

Assessment Procedures

Section 1 - Overview

(1) These Procedures are for the guidance of UNE Representatives and Students of the University in applying the [Assessment Rule](#), and must be read in conjunction with that Rule.

(2) These Procedures acknowledge that the types and volume of Assessment used throughout the University are diverse and vary according to the academic discipline.

Section 2 - Scope

(3) These Procedures recognise three types of units in coursework awards:

- a. 'regular' units;
- b. units with a work placement; and
- c. research dissertation, special reading topic or project-based units.

(4) These Procedures apply to:

- a. all programs of study undertaken by coursework offered by the University; and
- b. all UNE Representatives and Students and all institutions, domestic and international, with which UNE has a partnership arrangement under which UNE accepts responsibility for assessment.

Section 3 - Procedures

Design of Assessment, Academic Standards and Benchmarking

(5) Assessment Tasks are designed to allow Students to demonstrate the unit and course learning outcomes.

(6) Criteria-Based Assessment

- a. Assessment Criteria for each Assessment Task must be described in sufficient detail to enable Students to meet the requirements of the task and demonstrate the associated Learning Outcomes.
- b. Student achievement in Assessment Tasks must be determined by a Student's standard of performance, which should be Benchmarked wherever possible against discipline, professional and/or industry standards.
- c. Unit Assessment Task (except for selected-response questions such as multiple choice, true/false and similar quiz-style questions) must be criterion-referenced. Assessment Criteria for marking an examination should be prepared at the time of setting the examination paper.

(7) Timing of Assessments

- a. Timing of Assessments will be reasonable and sustainable for Students, staff and organisation units.
- b. Each unit will (ideally) include a review of Student progress early in the teaching period, to provide formative

feedback and to identify if additional support is needed.

- c. The impact of Assessment in other units in a structured course in which a Student may be enrolled should be considered when setting the timing of Assessment Tasks in core units.
- d. Course and Unit Coordinators should make all reasonable efforts to ensure that Students are not disadvantaged, or that there is minimal impact on Assessment Tasks and their marking, as a consequence of University-related activities such as a practicum.

(8) Number of Assessment Tasks

- a. Assessment in regular units will be based on more than one Assessment Task and generally more than one assessment method (wherever practicable).

(9) Equivalence of Assessment between Various Modes of Offering

- a. When a unit is offered in differing modes or locations, there may be valid reasons for varying the Assessment Task, but they must address equivalent Student Learning Outcomes.

(10) Volume of Assessment

- a. The [Credit Point and Student Workload Policy](#) specifies a six-credit-point unit is estimated to require a total Student workload of approximately 150 hours, with the exception of practicum requirements.
- b. Every unit must have at least one Assessment Task that is not a supervised examination.
- c. Unless a discipline has an Amount of Assessment Policy (that has been approved by the Academic Board) the maximum word limit for a six-credit-point coursework unit, in which the predominant assessment task is a written essay, report or similar is:
 - i. 100 level units — 5000 words;
 - ii. 200 or 300 or 400 level units — 6000 words;
 - iii. 500 level and higher units — 7500 words.
- d. A two-hour-and-fifteen minute examination is equivalent to 2000 words.
- e. These limits do not apply to Assessment Tasks requiring discipline-based formats (e.g. in character-based languages, language proficiency units, musical notation tasks, mathematical problems involving formulas and calculations).

(11) Weighting of Assessment Tasks

- a. The assessment weightings of individual Assessment Tasks in a unit should be guided by the relative importance of each to Student learning and achievement of the unit Learning Outcomes.
- b. A single examination must be weighted at least 30% and no more than 60% of the aggregate mark.
- c. Selected-Response Assessment Tasks (e.g. multiple-choice and true/false questions) including those in an examination must not exceed 70% of the aggregate mark.
- d. An online quiz must have a specified word equivalent except for those types of Assessment in Clause 10e.
- e. In regular units:
 - i. no one Assessment Task should account for more than 60% of the aggregate mark; and
 - ii. constructed-response questions should comprise a minimum of 30% of the aggregate mark.
- f. Peer assessment is restricted to 10% of the aggregate mark in a unit when peers can allocate marks to each other without an academic marker and 60% of the final unit mark when peers provide feedback and the task is then submitted to an academic marker.
- g. Online and/or class participation, in contrast to attendance, if assessed shall not be worth more than 15% of the

aggregate mark. When online and/or class participation is assessed, the criteria by which participation is to be judged must be made explicit.

(12) Gateway Assessment

- a. Where a unit requires Students to pass or satisfy requirements in one or more Assessment Tasks ('gateway' assessments) to pass a unit, this information must be published in the [Course and Unit Catalogue](#) (CAUC) and Learning Management System (LMS).

