

Rules Relating to Awards - Rule 3 - Coursework Awards - Student Assessment and Examinations

Section 1 - Definitions

(1) For the purposes of this Rule, the following definitions apply:

- a. Census Date means the date prescribed by the University in accordance with the [Higher Education Support Act 2003](#) after which a student's enrolment is taken to be finalised. This date will be published on the [University's website](#) for each study period. Students who withdraw from a unit after Census Date will incur a financial penalty and may incur an academic penalty.
- b. Withdrawal Without Fail Date means the date prescribed by the University after which a student's withdrawal from a unit will result in a Fail grade. This date will be published on the [University's website](#) for each study period and will be based on Monday of Week 9 for Sessions (15 week teaching periods) and Monday of Week 5 for Study Periods (7 week teaching periods). Students who withdraw from a unit after the Withdrawal Without Fail Date will incur a financial and academic penalty.

Section 2 - Assessment Information in Unit Outlines

(2) The Unit Outline shall normally include at least the following information about student assessment:

- a. a description of each assessment task, including information such as length and format;
- b. the relation of each assessment task to the Unit Learning Outcomes;
- c. the weighting of each assessment task towards the final grade;
- d. whether a pass in the unit requires an overall mark of 50 per cent, or whether there are components of the assessment which must be completed at a specified level for the unit to be completed satisfactorily;
- e. identification of any assessment task that must be completed to pass the unit but which does not count towards the final grade;
- f. due dates for submission or completion of each assessment task and penalties which may be applied for late submission;
- g. the mode of grading [that is, whether graded or ungraded - see clause (55)];
- h. a statement noting the relationship between assessment and desired Graduate Attributes.

Section 3 - Assessment Provision for Students with Disabilities

(3) Assessment tasks may be varied to accommodate the needs of students with disabilities. Students with disabilities who wish to seek variations to assessment tasks should contact Student Equity and Inclusion for advice on how to seek adjustments or additional support.

(4) Adjustments are made in accordance with the [Student Academic Experience Policy](#) and [Support for Students with](#)

[Additional Requirements Schedule](#) and [Procedures](#). Once variations to assessment tasks or requirements for a student with a disability are determined, these variations shall be available throughout the period of enrolment unless there are specific and relevant changes in circumstances.

(5) The onus is on the student with disability to seek support in a timely manner.

Section 4 - Special Consideration

Grounds for Special Consideration

(6) Requests for special consideration in relation to assessment tasks shall only be considered on the following grounds:

- a. health (including impacts of religious fasting);
- b. compassionate circumstances;
- c. significant religious observances, celebrations or events;
- d. serious unforeseen personal events;
- e. selection in State, national or international sporting or performance events;
- f. rendering genuine and unforeseen emergency service in a professional or voluntary capacity; or rendering any service (including undertaking training) in the Defence Reserves;
- g. conducting Community Engaged Learning activities.

(7) Onshore international students must have a Confirmation of Enrolment (COE) for a University course which remains valid for the period of the request.

(8) For consideration on health grounds, the following information in relation to a student's condition shall be required from a registered relevant health practitioner:

- a. the date or dates on which the student was examined; and
- b. a statement of the dates the student was impacted.

(9) For consideration on grounds of compassionate circumstances or serious unforeseen personal events, a student shall provide factual details of the circumstances or events, together with such corroborative evidence as may support the student's application. In this context "serious unforeseen personal events" refer normally to events which are outside the student's control to prevent or overcome.

(10) For consideration on grounds of selection in state, national or international sporting or performance events, or significant religious observances, celebrations or events, a student shall provide a statement signed by an authorised officer of the appropriate organisation which validates that the date/s of the commitment corresponds with the date/s for which special consideration is requested.

(11) For consideration on grounds of rendering genuine and unforeseen emergency service in a professional or voluntary capacity, or rendering any service (including undertaking training) in the Defence Reserves, a student shall provide a statement signed by an authorised officer of the appropriate organisation which details the nature of the service rendered, and validates that the date/s of the commitment corresponds with the date/s for which consideration is requested.

