

Assessment Procedure



1 Purpose

To establish the processes for the Assessment of Coursework Courses at the University.

2 Scope

This procedure applies to all Coursework Courses. All Students and Employees involved in Coursework Assessment are subject to this procedure.

This procedure applies to the Assessment of Honours Theses but not to Higher Degree by Research Theses.

This procedure applies to Coursework Courses undertaken by any Students.

3 Procedure Overview

This procedure establishes the processes for the Assessment of Coursework Courses at the University.

4 Procedures

4.1 Assessment overview

All Students enrolled in a Coursework Course at the University are required to complete Assessment Items as part of their Course. These Assessment Items may be either Assignments or Formal Examinations or a combination of both.

The Assessment Items for each Course will be identified in the Course Specifications. Assignments will be prepared, submitted and managed in accordance with Section 4.2 'Assignments'.

Formal Examinations will be undertaken in accordance with the Administration of Formal Examinations Procedure.

Each Assessment Item as detailed in the Course Specification will be either Summative or Formative in accordance with the University's Assessment Policy. Marks will be awarded for each Summative Assessment Item in accordance with Section 4.3 'Marking Grading and Moderating'. These Marks will count towards the Final Grade for that Course as determined in accordance with the Grades Schedule.

Some Courses may contain Secondary Hurdles, and it is necessary to satisfy the specified requirements, in addition to obtaining 50% or more of the total weighted Marks available for the Course, in order to pass the Course.

If there is evidence of Student effort to address the requirements of all Assessment Items for the Course as set out in the Course Specification, and the Student has passed the Primary Hurdle but failed to satisfy a Secondary Hurdle (Supervised) or has satisfied a Secondary Hurdle (if applicable) but failed to achieve a passing Final Grade by 5% or less of the total weighted Marks, the Student may be offered supplementary work in an attempt to pass the Course as set out in Section 4.4 'Deferred, Supplementary and Varied Assessment Items and Special Consideration'.

If whilst undertaking a Coursework Course a Student encounters Compassionate or Compelling Circumstances that may adversely affect their ability to meet Assessment requirements, special arrangements may be made in accordance with Section 4.4 'Deferred, Supplementary and Varied Assessment Items and Special Consideration'.

4.2 Assignments

4.2.1 Preparation of Assignments

Assignments must be the Student's own work, or must include the Student's contribution to group work as required by the Course Specification, and must be prepared in accordance with specific instructions from the Course Examiner.

The Marking criteria for Assignments will be related to the learning objectives of the Course.

4.2.2 Assignment submission

Students are to submit Assignments by the deadline using a method specified in the Course Specification and/or the Assignment instructions. Assignments presented after the deadline will be subject to a penalty unless an extension of time has been approved by the Course Examiner.

If requested, Students must be capable of providing proof of date of submission of an Assignment.

The Course Examiner may request Students to submit the original and one or more copies of an Assignment in cases where the Course Examiner wishes to retain a copy of the Assignment after it has been Marked.

If requested, Students must be capable of providing a copy of Assignments submitted. Copies should be submitted to the University within 24 hours of receipt of a request being made.

Students are responsible for submitting the correct Assignment. Students submitting any Assessment Item in hard copy or as a result of a practicum finalisation must attach a Student cover sheet and signed declaration for the submission to be accepted for Marking.

Assignment submissions must contain evidence of Student effort to address the requirements of the Assignment. Failure to do so normally will impact on eligibility for Supplementary Assessment. In the absence of evidence of Student effort to address the requirements of the Assignment, no Mark will be recorded for that Assessment Item.

The University is responsible for providing access to learning resources to enable Students to have a reasonable time frame within which to complete Assignments. Where access is not provided within a reasonable time the deadline may be adjusted by the amount of the delay.

A Student may re-submit an Assignment at any time up to the deadline. A request to re-submit after the deadline is dealt with in accordance with Section 4.4 'Deferred, Supplementary and Varied Assessment and Special Consideration' of these procedures.

4.2.3 Return of Assignments and feedback

Assignments submitted by the deadline will be Marked and returned to the Students, together with appropriate feedback, normally within three (3) weeks of the deadline.