(13) Attendance and Participation

- a. Unit Coordinators may specify unit attendance and participation requirements and must include these requirements in the [CAUC](#) and the LMS.
- b. No marks are to be allocated for attendance (either on campus or online).
- c. Attendance at structured learning activities may be mandatory provided the achievement of unit and course learning outcomes is substantially dependent on the attendance.

(14) Assessing Students with Special Needs

- a. Upon a request from a Student with special needs (declared to the Student Access and Inclusion Office) the University is obliged to make reasonable adjustments to assessment methods that allow the Student to be assessed against the unit outcomes, providing that these adjustments are appropriate for the content, the discipline and the Learning Outcomes of the unit.
- b. Alternative assessment methods must be arranged with the advice and support of the Student Access and Inclusion Office to ensure accordance with the [Disability Standards for Education 2005](#), under the [Disability Discrimination Act 1992 \(Cth\)](#).
- c. The alternative Assessment Tasks must be negotiated directly between the Student, or an associate of the Student, and the Unit Coordinator, with the advice and support of the Student Access and Inclusion Office to develop a Study Access Plan (SAP), with due consideration for assessment validity.
- d. Both parties must approve the agreed arrangements, with a record lodged in TRIM in the Student's file.
- e. Where the Special Needs Officer determines that it is unreasonable to expect a Student to leave home or travel to an examination venue to sit exams, the Special Needs Officer may recommend that the Unit Coordinator provide the Student with an alternative form of assessment. For work, health and safety reasons supervised examinations will not be held in a Student's home (except an online supervised examination and only when this option is available).

(15) Assessment in Split-Level and Other Non-Standard Units

- a. Split-level units must have differing unit Learning Outcomes and cognitive and Assessment requirements at each level.
- b. For specialised units (e.g. special topics), the Assessment Tasks shall be negotiated individually with each Student and recorded in TRIM in the Student's file. Assessment tasks may not take the form of a formal examination. However, if the special topic unit comprises completion of an undergraduate level unit, the Assessment Tasks for that undergraduate level unit may apply, including any formal examination administered by the University. The School is responsible for notifying the Examinations, Results & Timetabling about any such Students within the first four weeks of the relevant teaching period.

(16) Workplace and Clinical Assessment

- a. When learning is being assessed in a workplace or clinical setting (such as teacher placements), Unit

Coordinators have overall responsibility for Assessment, Moderation and reporting of grades. When an Assessment component of a unit involves a workplace or clinical assessment, the Unit Coordinator can delegate elements of the Assessment, Moderation and reporting process provided that Clause 16b is not contravened.

- b. Unless the workplace or clinical assessment is overseen by an academic staff member of the University, the workplace or clinical assessment component of the unit should be an ungraded result of Satisfied Requirements/Unsatisfactory (does not satisfy requirements).
- c. Information provided to Students in the unit information/placement handbook and Assessment overview should include the following:
 - i. legislative, regulatory, professional, ethical and behavioural requirements for the placement; and
 - ii. procedures relating to concerns about the placement.
- d. When workplace supervisors of clinical or work placement have an active role in the Assessment process, their Assessment of a Student's performance has the status of advice to the relevant School.
- e. Workplace supervisors who are required to provide advice on a Student's performance should be provided with clear and explicit criteria and standards in relation to satisfactory performance and have had appropriate professional development regarding standards and procedures.

(17) Honours Assessment

- a. One-year Honours degrees are thirty-nine (39) weeks long (for full-time study) commencing at the beginning of Trimester 1, 2 or 3. Schools must identify in [CAUC](#) the intake period in which their Students can commence.
- b. All Honours theses or equivalent must be weighted at a minimum of 25% of the aggregate mark for the Honours degree.
- c. The ratio of Assessment components should equal the ratio of marks in the final aggregate mark for the award. For example, if the coursework volume of learning is 75% of a one-year Honours degree and the thesis unit 25%, the final aggregate mark will be the sum of the coursework percentage mark multiplied by 0.75 plus the thesis percentage mark multiplied by 0.25.
- d. In the calculation of the Honours mark in embedded Honours programs, at least 75% of the units used to calculate the aggregate mark must be at level 8 in the [Australian Qualifications Framework](#).

(18) Challenge Assessment

- a. At the Course Coordinator's discretion, an applicant may be awarded Advanced Standing in a Course or for a unit by undertaking and passing one or more challenge assessment tasks that are set and assessed by the relevant Unit Coordinator.
- b. To pass a challenge assessment task the applicant must demonstrate equivalent achievement of the relevant unit Learning Outcomes.
- c. The time, location and mode of challenge assessment tasks are at the discretion of the University.