(12) In the event that a student deliberately submits false or misleading information or documentation, the request for special consideration will be rejected and the student may be subject to the [Student Academic and Non-Academic Misconduct Rules](#).

(13) Misreading the advised due date for any assessment task including misreading the exam timetable, as officially advised by the University, is not grounds for special consideration. Official advice only includes information provided in Unit Outlines, on University websites and formal written correspondence.

Determining Requests for Special Consideration

(14) All requests for special consideration will be assessed by staff authorised by the Pro Vice Chancellor (Academic Quality) in accordance with this Rule as well as the timelines and thresholds in the [Special Consideration Matrix](#) determined and maintained by the Pro Vice Chancellor (Academic Quality).

Section 5 - Types of Special Consideration

Request for Extensions of Assessment Tasks

(15) Students wishing to request special consideration to extend the due date of an assessment task must submit a Request for Special Consideration form via their MyEnrolment page as early as possible and prior to the original due date for that assessment task, along with any accompanying documents, such as medical certificates.

(16) No more than two requests for a single assessment task will be considered, unless extenuating circumstances apply as approved by the Pro Vice Chancellor (Academic Quality), or authorised nominee.

(17) Requests to extend the due date of an assessment task on the grounds of:

- a. selection in state, national or international sporting or performance events, or significant religious observances, celebrations or events, must be submitted one month prior to the event taking place.
- b. health, compassionate circumstances, serious unforeseen personal events, rendering genuine and unforeseen emergency service in a professional or voluntary capacity, or rendering any service (including undertaking training) in the Defence Reserves, must be submitted as soon as possible before the due date of the assessment.

(18) If an extension is granted beyond the due date of the finalisation of grades for the session or study period, the student shall receive an interim grade of Incomplete.

Request for Special Consideration for an end-of-unit examination

(19) Students wishing to request special Consideration in relation to an end-of-unit examination that has not yet occurred must submit a Request for Special Consideration form via their MyEnrolment page as early as possible and prior to start time of the examination, along with any accompanying documents, such as medical certificates.

(20) Where a student has been granted a special examination, an interim grade of Incomplete or Special Examination, as relevant, shall be entered on the student's record.

Request for Special Consideration for a completed assessment task

(21) Students wishing to request Special Consideration for a completed assessment task, including an end-of-unit examination may submit a Request for Special Consideration no later than two working days after the due date of the assessment task or the scheduled date of the examination along with accompanying documents, such as medical certificates.

Notifications

(22) Students will normally be notified of the outcome of the request within five working days.

(23) The Unit Assessor will be notified when a student is granted special consideration.

(24) The Course Coordinator will be notified when a student is granted special consideration for more than one unit concurrently.

Section 6 - Examination and Special Examination Periods

(25) Examination periods (including special examination periods) shall be those periods as determined by the Vice Chancellor.

- a. A student who wishes to obtain a change of examination venue less than three weeks prior to the commencement of an examination period shall be required to pay the non-refundable fee as outlined in [Rules - Fees, Charges and Sanctions](#).
- b. A student who wishes to sit an examination outside Australia will be required to pay the non-refundable fee as outlined in [Rules - Fees, Charges and Sanctions](#). It is the student's responsibility to organise an appropriate examination supervisor to be approved by this University.

(26) Special examinations will be held in official examination periods as designated by the Vice Chancellor. International students who hold a valid Confirmation of Enrolment (COE) from the University for onshore study must sit special examinations within the duration of the COE.

(27) Subject to the discretion of Director, Student Administration Services, students granted a special examination under Section 5 - will sit the special examination in the next:

- a. special examination period where the special examination approval is received by Student Administration Services less than two weeks after the close of the preceding examination period; or
- b. examination period where the special examination approval is received by Student Administration Services more than two weeks after the close of the preceding examination period.