Students shall be given constructive feedback on their performance on Assessment tasks, apart from examinations, by the Course Examiner.

Students should also raise with the Course Examiner, normally within 10 University Business Days of receipt of their Marked Assessment item, any of the following concerns:

- feedback received from the Course Examiner;
- their progress in all Coursework Assessment in the Course, i.e. how they have or have not satisfied the Assessment criteria set for each Assessment task;
- any difficulties experienced as a result of a breakdown in relevant University systems regarding enrolment or with provision of study materials (Note: in such circumstances, additional Assessment tasks may be required).

If a Student believes there has been an oversight, omission of Marking or mathematical discrepancy in the Marking in relation to an individual Assignment, group Assignment or a Student's individual Mark on a group Assignment, they may request a recheck of the Mark. The request must be made within 10 business days of receiving the Marked Assignment. A recheck of Assignment Marks may result in the Award of a higher or lower Mark than was originally awarded.

To request a recheck, the Student should submit a Recheck of Assignment Marks Request Form, including outlining how the Mark shows an oversight, Marking omission or mathematical discrepancy against the Marking criteria or calculation of Marks, and make an appointment with the Course Examiner to discuss the Assignment.

Grounds which cannot be used as a basis for applying for a recheck of an Assignment Mark

include, but are not limited to:

- a close proximity of the Final Grade to the next level of Grade;
- a comparison with another Student's Final Grade or Students' performance;
- the visa or employment status/prospects of the Student;
- financial difficulties experienced by the Student;
- the Student's unsubstantiated belief that they deserve extra Marks; or
- third party expectations and/or the Student's belief that the Grade was not commensurate with their effort.

The Course Examiner will work with the Student to resolve the matter, which may include discussing the Award of Marks against the Marking criteria and checking that Marks for each component have been correctly aggregated. The Student will be advised of the Course Examiner's decision no later than five (5) business after the informal discussion.

After discussion with the Student, if the Course Examiner does not support the request for a re-Mark and the Student is in disagreement, the Student may request a review of the decision by the Head of School. Should the Student disagree with the re-mark outcome, the Student is entitled to seek a review of their Final Grade for the Course after the publication of results (as outlined in section 4.3.14). If a Student does not receive their Assignment Mark until after the release of their Final Grade for the Course, they should follow the process outlined in section 4.3.14 Review of Final Grade.

4.2.4 Variations to Assignment Due Dates

4.2.4.1 Extensions

The University recognises situations occur that may impact the ability of Students to complete Assignments. Course Examiners are able to approve an extension to the Assignment Due Date of up to five (5) University Business Days. Extension applications will be considered at any time up to the Assignment Due Date however Students are strongly encouraged to submit a request for an extension at least 24 hours prior.

Extensions of up to five University Business Days can be requested online using the link provided under "Related forms, publications and websites" in Section 7, briefly outlining the circumstances which are preventing the Student from meeting the Assignment Due Date.

Where a Student requires an extension of more than five (5) University Business Days, or an additional extension of time beyond an already approved five University Business Days, to complete an Assignment, Course Examiners are able to approve an extension of the Assignment Due Date up to the last teaching day of the Semester.

Extensions of more than five (5) University Business Days, or an additional extension of time beyond an already approved five University Business Days, can be requested online using the link provided under “Related forms, publications and websites” in Section 7, explaining the reasons the extension is required. Supporting documentation is encouraged and can be used to provide further details, and will assist with timely processing of requests. Certified statements, including medical certificates, are not required.

If a Student requests an extension of more than 15 University Business Days to the Assignment Due Date, a review of the Course Specification will be undertaken by the relevant faculty/college administrative team to check that the requested extension:

- is unlikely to negatively affect the Student's opportunity to successfully progress through and complete the Course (e.g. dependencies between assignments), or
- will not place the integrity of the Assignment at risk (e.g. engineering and mathematical problem-based Assignments typically involve return of problems with answers).

If the checking process reveals that the proposed extension date is potentially problematic for the Student, or may compromise the integrity of the Assignment, then the Course Examiner will determine an appropriate Assignment Due Date and will notify the relevant administrative team of the approved extension.