Information Provided to Students about Unit Assessment

(19) Scope of Assessment

- a. The [CAUC](#) contains the University approved primary details of the unit including:
 - i. the requirements to successfully complete the unit — the relevant information in the LMS must be identical to that in [CAUC](#) ; and
 - ii. the alignment between the unit Assessment and the unit Learning Outcomes — a link to this information must be provided to Students.
- b. The nature and details of all aspects of Assessment in a unit, including details of formative and summative Assessment Tasks, must be clearly described in the LMS and the information provided to Students at least one

week prior to the start of the teaching period.

- c. The following must be provided in the Assessment overview or for each Assessment Task:
- i. the type of Assessment Task;
 - ii. the topic of the task has to be notified to Students six weeks before the assignment due date or one week prior to start of the teaching period, whichever is the shorter time;
 - iii. the due date and time for submission;
 - iv. the number of marks for the Assessment Task and the weighting or percentage of the total marks achievable by completing the Assessment;
 - v. the purpose of the task including, where relevant, outcomes determined by external professional organisations, and the unit Learning Outcomes being assessed;
 - vi. details of the referencing style to be used;
 - vii. the length or magnitude of the Assessment Task (e.g. word length in the case of all written assignments, or number of characters in character-based languages);
 - viii. whether submission of the Assessment Task is mandatory and/or a minimum mark has to be achieved where this mark is other than 50% in order to pass a unit;
 - ix. the criteria against which a constructed response will be marked in Assessment Tasks other than in supervised examinations;
 - x. advice about the granting of extensions and the consequences of late submission, with and without extensions;
 - xi. the format of any examination;
 - xii. if the Assessment Task is likely to be marked by someone other than the staff members identified as teaching the unit;
 - xiii. how and when marked Assessment Tasks will be returned to Students;
 - xiv. the marks received for each Assessment Task are provisional, until a final grade is ratified by the Board of Examiners meeting;
 - xv. reference to Academic Integrity, including the University's Rules on Academic Misconduct and Plagiarism, and the requirement to submit Assessment Tasks through Turnitin software or equivalent; and
 - xvi. any special requirements.
- d. Assessment requirements cannot be altered after they have been published, except in exceptional circumstances with the approval of the Head of School. Students must be notified of any changes to an Assessment Task by email and/or through the LMS.

(20) In a research dissertation unit, a special project unit, a reading unit or a unit with only one Assessment Task, Students must be clearly informed in the LMS about the ways in which they will be given feedback on their progress throughout the unit.

(21) Honours thesis requirements (i.e. length and formatting) must be standardised within disciplines and described in the LMS at the commencement of study.

Managing Assessment Processes

(22) Submission of Assessment Task

- a. Assessment items (including take-home examinations) must be submitted electronically through the University's originality measurement software (currently Turnitin) except where:
- i. the Head of School agrees that such submission is not practicable; or
 - ii. a Student applies for an exemption on equity grounds. In consideration of equity, due consideration will be given to the Student's special needs status.

- b. Students will submit each Assessment Task by the due date specified. For Assessment Tasks other than take-home examinations, the due date should be no later than the day before the beginning of the examination period of the respective teaching period. For take-home examinations, the due date shall be no later than the final day of the examination period in the respective teaching period.
- c. Electronically submitted Assessment Tasks must be submitted by 23:59 on the due date using the current NSW time zone, unless otherwise stated in the Assessment Task information. Time zone differences must be considered by Students to avoid rejection or penalties for late submission.
- d. Obligations of academic staff to examine assessment items for Plagiarism are set out in the [Student Coursework Academic Misconduct Rule](#).
- e. Extensions and penalties for late submission of an assessment task are addressed in the relevant School late assignment policy. A School can have only one late assignment policy, that must be published on the School website.