(28) Where special consideration is granted prior to an examination on the basis of religious observances, a student will be examined within the immediate examination period, using the same examination materials as for the standard examination (where necessary) so long as the student:

- a. is available to sit the examination in the immediate examination period; and
- b. signs a statutory declaration declaring:
 - i. that they will not share the contents of the examination with other students (when sitting before the general cohort); or
 - ii. that other students have not shared the contents of the examination with them (when sitting after the general cohort).

(29) In the case of clause (28), the Unit Assessor will assess exam results to ensure no odd patterns of results are detected.

(30) Students enrolled internally are required to return to the University to sit an examination, unless prior arrangements for an alternative venue have been approved in writing by the Director, Student Administration Services. International students may only apply for an alternative venue under compassionate and compelling circumstances.

(31) Except for the case of clause (28), in any examination period where a unit has either Special Examinations or

Supplementary Assessment examinations, the unit shall normally have an examination paper that is different, but of an equivalent standard, to the examination previously set.

Section 7 - Conduct of Examinations

(32) Timetables for examinations shall be prepared and posted on the appropriate notice boards, or due notice of examinations shall be given to students by other means as determined by the University. Such notice shall be given not less than ten working days prior to the commencement of the examination.

(33) A person other than a student, a supervisor, a unit assessor or other authorised person may not, except with the permission of a supervisor, enter or remain in an examination room during an examination session.

(34) A student may not enter an examination room before being given permission to do so by a supervisor, or 30 minutes after the commencement of the writing time for the examination.

(35) No student may leave the examination room before the expiry of 30 minutes from the commencement of writing time or after the ten minute warning given by a supervisor before the end of the examination.

(36) A person, whether a student or not, who is given permission to enter or leave an examination room shall comply with all conditions on which the permission is given.

(37) A student shall not, except with the explicit permission of the Unit Assessor, bring into an examination room anything whatsoever which conveys or is capable of conveying information concerning or otherwise has reference to any unit, or is such that it may reasonably give rise to suspicion that it is capable of conveying information concerning or of having reference to any unit or that it was intended by the student so to do. Exception: Electronic dictionaries are not permitted under any circumstances. It is immaterial that the subject matter of the material is not one to which the examination relates. It shall be sufficient answer to any alleged breach of this Rule if the student establishes that anything brought into an examination room was brought in with the permission of the supervisor, or, forthwith upon entering the room, deposited with a supervisor or at a place designated for the deposit of such things.

(38) A student whose first language is not English may use an unmarked and unannotated standard translation hardcopy dictionary only, where the examination is set in English.

(39) Except with the approval of the supervisor, a student shall not during an examination session communicate with any other person except a supervisor, the unit assessor or other person authorised by the relevant Associate Dean (Education) or assist any other person to communicate with another person, or willingly receive a communication from any person other than a supervisor, the unit assessor or the relevant Associate Dean (Education).

(40) Students shall bring into the examination room their student identification card or any other photo identification card.

(41) A student for an examination shall, upon entering an examination room, proceed without delay to the place the student is directed to occupy for that examination by a supervisor or by notice or other means, and shall not leave that place except with the permission or by the direction of a supervisor. A supervisor may at any time direct a student to leave any such place and to occupy another place specified by the supervisor, and a student shall without delay comply with any such direction.

(42) A student shall comply with all directions to students set forth on a writing book or other examination material supplied or set out on any notice displayed in the examination room, and shall without delay comply with directions given by a supervisor. A supervisor need not give a student a reason for any direction or requirements given or made to the student.

(43) All examinations must be answered during the examination session in the student's own handwriting, unless alternative arrangements have been made through registration and consultation with the Disability Liaison Officer.

(44) A student shall not remove from the examination room any worked script or paper provided for use during the course of the examination, or other material the property of the University unless permitted by the supervisor.

(45) A supervisor may:

- a. require any person present in the examination room to show by such means as the supervisor may specify and as are appropriate to the circumstances, that the person is not in possession of any unauthorised material as specified in clause (37) or that the person is not committing or attempting to commit or has not committed a breach of any other Rule relating to the conduct of examinations;
- b. if the supervisor considers that unauthorised material has been brought into the examination room, confiscate such material and submit it with a report to the Director, Student Administration Services;
- c. ask any person in the examination room any question relating to the conduct of the examination or to that or another person's behaviour while in the examination room.