4.2.4.2 Deferred Assignments

If the proposed extension date is after the last teaching day of the Semester, the Assignment will be treated as Deferred Assessment.

The relevant Associate Dean (Learning, Teaching and Student Success) is able to approve Deferred Assessment due dates up to and including 15 University Business Days past the last teaching day of the Semester.

The relevant Executive Dean is able to approve Deferred Assessment due dates which are more than 15 University Business Days past the last teaching day of the Semester.

Students approved for Deferred Assessment typically will receive a temporary grade of IDM at Results Release. They will receive their Final Grade for the Course once they have submitted their Deferred Assessment Item and it has been marked.

4.2.4.3 Penalties for late submission

An Assignment submitted after the deadline without an approved extension of time will be penalised. The penalty for late submission without a pre-approved extension will be specified in the Assignment instructions.

At the very least, the penalty for late submission is a reduction by 5% of the maximum Mark applicable for the Assignment, for each University Business Day or part Business Day that the

Assignment is late. An Assignment submitted more than ten University Business Days after the approved extension date will have a Mark of zero recorded for that Assignment.

4.3 Marking, Moderating and Grading

4.3.1 Board of Examiners

Each School and, where relevant, College within the Academic Division will establish a 'Board of Examiners' comprising senior managers and Examiners from the Faculty and School/College. The exact composition shall be determined by the Board of Examiners' Terms of Reference and may include attendance by co-opted representatives from the Students Portfolio for the purpose of providing advice to the Board, and representatives from other Schools/Colleges that offer Courses in the relevant programs.

The Board of Examiners will meet each Semester to moderate all Final Grades and make recommendations for Supplementary Assessment to the Executive Dean or Director (USQ College), whoever is responsible for the Program. The moderation will be based on Course Examiners' recommended Final Grades after having reviewed Student and Course Grade profiles with respect to consistency, equity and efficacy of these regulations and principles.

Recommended Final Grades received after a Board of Examiners' meeting are subject to approval by the Executive Dean or Director (USQ College), whoever is responsible for the Program.

4.3.2 Employee responsibilities

The heads of Academic organisational units are responsible for ensuring that the Marking, moderating and grading of Assessment Items is undertaken in accordance with these procedures and the Course Specifications.

The Course Examiner is responsible for ensuring that all results (Final and Temporary) have been correctly recorded and that Marking and grading has been duly and accurately performed.

The Course Examiner, in consultation with the Moderator, shall assess Students' achievements of the objectives of the Course in accordance with the Course Specifications and recommend, on the basis of that Assessment, Final Grades to the head of their Academic organisational unit. If there is a dispute between the Course Examiner and the Moderator in recommending a Final Grade for a Student, the Board of Examiners shall be asked to resolve that dispute.

The heads of Academic organisational units may alter Final Grades after seeking the advice of the Board of Examiners and may amend a Grade to the Administrative Grade RN whilst seeking that advice.

4.3.3 Moderation

The appropriateness of the Assessment Scheme and all Summative Assessment Items for a Course will be assessed by the Moderator for the Course and will require the Moderator's

endorsement before being released to the Students in the Course.

Where more than one person assesses Students' work on a particular Assessment Item, the Course Examiner will be responsible for implementing a moderation process for those Assessment Items to ensure that all Students are treated fairly and equitably.

Before submitting recommended Final Grades to the School's Board of Examiners, the Course Examiner will meet with the Moderator of that Course to confirm the recommended Final Grades.

4.3.4 Passing Grades

To receive a passing Final Grade in a Course a Student must obtain at least 50% of the total weighted Marks for the Course and have satisfied any Secondary Hurdles (if applicable) unless otherwise approved by the Executive Dean or Director (USQ College), whoever is responsible for the Program and detailed in the Course Specifications.

If a Student does not satisfy the requirements to be awarded a passing Final Grade, the Student will be awarded either a failing Final Grade or an incomplete Grade. Where a Student meets the criteria for Supplementary Assessment, the Course Examiner will recommend this to the Board of Examiners.