(23) Examinations

- a. Supervised examinations organised by the Examinations, Results & Timetabling:
 - i. may not be held at night;
 - ii. may not be scheduled on weekends or a NSW public holiday; and
 - iii. will be confined to the official examination periods at the end of each trimester as listed in the published Principal Dates.
- b. Sections 24(a)i—iii may be varied by the Pro Vice-Chancellor (Academic Innovation). If an out-of-session examination is approved, the Student must be given one week's notice.
- c. Examination room bookings will be given priority over other bookings.
- d. Examination questions should be significantly different between teaching periods.
- e. Unit Coordinators who wish to change the rules or conduct of a unit examination paper after the paper has been submitted for printing must apply to the Director Student Success or nominee. Changes may be accepted only where it is practicable to do so with the time left available for printing and distribution of the paper.
- f. Unit Coordinators, prior to their unit examination/s, must advise the Examinations, Results & Timetabling of the telephone number on which they can be contacted during the sitting of their unit examination/s held in the NSW time zone.
- g. The normal length of University examinations is two hours and fifteen minutes. A School may increase the length to three hours and fifteen minutes.
- h. Students need to display their valid University of New England identification card upon entering the examination room and must display their card on their desk for the duration of the examination. Students without an identity card will be required to provide other acceptable photographic identification with signature such as a proof of age card, driver's license or passport. Any Student failing to provide acceptable photographic identification may be refused permission to sit for the examination by the invigilator.
- i. Students will not be admitted to an examination room after the expiration of one hour from commencement of the examination. Students who have entered an examination room and seen the examination paper may not leave until one hour has elapsed from the time the examination commenced. Students may not leave during the last ten minutes of any examination.
- j. Students are to hand in all examination papers prior to leaving the examination venue. Students who do not hand in their examination papers prior to leaving the examination venue will:
 - i. forfeit all marks deriving from questions that leave the examination venue; or
 - ii. fail the examination.
- k. Use of translation dictionaries in examinations
 - i. Translation dictionaries in examinations are prohibited unless indicated in the instructions on the

- examination paper and advised to Students prior to the examination.
- ii. There must be no annotations, that is, no handwriting or comments, other than personal identification written in English on the dictionary, and no unauthorised printed or hand written material attached to, or inserted into, the dictionary.
 - iii. If translation dictionaries are allowed in examinations, Students must submit their translation dictionaries to the invigilator for inspection prior to the start of the examination. The invigilator has discretion whether to conduct inspections before or during the examination.
 - iv. Electronic translation dictionaries are not permitted.
- I. Conduct in examinations and use of electronic devices
- i. All Students are required to obey any reasonable instruction from invigilators and failure to follow invigilators' reasonable instructions may constitute misconduct and Students may be requested to leave the examination room immediately.
 - ii. No electronic devices are permitted in examinations, except for calculators consistent with Clause 23(l)iii, or if approved for Students registered with the Student Access and Inclusion Office.
 - iii. Where calculators are permitted there are restrictions on the models allowed. Calculators that are not on the list of permitted models, or calculators where the model name and number are not clearly readable, will be confiscated which shall not be grounds for special assessment. The permitted models that UNE allows are the NSW Education Standards Authority 'Approved Scientific Calculators for the Higher School Certificate Examinations', along with some financial calculators. The list can be found at:
<http://www.une.edu.au/current-students/my-course/examinations/what-calculators-are-permitted-in-exams>
- m. Abandonment of examinations
- i. In the event of an examination having to be abandoned (e.g. due to a fire alarm), Students may be required to resit the examination at a date and time that may be outside the formal examination period. The examination paper may, depending on the circumstances, be a different paper.
 - ii. If a Student is unable to attend a rescheduled examination for one that had been abandoned, they will be offered a special examination.
- n. Failure to attend an examination due to extreme weather or disasters
- i. A special examination may be granted to Students who cannot attend an examination due to extreme weather or other recognised disasters.
- o. Examinations for Students in on-campus Units
- i. Students enrolled in on-campus units will normally be required to sit examinations for those units in Armidale.
 - ii. Students who are away from campus because they are undertaking an approved activity (e.g. practicum or exchange program) as part of their course will be able to sit their examinations at an external examination centre but must notify the Examinations, Results & Timetabling of this requirement as early as possible.
- p. Off-campus Students studying within Australia may be required to travel up to 120 km to an Australian examination centre. Students outside Australia may be required to travel up to 300 km to an established overseas examination centre. Students nominating an overseas examination centre must contact the Examinations, Results & Timetabling to discuss the arrangements.
- q. Change of exam location
- i. A request from a Student to change a domestic external examination venue should be made at least five weeks prior to the start of the examination period.
 - ii. A request from a Student to change an overseas examination location should be made at least six weeks prior to the start of the examination period.
 - iii. Requests to change an examination venue one week or less prior to the start of the examination period

may not be accepted.

r. Fees for examinations

- i. The fee for a challenge examination, payable by the Student, is that advertised by Examinations, Results & Timetabling. The relevant School must approve challenge examinations and arrange the invoice to the Student. Payment must be received at least six weeks prior to the examination.
- ii. Any change to an examination centre requested later than five weeks prior to the first day of the relevant examination period will incur a venue-change fee. The fee is that advertised by Examinations, Results & Timetabling.

s. Overseas examinations

- i. Students will be charged a fee for each examination that they sit overseas. The Student is still required to pay this fee even if they do not attend the examination. The fee is that advertised by Examinations, Results & Timetabling.
- ii. In certain circumstances, a lower fee may be charged for those Students who do not attend their examinations, but advise Examinations, Results & Timetabling of this at least one week prior to the examination. Any lower fee may be based on actual costs incurred by the University and evidence that the Student explicitly cancelled their attendance at the examination by contacting the examination venue and Examinations, Results & Timetabling.
- iii. No fee will be charged where Students sit an examination overseas because they are engaged in an official exchange program that, forms part of their course of study.