(46) A person present in the examination room shall comply with any such requirements or answer any question so asked. If the person fails so to do, the supervisor may require the person to leave the examination room.

(47) If, in the opinion of a supervisor, a student's behaviour is such as to disturb or distract any other student, the supervisor may require the person to leave the examination room. A supervisor shall have and may exercise all such powers as are reasonably necessary to ensure the proper and efficient conduct of the examination.

(48) If a person who is required by a supervisor to leave the examination room fails to do so forthwith, the permission given to be on the premises of which the examination room forms part shall be deemed to be withdrawn and the person may be dealt with accordingly.

(49) A student of the University who commits a breach of any part contained within Section 7 - shall be guilty of misconduct and dealt with in accordance with Section 18 - and Section 19 - . If not a student of the University, the examination result may be cancelled by the Chair, Academic Board after such inquiry as the Chair deems appropriate to the case.

(50) A student shall not cheat nor attempt to cheat in an examination. Cheating is defined as any behaviour by a student in relation to an examination that is intended to defeat the purposes of the examination.

(51) A person, whether a student or not, shall not do anything intended to assist any other person sitting for an examination to cheat or otherwise defeat the purposes of the examination.

(52) A supervisor who suspects a student of cheating or acting dishonestly or unfairly, or of assisting another student to cheat or act dishonestly or unfairly, in connection with an examination, may require the student to surrender any book, paper or other material which the supervisor suspects has been or is being used by the student for such purpose and the student shall comply with any such requirement.

(53) After surrender of any book, paper or other material in accordance with clause (52), the student may be permitted to continue the examination.

(54) A supervisor who suspects a student of a breach of clause (50) and/or (52) shall, as soon as practicable, submit a written report of the circumstances of the alleged breach, together with any book, paper or other material surrendered in accordance with clause (52), to the Director, Student Administration Services who shall either;

- a. in the case of a student of the University, advise the relevant Faculty or College's Academic Integrity Officer who shall deal with the matter in accordance with Section 18 - , and advise the outcome to the Director,

Student Administration Services; or

- b. in the case of other persons, determine the action to be taken.

Section 8 - Grading Categories

(55) The assessment mode for a unit may be either graded or ungraded, as specified in the Unit Outline.

(56) A student who satisfactorily completes a graded unit shall be awarded a grade of High Distinction, Distinction, Credit or Pass.

(57) A student who satisfactorily completes an ungraded unit shall be given a grade of Satisfied Requirements.

(58) A student who does not satisfactorily complete either a graded or an ungraded unit shall be given the grade of Fail or the interim grade of Incomplete, Not Available or Special Examination.

(59) A student who submits no assessment items and who is deemed to have abandoned studies shall be given the grade of Absent Fail.

(60) For year-long units, the grade applicable in the first study period shall be Continuing Unit. The grade applicable in the second study period shall be as specified in clause (56) to (58).

(61) For Thesis/Project units, the grade at the end of each study period, until such time as the unit is successfully completed, is Continuing Unit. Upon completion of the assessment process, an appropriate grade will be entered on the student's record.

Section 9 - Use of Interim Grades of "Incomplete", "Not Available" Resit, and "Special Examination"

(62) Incomplete may be used:

- a. where the unit assessor requires further evidence to award a grade;
- b. where special consideration has been awarded and where an extension has been granted beyond the due date of finalisation of grades (refer to clause (18)).

(63) Not Available may be used either where a student has completed a practicum but the report has not been returned to the unit assessor from the school, hospital or supervisor, or where the student has submitted or completed all assessment tasks but a grade has not been determined in time for the submission of final grades.

(64) Special Examination may be used where a student has been awarded a special examination.

(65) The Resit grade will be used where a student has been granted approval to resit an examination in designated unit/s which are determined by Faculty Boards.