4.3.5 Determination of, and eligibility for, Final Grades

A Student's Final Grade for a Course is determined by combining the Student's Marks for each Summative Assessment Item in accordance with the Course Specification. Section 3.1 'Determination of Final Grades' in the Grade Point Average (GPA) Calculation Schedule displays Marks (expressed as a percentage) to Grade equivalence and will be used by all Course Examiners to determine a Student's Final Grade for a Course.

To receive a Final Grade for a Course a Student must be enrolled in the Course as a Student of the University and receive the Final Grade on the basis of the work undertaken while enrolled in the Course.

Final Grades for Courses shall be reported by either:

- the stratified system, in which the Final Grades available are: HD = High Distinction, A = Distinction, B = Credit, C = Pass, PC = Pass Not Contributing to GPA, FC = Fail not Contributing to GPA, F* = Fail; or
- the non-stratified system, in which the Final Grades available are: UP = Ungraded Pass, UF = Ungraded Fail, F* = Fail, ONG = Ongoing. *Includes all other Failing Grades (F, FNP, FNS, FNC or FLW).

Descriptions and requirements for these Final Grades are listed in Section 3.1 'Final Grade

descriptors' in the Grades Schedule.

4.3.6 Temporary Grades

Prior to being awarded a Final Grade, a Student may be awarded a Temporary Grade which should be changed to a Final Grade as soon as practicable. Temporary Grades and their descriptions and usages are given in Section 3.2 'Temporary Grades' in the Grades Schedule.

A Student who has been enrolled in a Course and received a Temporary Grade of I is considered to be still enrolled in the Course until the Temporary Grade of I is replaced with a Final Grade.

Students with a Temporary Grade for a Course will be given written advice of the requirements for them to be awarded a Final Grade for that Course. Such advice will be given to Students via email, StudyDesk or in Grade comments in their Student Centre.

4.3.7 Administrative Grades

An Administrative Grade is a Final Grade or Temporary Grade where non-Assessment related (administrative) conditions have determined the Grade assigned which is not determined solely by Student Assessment performance. For Administrative Grades, Grade Points are not applicable.

4.3.8 Non-Stratified Grading System

The Non-Stratified Grading System may be used only where the Course Examiner has satisfied the Executive Dean that:

- It is not possible to formulate appropriate criteria for discriminating between levels of satisfactory performance; or
- It is not practicable or meaningful to discriminate between levels of satisfactory performance; or
- Use of the stratified system would be detrimental to the approved objectives of the Course.

4.3.9 Non-Assessable Students

Students Graded NA in a Course may not use that result as a prerequisite for other Courses, nor may such Courses contribute towards the completion of any Program.

4.3.10 Conceded Pass

Conceded passes are only available for Students in Award undergraduate, graduate and

postgraduate Coursework masters programs. Students in Non-Award or Higher Degree by Research programs are not eligible to receive a Conceded Pass Grade.

A Grade of Conceded Pass (D Grade) may be awarded on approval by the Executive Dean of the Faculty offering the Course, based on the recommendation of the Board of Examiners and, if applicable, in consultation with the Faculty offering the Student's program on the following conditions:

- only one D Grade may be credited towards the completion of a program by a Student;
- normally the Student must have attempted all Summative Assessment Items for the Course and any Deferred Assessment Items assigned to the Student for the Course and normally failed to achieve a passing Grade by 5% or less of the aggregated Marks or equivalent in the grading scale; and
- normally a D Grade would only be awarded in a final Course or Semester of a Student's study in a program. A D Grade will not be awarded in a course that was not a final Course at the time of studying the Course or when Supplementary Assessment was awarded for that Course. A D Grade cannot be awarded where Supplementary Assessment is undertaken in a final Course where only pass (C) or fail (F) Grades are available. A D Grade can be awarded where Deferred Assessment is completed in a final Semester and where the full range of Grades is available.
- Conceded Passes will only be awarded for elective Courses in programs where professional registration permits no other Conceded Passes.

Students cannot apply for a D Grade. The University will decide if a D Grade is to be awarded. Enquiries regarding eligibility for a D Grade should be directed to the faculty in which the Course was undertaken.

4.3.11 Withholding of results

The Administrative Grade RW - Result Withheld - will be used for Students who have a debt to the University.