(24) Special Assessment

- a. The Head of School may, at their discretion, award to a Student who has applied for Special Assessment one of the following:
 - i. a special examination;
 - ii. special consideration;
 - iii. a special extension of time; or
 - iv. a result of withdrawal without failure.
- b. The Head of School may grant a special assessment other than that requested by a Student.
- c. Students with successive and/or frequent special assessment applications on the same or similar grounds and who have not sought assistance through the Student Access and Inclusion Office as a special needs Student may be disallowed further special assessment on those repeated grounds.
- d. The circumstances under which an application for a special assessment may be required include the following:
 - i. Failure to sit an examination. A Student who has not attended the University examination for a unit because of illness or other unavoidable circumstances may apply for a special examination.
 - ii. Adverse performance in an examination. A Student, who sat the examination but believes that their performance in the examination was adversely affected by illness or other unavoidable and unforeseen circumstances before or during the examination, may apply for a special examination or special consideration. In general, the Head of School will require evidence of more severe disruption leading up to or during the original examination in order to grant a special examination rather than special consideration.
 - iii. Failure to complete an Assessment Task. A Student who has been prevented by illness or other unavoidable and unforeseen circumstances from completing any compulsory assessment task other than a formal examination may apply for a special extension of time.
- e. A special examination must be comparable in assessment strategy and length to the original paper.
- f. Where an application for special consideration is granted, the examiner and Unit Coordinator will be made aware of the circumstances and these will be taken into consideration when the results for the Student are

- determined. Any special consideration allowed will not exceed 3% of total assessment in the unit.
- g. The maximum periods for a special extension of time are as follows:
- i. for all units (other than compulsory practical experience/practicum/praxis units), the latest date for submission is the last day of the teaching period immediately following the teaching period in which the Student was enrolled in the unit;
 - ii. where the special extension of time is for completion of compulsory practical experience/practicum/praxis, the latest date for submission is the last day of the third teaching period after the original enrolment (i.e. twelve months after the end of the original teaching period).
- h. Applications for special assessment must be made in the prescribed manner (<http://www.une.edu.au/current-students/my-course/examinations>) and lodged with Student Success.
- i. Unless a late application is approved on the basis of Clause 24(m), applications must be received no later than five (5) working days after the:
- i. Student's final examination in the same examination period, in the case of applications for a special examination or special consideration under Clause 24(d)i—ii; or
 - ii. start of the relevant examination period in the case of applications for special extension of time under Clause 24(d)iii.
- j. In exceptional circumstances, a late application from a Student may be considered if accompanied by evidence acceptable to the Head of School.
- k. All applications must be accompanied by medical certificates or other relevant independent evidence including:
- i. a supporting letter from a solicitor, a Head of College, the Director Oorala Aboriginal Centre, a counsellor, psychologist, employer, a minister of religion, etc.; or
 - ii. a statement from the NRMA (or equivalent) if relevant to the reasons for applying; or
 - iii. a Statutory Declaration; or
 - iv. a statement from a superior officer or Emergency Services supervisor when unexpected deployment of Defence or Emergency Service personnel or volunteers has occurred.
- l. Scanned documents will be accepted but students should be prepared to provide original documents or original certified copies of documents upon request at any time.
- m. Where a Student is unable to make her or his own case directly, an application on their behalf may be made by an immediate family member or guardian, the Head of a University residence, the Unit Coordinator, or another appropriate person.
- n. Students will be informed of the outcome of their applications for special assessment through final results notification or directly where special circumstances dictate.
- o. Where a special examination (SPE) is awarded and administered centrally by Examinations, Results & Timetabling, it will be held during the next examination period relevant to that cohort as shown in the Principal Dates of the University.
- p. Where a special examination (SPS) is administered by the School, arrangements for the special examination will be negotiated directly between the School and the Student.
- q. A Student who has been granted a special examination but has passed the examination will be awarded the mark achieved in the examination with the option of a special examination. If the Student then sits the special examination, the result of the special examination will be recorded as the final mark for that Assessment Task, irrespective of the original mark.
- r. A Student who has satisfactorily completed Assessment Tasks worth at least two thirds of the marks for a unit and who is eligible for a special examination may, at the discretion of the Head of School, be granted a passing grade for the unit without undertaking the special examination.
- s. Misreading of the examination timetable or sitting consecutive examinations is not sufficient reason for the award of a special examination or other special assessment.
- t. Special examinations on special examinations and special extensions of time on special extensions of time will

not normally be granted, but a withdrawal without failure may, at the discretion of the Head of School, be awarded subject to an application meeting the normal requirements for a special examination or a special extension of time.

