student's enrolment in a USPP course.
Enrolment	means confirmed acceptance into a USPP course where a student is progressing towards the completion of the course requirements.
Formative Assessment	means to assist students to identify areas in which they need to improve their understanding and enhance their learning.
Grade	means a mark or score or outcome indicating the quality of a student's work.
International student/overseas student	means a person (whether physically located within or outside Australia) who holds or needs a visa with rights to study in Australia, and who has the right to enrol at the College.
Learning Management System (LMS)	means the system used to record and monitor student learning, support measures and academic progress.
Mitigating circumstances	means circumstances outside of the student's control that have had an adverse effect on the student's work or ability to work for example, critical incidents, health issues or misadventure affecting the student.
Reasonable adjustment	means an adjustment in relation to a student with a disability that balances the interested of all parties affected, including the College, staff, and other students, as provided for in the Student Disability Policy and Procedures.
Resit	an opportunity to retake an exam, that a student previously failed or did not achieve a satisfactory grade in.
Resubmission	The act of submitting necessary corrections, improvements, or revisions
SMS	means the system used to record student personal information and grades.
Student	means a person who is currently an enrolled student in a University of Sydney Preparation Program (This does not include former students).
Subject	means a separate unit of study; a combination of Modules makes up a course of study.

Special Consideration in Assessment

means an adjustment compensating for mitigating circumstances that have impacted an individual student's ability to demonstrate their learning achievements in an assessment.

Summative Assessment

means to enable judgment on the quality of a student's learning, generally in terms of assigned marks and grades.

University of Sydney Preparation Programs (USPPs)

means the non-award pathway programs offered by The University of Sydney and delivered by Navitas Australia trading as Taylors College Sydney. They include the University of Sydney Foundation Program and the High Achievers Preparation Program (HAPP).

Part 5 Notes

Recissions and replacements

This document replaces the following, which are rescinded as from the date of commencement of this document:

STUDENT ASSESSMENT POLICY AND PROCEDURES 2021

USPP Student Assessment Policy 2025

Date adopted	30 June 2025
Approver:	USFP Board of Directors
Owner:	College Director
Review date:	At least once every 5 years from the date of commencement.
Rescinded documents	STUDENT ASSESSMENT POLICY AND PROCEDURES 2021
Related documents	<p>Competition and Consumer Act 2010 (Cth)</p> <p>Corporations Act 2001 (Cth)</p> <p>Education Services for Overseas Students (ESOS) Act 2000 (Cth)</p> <p>Education Services for Overseas Students Regulations 2019 (Cth)</p> <p>Higher Education Standards Framework (Threshold Standards) 2021</p> <p>National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code)</p> <p>National Standards for Foundation Programs</p> <p>Privacy Act 1988 (Cth)</p> <p>Medical/Health Form</p> <p>Student Internal Appeals Form (Phase 3)</p> <p>Critical Incidents Involving Students Policy and Procedures</p> <p>Academic Integrity Policy and Procedures</p> <p>Assessment Moderation Policy and Procedures</p> <p>Monitoring Course Progress Policy and Procedures</p> <p>Records Management Policy and Procedures</p> <p>Student Attendance Policy and Procedures</p> <p>Student Complaints and Appeals Policy and Procedures</p> <p>Student Code of Conduct</p> <p>Student Disability Policy and Procedures</p> <p>Student Enrolment Terms and Conditions</p> <p>Student Learning Assistance Policy and Procedures</p>

Student Misconduct Policy and Procedures

Student Privacy Policy

Student Sexual Misconduct and Sexual Harassment

Part 6 Amendment history

Register Version	Approved by	Clause	Amendment	Commenced