For the purposes of these procedures, a debt to the University will include:

- unpaid Library fines;
- overdue tuition fees;
- overdue Residential College fees;
- overdue University equipment loans; and

- such other instances as may be determined by the Chief Financial Officer.

Any results or any Testamurs withheld in accordance with these procedures shall be transmitted to the Student concerned as soon as practicable after payment of the debt or debts which caused those results or Testamurs to be withheld.

4.3.12 Grade Point Averages

A Student's Grade Point Average (GPA) for a program is based on the average of the numerical value of all Final Grades, and excludes non-numerical Final Grades, obtained by a Student in all Graded Courses credited towards the Award Program, weighted by the unit value of each of those Courses.

Section 3.1 'Determination of Final Grades' in the Grade Point Average (GPA) Calculation Schedule gives the numerical value to be assigned to each Final Grade to allow the calculation of a Student's GPA for a program.

Courses for which exemptions have been granted are not to be included in the calculation of a GPA, but Courses transferred with their grade are to be included. Non-contributory Courses are not to be included in the calculation of a GPA.

4.3.13 Publication of results

Students who have a debt to the University will not have their Final Grade in any Course officially communicated to them nor will they be permitted to graduate.

Only the Pro Vice-Chancellor (Students) may authorise the release of official result certificates, academic transcripts and publish Formal Examination timetables and Student Final Grades, after confirmation from the scheduled Board of Examiners' meetings.

Results for individual Assessment Items and the Grade awarded in a Course shall be displayed or published using Student number only.

No Student's Grade or Mark shall be lowered after it has been officially released to the Student except in the case of the proven Academic Misconduct by the Student or an administrative error ruled by the Deputy Vice-Chancellor (Academic), following a request from the Executive Dean, to be in need of correction.

4.3.14 Review of Final Grade

In order to clarify any issues relating to the overall Grade for the Course, Students are entitled to seek a review of their Final Grade for the Course after the publication of results.

A review of Final Grade may result in no change to the Grade, or change to a higher or lower Grade. Each review of Final Grade is determined on its own merits.

To request a review of their Final Grade, Students must complete a Review of Final Grade Application Form and submit it via usq.support@usq.edu.au within 10 University Business Days of the publication of results. Changes to this timeline may be allowed in Compassionate and Compelling Circumstances, in which case the timelines will be determined by the Head of the relevant School, or their delegated nominee, or equivalent.

The grounds for which the Student is applying for the review of Final Grade must be clearly described within the application. Failure to do this may result in the application being disallowed, as consideration of the application is based entirely on the information supplied. It is the Student's responsibility to supply all relevant information. A Student is permitted to lodge only one review of Final Grade application for each enrolment in a Course.

The Review of Final Grade application must outline the reasons for the request, by demonstrating one, or more, of the following:

- an administrative error has occurred in the computation of the Final Grade;
- the Marking and/or Assessment is inconsistent with the Assessment requirements or with the Assessment criteria as stated in the Course Specification;
- difficulties were experienced as a result of a breakdown in relevant University systems, experienced in enrolment or with provision of study materials, such as online study guides and readings. (Note: in such circumstances, additional Assessment tasks may be required);
- difficulties were experienced in the operation of the Course resulting in inequitable treatment or misinformed advice to Students regarding the completion of Assessment, the Assessment requirements, or the Assessment criteria. (Note: in such circumstances, additional Assessment tasks may be required).

If the application for a review of Final Grade is for a Course which constitutes a fieldwork, practicum, work placement or performance where there is no 'record' available against which to review the Student's practical skills and achievements, then the only grounds on which a review of Final Grade may be requested are:

- that extenuating circumstances, such as an undiagnosed illness that impacts on their achievement, existed at the time of Assessment, but were not identified until later;
- that the approved procedures laid down in the Course profile or fieldwork / practicum / performance / professional requirements handbook for the Assessment of the fieldwork / practicum / performance / professional requirements were not followed; or
- the Student did not receive appropriate feedback from the Course Examiner during the Course, or a reasonable opportunity and time to act on this feedback.