- u. Where a special extension of time is granted, the Unit Coordinator may at their discretion require the Student to complete the required work, substitute alternative requirements, or both if the validity of the original task has been compromised.
- v. Failure to complete a special examination or special extension of time will result in the award of a Fail—Incomplete result (NI).

Marking, Marking Standards and Moderation

(25) If marking is delayed because of malfunctions in University processes (e.g. learning management system or e-submission failures), Students shall be informed of the delay.

(26) Thesis or Dissertation Assessment

- a. A thesis or dissertation must be examined by at least two examiners. Examiners may be external to the University.
- b. A supervisor cannot examine the thesis or dissertation of their Student.
- c. Schools will have a process for the selection of examiners and a Moderation process to accommodate disparity in marking.
- d. Where at least one examiner external to the University is not routinely used to examine theses or dissertations, Schools should have a periodic external benchmarking process in place for thesis and dissertation examination.

(27) Return of Assessment

- a. Returnable assessment items (other than scripts from supervised examinations) should be marked and returned within thirty (30) consecutive days after the final date for submission or extension date.
- b. This does not apply to a unit wholly assessed by thesis or dissertation.

(28) Feedback on Assessment

- a. Unit Coordinators will ensure that Students are provided with formative feedback about their academic performance. Feedback will be provided:
 - i. early in a unit, prior to the census date; and/or
 - ii. after each Assessment Task and before the next Assessment Task (if practicable in relation to the examination period if the unit has an examination).
- b. Feedback should be constructive, justify the mark and relate to the Assessment Criteria.
- c. Students may seek a review of their performance in supervised examinations and view their own written script if they place their request in writing to the Unit Coordinator within twenty (20) working days of the final results for the unit being made available to the Student.
- d. For Selected-Response Assessment Tasks, generic feedback for the whole class can be the sole source of feedback.

(29) Moderation of Assessment Marking Standards

- a. Moderation is required where there is an element of subjectivity in the evaluation of an Assessment Task and more than one marker is involved in marking assessment tasks in the unit.
- b. For the purposes of Moderation:
 - i. the Assessment Criteria (and rubric, if used) must be distributed to all markers prior to Moderation of

marking of the Assessment Task;

- ii. Assessment Criteria (and rubric, if used) are the elements by which the quality of Student work is judged against the desired Learning Outcomes;
- iii. standards (such as those outlined in a rubric) describe the levels of achievement attained; and
- iv. the sample of papers selected for Moderation should be a minimum of three (3) and cover the spread in grades, prior to markers discussing and agreeing on the application of standards against the Assessment Criteria.

(30) School Board of Examiners

- a. Each School will have a Board of Examiners chaired by the Head of School or nominee, which shall:
 - i. review and ratify final marks, grades and grade distributions for all units offered in the teaching period; and
 - ii. identify units in which the assessment outcomes are unsatisfactory and refer these to the Head of School.
- b. The Chair of the School Board of Examiners can be authorised by the meeting to validate late changes to results or special assessment applications.

(31) After confirmation of results for a teaching period, a change to a confirmed result can only be made under the authority of the Head of School.

(32) Re-enrolment in a Unit

- a. The practice of 'carrying forward' a Student's marks in Assessment Tasks that the Student passed in a previous enrolment in a unit is at the Unit Coordinator's discretion. If a Unit Coordinator allows this, advice to this effect must be included in the LMS. Students must apply to the Unit Coordinator for approval to 'carry forward' such Assessment Tasks.

University Grading System

(33) The University uses the following unit grading system:

- a. HD — High Distinction — 7 on the Grade Point Average (GPA) scale

Addresses the assessment criteria to an excellent standard. Outstanding achievement of the learning outcomes. Superior level of knowledge and skills displayed. (Numerical conversion: scores and/or aggregate marks of 85% or above.)

- a. D — Distinction — 6 on the GPA scale

Addresses the assessment criteria to a very high standard. Very good achievement of the learning outcomes. Very high level of knowledge and skills displayed. (Numerical conversion: scores and/or aggregate marks between 75% and 84%.)

- a. C — Credit — 5 on the GPA scale

Addresses the assessment criteria to a high standard. Good achievement of the learning outcomes. High level of knowledge and skills displayed. (Numerical conversion: scores and/or aggregate marks between 65% and 74%.)