(66) An Incomplete or Not Available shall be converted to a final grade as soon as possible, and by no later than the end of the next teaching period. Notwithstanding clause (67), if the interim grade is not converted by that time, a Fail shall be recorded.

(67) If the special consideration extension is granted beyond the time frame outlined in clause (66), Associate Dean (Education) approval is required to extend the interim grade. The interim grade shall be converted to a final grade within 12 months of the final day of the study period in which the student was enrolled in the unit.

(68) In any one study period, any International student holding a valid Confirmation of Enrolment (COE) who receives an incomplete grade or a special exam will be deemed to be at risk under the [Course Progress and Completion Within Expected Duration of Study Policy](#).

Section 10 - Use of Other Grades

(69) A student who withdraws from a unit after the Census Date will have a grade as specified in Section 6 (Withdrawing from Units) of the [Rules Relating to Awards - Rule 2 - Coursework Awards - General Provisions](#).

Section 11 - Graded Percentages, Distribution and Codes

(70) The following scale of equivalence of grades to percentage marks shall normally apply:

Grade	Marks
High Distinction	85 and above
Distinction	75—84
Credit	65—74
Pass	50—64
Fail	Below 50

(71) In determining the final grades for students in a unit, the Associate Dean (Education) may seek an explanation from the Unit Assessor regarding the grade distribution for the unit.

(72) The following grade codes apply:

Grade Description	Grade Code
High Distinction	HD
Distinction	D
Credit	C
Pass	P
Fail	F
Absent Fail	AF
Satisfied Requirements	SR
Incomplete	I
Not Available	NA
Resit	R
Special Examination	SE
Continuing Unit	KU
Withdrawn	W
Withdrawn with Fail	WF

Section 12 - Grade Point Average

(73) The Grade Point Average (GPA) is a simple numerical index which summarises a student's academic performance in a course in a single study period or over the duration of the student's enrolment in the course. The GPA is recorded on a student's Statement of Academic Record/Transcript and Notification of Assessment. The GPA is calculated as:

$$\text{Sum of (Grade Point x Credit Points) / Sum of (Credit Points)}$$

(74) Grade points are assigned to graded units where High Distinction = 7, Distinction = 6, Credit = 5, Pass = 4, Fail = 0, Absent Fail = 0 and Withdrawn Fail = 0.

(75) Grades not identified above and advanced standing are not included in grade point average calculations.

(76) Credit value is the number of points awarded for the completion of a study package.

Section 13 - Determining Final Grades

(77) Final grades will be determined and released in accordance with the [Grade Release and Quality Assurance Procedures](#).

Section 14 - Student Query of Assessment Results other than Final Grades

(78) Where a student considers that the assessed work for an individual assessment task has been unfairly or inappropriately assessed, the student or nominee shall follow the process below, taking step (a) normally within five (5) working days of notification of the result in that assessment task:

- a. contact the Unit Assessor to discuss the matter;
- b. if dissatisfied with the result of the discussion in (a) above, contact the Course Coordinator for further discussion.

Section 15 - Query of Final Grade

(79) A student may query the grade awarded for any unit. The student shall follow the process below, taking step (79)c within seven working days of notification of the final grade.

- a. contact the Unit Assessor to discuss the matter;
- b. if dissatisfied with the result of the discussion in (a) above, or if the Unit Assessor is unavailable, contact the Course Coordinator for further discussion;
- c. if dissatisfied with the result of the discussion in (b) above query of a grade shall be made in writing to the relevant Associate Dean (Education) within seven working days of the date of publication of the grade on the official University web site. If, as a result of such query, it is deemed appropriate to vary the grade, the Associate Dean (Education) may make such a variation;
- d. the Associate Dean (Education) shall formally notify the Director, Student Administration Services and the student in writing, normally within ten working days of the outcome of the query of a final grade.