Grounds which cannot be used as a basis for applying for a review of a Final Grade include, but are not limited to:

- a close proximity of the Final Grade to the next level of grade;
- a comparison with another Student's Final Grade or Students' performance;
- the visa or employment status/prospects of the Student;
- financial difficulties experienced by the Student;
- the Student's unsubstantiated belief that they deserve extra Marks; or
- third party expectations and/or the Student's belief that the grade was not commensurate with their effort.

An application for a review of Final Grade will be denied if:

- the Student has not completed all compulsory Assessment requirements of the Course;
- no reasonable grounds are demonstrated in the application for the review of Final Grade;
- the Assessment process involves consensus moderation, involving at least three people, confirming that the Mark/Grades awarded to the cohort for the particular Assessment task, for example, an exam or Coursework item, are appropriate (except for mathematical/ administrative errors);
- the work has already been assessed by at least three people knowledgeable in the field prior to the review of Final Grade application lodgement, and the Grade has been confirmed (except for mathematical/administrative errors); or
- any Assessment task is under investigation or ruled for Academic Misconduct.

If the grounds for review relate to a group of Students who appear to have suffered the same documented system breakdown as identified in a specific case, and it is determined that the group has been disadvantaged by the system breakdown, then every effort will be made to identify all those Students and ensure that the group of Student Grades is reviewed. The relevant Head of School is responsible for ensuring this process is completed.

Students normally will be given written advice within 10 University Business Days of the outcome of their application for a review of Final Grade.

If they have the grounds to do so, Students may lodge an Appeal using the University approved

form and process as per the relevant policy and procedure.

4.4 Deferred, Supplementary and Varied Assessment Items and Special Consideration

4.4.1 Deferred Assessment

Deferred Assessment is offered to a Student when the adjusted due date of an Assessment Item, not including an examination, is beyond the final teaching day of a Semester.

The only mechanism available to Students who are unable to complete an examination, or an Assessment Item with a due date during the Examination Period, is an application for Deferred Assessment.

Any Deferred Assessment Items must be based on the objectives and content of the Course at the time of the Student's Enrolment in the Course.

Students who have been offered and complete a Deferred Assessment Item are eligible for the full range of Grades available for that Course.

A Deferred Assessment Item cannot be subsequently deferred.

Applications to defer an Assignment must be made in accordance with Section 4.2.4.2 of this procedure.

Applications to defer a Formal Examination must be made online using the link provided under "Related forms, publications and websites" in Section 7 below. Applications must be made within 10 University Business Days of the date of the Formal Examination.

Applications to defer a Formal Examination may be rejected if there is reason to believe that the Student is seeking an unfair advantage as might be suggested by a pattern of repeat Deferred Assessment applications. Applications will be checked for any previous history of requesting deferral of Assessment Items.

The Student will be notified as soon as possible by email to the Student's University email address of the outcome of the request to defer a Formal Examination. If the supporting documentation is not available at the time the request is lodged, any extension granted is provisional only until formal evidence of the extenuating circumstance listed in the request is received as per the requirements of the Assessment of Compassionate and Compelling Circumstances Procedure.

Deferred Formal Examinations will normally be held in the next Formal Examination Period. A Student's Final Grade will be finalised within 12 months following the end of the Semester when the Student was enrolled for the Course.

Students will not be offered a Deferred Formal Examination if the Student will fail the Course irrespective of the outcome of the Formal Examination.

4.4.2 Supplementary Assessment

Supplementary Assessment normally will be offered to a Student who has:

- passed the Primary Hurdle but failed to satisfy a Secondary Hurdle (Supervised); or
- satisfied a Secondary Hurdle (if applicable) but failed to achieve a passing Final Grade by 5% or less of the total weighted Marks.

Any Supplementary Assessment of a Student will be based on the objectives and content of the Course at the time of the Student's Enrolment in the Course.

Students cannot apply for Supplementary Assessment.

Students awarded Supplementary Assessments will be provided with advice in relation to the nature of the work required at least two weeks before the deadline for the work. Such advice will be available to Students via email, StudyDesk or in Grade comments in their Student Centre.

The maximum Mark for a Supplementary Assessment is a Grade of 'C' (or 'UP' if the Course is Graded using the non-stratified system). To be awarded a passing Grade for a Supplementary Assessment, a Student must achieve at least 50% of the available Marks, or a Grade of at least C for the Supplementary Assessment Item.