- a. P — Pass — 4 on the GPA scale

Addresses the assessment criteria to a satisfactory standard. Satisfactory achievement of the learning outcomes. Adequate level of knowledge and skills displayed. (Numerical conversion: scores and/or aggregate marks between 50% and 64%.)

- a. N — Fail — 0 on the GPA scale

Fails to adequately address the assessment criteria. Does not achieve the learning outcomes. Does not display an adequate level of knowledge and skills. (Numerical conversion: scores and/or aggregate marks of less than 50%.)

- a. NC — Compulsory Fail — 0 on the GPA scale

An assessment task has not been passed, which must be passed in order to pass the unit, but where the overall mark is 50% or higher.

- a. NI — Fail — 0 on the GPA scale

One or more mandatory assessment tasks or requirements for the completion of the unit were not submitted or fulfilled.

- a. SR — Satisfied Requirements — SR has no numerical score on the GPA scale. US — Unsatisfactory — US is 0 on the GPA scale

In some units, the grading system is organised on a Satisfied Requirements/Unsatisfactory (Pass/Fail) basis. When this grading system is used the appropriate interpretive descriptors to apply will be those for the grade of at least Pass or Fail.

(34) Honours Grades

- a. H First Class Honours — equivalent to HD
- b. H2A Second Class Honours Division 1 — equivalent to D
- c. H2B Second Class Honours Division 2 — equivalent to C
- d. H3 Third Class Honours — equivalent to P

(35) Administrative Grades

Grade	Meaning
AOS	Approved overseas study
RU	Result temporarily unavailable
RY	Result next teaching period or next year — generally thesis or dissertation units
SET	Special extension of time granted
SPE	Special examination granted — arranged by Student Administration and Services
SPS	Special examination granted — arranged by School
W	Withdrew after the census date but by the last date prescribed in the Principal Dates before deemed to have failed

WN	Withdrew after the date prescribed in the Principal Dates and deemed to have failed
WUN	Withdrawn by the University and deemed to have failed

- a. The University uses a variety of grades to indicate administrative actions that are separate from academic assessment:
- b. Details of these grades are available on the University's official Academic Record (Transcript) and from the Examinations, Results & Timetabling.

(36) Grade Point Scale

Grade	Grade Point	Percentage (%)
HD	7	85+
D	6	75—84
C	5	65—74
P	4	50—64
N	0	0—49
NC	0	50+
NI	0	
SR	No numerical score	No mark recorded
US	0	No mark recorded
W	No numerical score	
WN	0	
WUN	0	

- a. University grades have a corresponding grade point according to the following table:
- b. A Period Grade Point Average (GPA) is:
 - i. a numerical score that summarises a Student's academic performance in a course over a specified period of time, usually defined as one or more teaching periods, and is used to chart the Student's progression;
 - ii. static once calculated for the defined period of time (unless a grade is changed);
 - iii. the sum of the points deriving from the grade point scale achieved in each unit undertaken, multiplied by the credit point value of the corresponding unit and divided by the total credit points attempted during the defined period of time. Units with a result of Satisfied Requirements (SR) are not included.
- c. A Course Grade Point Average is:
 - i. a numerical score that summarises a Student's academic performance in a course over the duration of their enrolment in that course and is used to chart the student's progression;
 - ii. refreshed after each teaching period based on the Student's results in that teaching period;
 - iii. the sum of the points derived from the grade point scale achieved in each unit, multiplied by the credit point value of the corresponding unit and divided by the total credit points attempted in a course. Units with a result of Satisfied Requirements (SR) are not included; and
 - iv. a course GPA is not calculated for Students whose studies started prior to the introduction of GPAs.

Records Management

(37) Student examination scripts should be retained securely by the School:

- a. for a minimum of 20 working days from the date of notification of examination results to Students, where no appeal has been lodged by a Student against the examination outcome; or
- b. until the end of the appeal period, including the period in which an appeal might be made to the courts or a complaint lodged with the [NSW Ombudsman](#); or
- c. for a longer period of time for pedagogical or accreditation reasons; and
- d. when no longer required, examination scripts should be destroyed according to privacy guidelines.

(38) Where practicable, non-examination Assessment Tasks should be returned to the Student.

(39) The University Library will publish examination papers released to it by Examinations, Results & Timetabling on the advice of the Unit Coordinator. Examination papers will be available for six years after the examination papers have been published.

Authority and Compliance

(40) The Pro Vice-Chancellor (Academic Innovation), pursuant to the University's [Assessment Rule](#), makes these Procedures.

(41) UNE Representatives and Students must observe these procedures in relation to University matters.

(42) These Procedures operate as and from the Effective Date.