Section 16 - Appeal Against a Final Grade

(80) A student who is not satisfied with the determination of the Associate Dean (Education) under Section 15 - , may appeal to the Academic Board Appeals Committee on one or more of the following grounds:

- a. improper action in the conduct of an assessment task or Honours examination process;
- b. irregularity in the conduct of an assessment task or Honours examination process;
- c. negligence on the part of any person involved in the conduct of the assessment task or Honours examination process;
- d. discrimination against the student which is unlawful under State or Federal legislation;
- e. prejudice or bias on the part of the assessor or any other person involved in determining the grade to be awarded;
- f. the assessment or the assessment process as detailed in the Unit Outline or in the study guide or, similar document, or any subsequent amendment made in accordance with the [Assessment Procedures](#), not being followed;
- g. where additional evidence for special consideration can be provided, or where procedures for consideration of an application for special consideration were not properly followed.

(81) An appeal made under this Rule shall be lodged with the Secretary, Academic Board Appeals Committee, within ten working days of the date of sending of formal notification of the Associate Dean (Education) determination. A late appeal may be received at the discretion of the Chair, Academic Board Appeals Committee where the student is able to satisfy the Chair that the appeal is lodged late through no fault of the student.

(82) The appeal will be assessed in accordance with the [Academic Board Appeals Committee's Procedures](#).

(83) The decision of the Chair, Academic Board Appeals Committee whether or not to proceed to a hearing by the Academic Board Appeals Committee shall be final within the University.

(84) An appeal cannot be made on the basis of the absence of one or more items specified in clause (2) from a Unit Outline.

Section 17 - Additional Detail on Student Performance

(85) After the final grades in a unit have been released, a student may request the Unit Assessor to provide more detail concerning the student's performance. Any such request made within six months of the release of the relevant grade shall be complied with by the relevant Unit Assessor.

(86) After a period of six months following the release of the final grades in a unit, any piece of work related to assessment tasks for that unit, including examination scripts, which have not previously been returned to students may be destroyed and details on performance need not be provided.

Section 18 - Academic Integrity

(87) Academic integrity is an accepted foundation of excellence in ethical scholarship. Courses and units of study and assessment tasks are designed to educate student in ethical values and the meaning and practice of academic integrity.

(88) The [Rules - Student Academic and Non-Academic Misconduct Rules](#) provide the framework for dealing with academic misconduct when it occurs and the fair, reasonable and consistent application of penalties for such misconduct.

(89) All staff are expected to be aware of the values and practice of Academic Integrity, to provide students with a solid foundation in how to practice academic integrity, to take a fair and consistent approach where academic misconduct is suspected or found and to comply with the [Rules - Student Academic and Non-Academic Misconduct Rules](#) in referring academic misconduct allegations.

(90) All commencing students must complete an academic integrity module within their first study period. If a student has not successfully completed the academic integrity module before the date on which grades are released at the conclusion of the first study period in which the student attempts a unit the following sanctions will be imposed until such time as the module has been successfully completed:

- a. the student's final grades for that study period will be withheld; and
- b. the student will not be permitted to enrol in subsequent study periods.

(91) All students are expected to practice academic integrity and to be aware of and comply with the [Rules - Student Academic and Non-Academic Misconduct Rules](#) along with all other relevant Rules, Policies, Procedures and the [Code of Conduct](#).

Section 19 - Academic Misconduct

(92) Refer to the [Rules - Student Academic and Non-Academic Misconduct Rules](#).

Section 20 - Cancellation or Postponement of Assessment Tasks

(93) If the relevant Course Coordinator is satisfied that by reason of exceptional circumstances it is necessary to cancel or postpone an assessment task of which notice has been duly given to students enrolled for a unit, the Course Coordinator may cancel or postpone that assessment task and, in that event, may give such directions as they consider necessary or desirable as a consequence of the cancellation or postponement.

Status and Details

Status	Historic
Effective Date	2nd December 2021
Review Date	2nd December 2024
Approval Authority	Academic Board
Approval Date	1st December 2021
Expiry Date	14th December 2022
Responsible Executive	Thomas Roche Pro Vice Chancellor (Academic Quality) +61 2 66269148
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