

DOCUMENT TYPE	P	 LA TROBE UNIVERSITY
ACADEMIC	1	
TEACHING AND LEARNING	1	
ASSESSMENT	2	
NUMBER	005	
		Policy Database Document Reference Number 112005P

DIFFERENT INSTANCES OF A SUBJECT POLICY

Purpose/ objectives	To ensure that students taking different instances of the same subject have a comparable learning experience and equivalent learning outcomes and to ensure equivalence of assessment criteria.
Scope/ Application	<ul style="list-style-type: none"> • all campuses • all subject co-ordinators • all staff teaching in different subject instances
Policy Statement	<p>A subject of La Trobe University may be offered in different <i>instances</i>. Each instance of a subject must:</p> <ul style="list-style-type: none"> • be of the same standard • lead to equivalent learning outcomes for the student; • involve comparable workloads for the student; • cover the same material; and • use variations in timing, teaching and use of technology to maximise the benefits to students in ways appropriate to the circumstances. <p>Where instances are conducted by different people, there is to be one subject co-ordinator with overall responsibility for ensuring equivalence of learning outcomes, assessment criteria and standards. Regular consultation between subject coordinators and different instance teaching staff is required.</p> <p>Processes must be in place to ensure equivalent learning outcomes and standards between instances. There should be identical assessment criteria, measures and standards between instances.</p> <p>At least 50% of assessment tasks should be identical between instances.</p>
Supporting Procedures	Different Instances of a Subject Procedures
Responsibility for implementation	Deans Heads of School
Responsibility for monitoring implementation and compliance	Heads of School Subject coordinators
Status	Revised format and content. Prior approval Academic Committee 29 March 2001 (min. ref. 103.2.3). The implementation of the latest version of this policy supersedes all previous versions of this policy.

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Key stakeholders	Chair, Academic Board Chair, Academic Committee Pro Vice-Chancellor (Curriculum and Academic Planning) Associate Deans (Learning and Teaching) Registrars Academic Services Managers SRC
Approval Body	Academic Board 19 November 2008 Minute 428.3.5 Council
Initiating Body or person(s)	Academic Committee
Definitions	<p>Instance: each distinct offering of a subject. Instances may differ in one or more particulars, for example: location, mode, length and intensity of teaching period, facilities and resources (e.g. staff, equipment, space).</p> <p>Moderation: the process of scrutinising a selection of pieces of work from an assessment task to review and verify the level and consistency of the marks allocated by the markers against published assessment criteria. Faculties may additionally choose to consider quota or norm-based moderation.</p>
Related legislation	Not applicable
Related Policy and other documents	Assessment Policy Assessment Procedures Comparability of Assessment and Subject Review Form Responsibilities of Subject Co-ordinators Guidelines
Date Effective	November 2008
Next Review Date	October 2009
Keywords	Subject, different instance, moderation, assessment
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