(43) Previous procedures relating to the University's [Assessment Rule](#) are replaced and have no further operation from the Effective Date of this new procedure.

Status and Details

Status	Current
Effective Date	27th June 2018
Review Date	27th June 2021
Approval Authority	Pro Vice-Chancellor (Academic Innovation)
Approval Date	25th June 2018
Expiry Date	To Be Advised
Unit Head	Jonathan Powles Pro Vice-Chancellor (Academic Innovation) pvcai@une.edu.au
Author	Helen McKinnon Senior Governance and Policy Officer
Enquiries Contact	Office of the Pro Vice-Chancellor (Academic Innovation) +61 2 6773 5842

Glossary Terms and Definitions

"UNE Representative" - Means a University employee (casual, fixed term and permanent) contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

"Student" - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

"Assessment" - Is the process whereby evaluative judgements are made in relation to a student's achievements against the learning outcomes of a unit of study.

"Assessment Task" - Are compulsory or optional activities or exercises, which have an explicit intent to assess and guide student progress or learning achievement in a unit of study. Assessment tasks can be designed for diagnostic, formative, summative, evaluative or informative purposes.

"Assessment Criteria" - Are the statements that express in explicit terms how student performance against the desired learning outcomes is demonstrated.

"Learning Outcomes" - Is the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

"Benchmark" - Means to evaluate processes, practices and outcomes by comparison with sector and discipline norms. (Assessment Rule)

"Selected-Response Assessment Tasks" - Constrain the student to provide a brief specific answer (a name, year, title, missing word, etc.) or require the student to choose the correct answer from two or more options.

"Learning Management System (LMS)" - Is a software application for the administration, documentation, tracking, reporting and delivery of electronic educational technology teaching and learning programs.

"School" - Is an organisational unit comprising academic staff in related fields of study who are responsible for

teaching and research in those academic fields together with support staff. Each School also has lead management for the design and delivery of the courses within its responsibility.

"Moderation" - Is the process of ensuring that different markers of the same assessment task consistently apply assessment criteria in a marking scheme, and that marks are allocated consistently with reference to how well the stipulated criteria are met.

"Advanced Standing" - Credit granted toward a UNE course in recognition of prior learning. Eligible prior learning may include formal study, informal study or experiential learning. Advanced standing may be specified in terms of particular UNE units, or it may be granted as a number of unspecified credit points, or as block advanced standing at an appropriate level.

"Course" - Course means a syllabus, a curriculum, a training package, units of study, or structured workplace learning, the successful completion of which leads to the conferral of an award on the student by the University (including but not limited to a regulated qualification under the Australian Qualifications Framework).

"Academic Integrity" - Is the practice of acting fairly, honestly and ethically in academic endeavour.

"Academic Misconduct" - Please refer to the Student Coursework Academic Misconduct Rules.

"Plagiarism" - Is a form of Academic Misconduct and is the use of another person's work without appropriate acknowledgement and includes: the use of close paraphrasing of ideas, concepts, words, data or work of others without acknowledgement of sources; presenting extracts from sources without accurate and appropriate referencing; colluding with others to produce work that is presented misleadingly as the Student's own work; presenting under the Student's own name, work substantially written by someone else (e.g. using a ghost writer, purchasing work from someone or an electronic site, or using work obtained freely from a person or an electronic site); and/or failing to acknowledge work primarily produced by a collaborator.

"Special Examination" - is an equivalent exam to be administered by Examinations, Results and Timetabling in the next relevant examination period.

"Special Consideration" - means that if a student attended an exam or submitted an assessment by the submission date and their performance was affected due to circumstances beyond their control, those circumstances may be taken into account when the exam/assessment is marked. Special consideration is worth up to 3% of total assessment in the unit.

"Special Extension of Time" - is an extension on assessment submission until the last day of the teaching period immediately following the teaching period in which the Student was enrolled in the unit or for completion of compulsory practical experience/practicum/praxis, is the last day of the third teaching period after the original enrolment.

"Principal Dates" - The official list of dates for University activities approved by the UNE Council and published annually on the University website. The list includes the official dates of teaching periods, examination periods, graduation days and the deadlines for enrolment in, and withdrawal from, unit and courses.

"Academic Record (Transcript)" - Is the official record of a student's academic history at the University including enrolment in all courses and units, the academic results, recognition of prior learning and prizes/scholarships awarded.

"Grade Point Average (GPA)" - Is a numeral score that is the sum of the points derived from the grade point scale achieved in each unit, multiplied by the credit point value of the corresponding unit and divided by the total credit points attempted in a course and is used to calculate a student's average rate of progress through a course.

"Effective Date" - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be

specified in the policy document.