Supplementary Examinations are normally held in the next Formal Examination Period.

Students who have been offered but do not take a Supplementary Examination for a Course will be given a Fail (F) Grade for the Course. A Supplementary Assessment cannot be deferred.

4.4.3 Resubmission of Assignments

In the event of Compassionate and Compelling Circumstances, a Course Examiner may permit a Student to resubmit an Assignment that has received a failing Grade or a Mark of less than 50%. If a Student is permitted to resubmit a failed Assignment, the only passing Grade or Mark allowable for the resubmitted Assignment will be C or 50% (as appropriate).

4.4.4 Variations in Assessment

In the event of Compassionate and Compelling Circumstances, the Course Examiner may, in consultation with the Moderator, approve a variation of an Assessment Item for the affected Student.

Any variations in the Assessment of on-campus, online and external Course offers must be based only on the differences in the facilities and opportunities available to the different groups of Students, for example, presentations, class participation, practical work and Examinations.

Any varied Assessment Items must constitute comparable workloads and assess the same objectives for on-campus, online and external Course offers.

Except as provided above, neither the format, timing, or weighting of an Assessment Item shall be changed without the approval of the Executive Dean of the Faculty offering the Course.

Where a Student has completed part of a Course in a previous Semester or by other means, the Course Examiner may, with the approval of the Moderator and the Executive Dean of the Faculty offering the Course, develop a special Assessment Scheme for the Student.

4.4.5 Special Consideration

Students who undertake a Formal Examination may apply via usq.support@usq.edu.au for Special Consideration if:

- they attend the Formal Examination but due to extenuating circumstances (such as physical illness) are unfit to complete it; or
- they complete the Formal Examination but believe their performance was significantly impaired by illness or other incident within the examination itself to the extent that they could not properly demonstrate their level of achievement of the objectives of the Course.

Students cannot claim Special Consideration for circumstances or conditions that are the consequences of their own actions or inactions in accordance with the Assessment of Compassionate and Compelling Circumstances Procedure.

Students affected by circumstances occurring prior to sitting a Formal Examination should apply for a Deferred Examination (ensuring appropriate supporting documentation is provided) and should not attempt to sit the Formal Examination.

A Special Consideration Application Form must be submitted no later than five University Business Days after the date of the Formal Examination and must include information and supporting documentation as per the requirements of the Assessment of Compassionate and Compelling Circumstances Procedure.

Students who sit all or part of a Formal Examination should note that their circumstance must be verified via an incident report to be lodged by the Formal Examination Supervisor. Applications unable to be verified against an Examination Supervisor's report will be rejected.

All applications for Special Consideration will be reviewed by the Course Examiner who may, on the basis of professional judgement and after consultation with the Moderator, grant an appropriate concession.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Deputy Vice-Chancellor (Academic)
Responsible Officer	Pro Vice-Chancellor (Students)
Policy Type	University Procedure
Policy Suite	Assessment Policy
Subordinate Schedules	Assessment Hurdles Schedule Class of Honours Standard Schedule Grade Point Average (GPA) Calculation Schedule Grades Schedule Residential School Categorisation Schedule
Approved Date	28/5/2020
Effective Date	28/5/2020
Review Date	28/3/2017
Relevant Legislation	Higher Education Support Act 2003 National Code of Practice for Providers of Education and Training to Overseas Students 2018
Related Policies	Student Complaint and Appeal Policy Student Expectations and Responsibilities Policy Students with a Disability Policy and Procedure
Related Procedures	Academic Appeal Procedure Administration of Formal Examinations Procedure Assessment of Compassionate and Compelling Circumstances

	<p>Procedure</p> <p>Student Academic Misconduct Procedure</p>
<p>Related forms, publications and websites</p>	<p>Assignment Extension Request Form</p> <p>Deferred examination website</p> <p>Review of Final Grade Application Form</p> <p>Recheck of Assignment Marks Request Form</p> <p>Special Consideration Application Form</p>
<p>Definitions</p>	<p>Terms defined in the Definitions Dictionary</p> <p>Academic Misconduct</p> <p>Academic Misconduct encompasses all behaviours, including doing as well as attempting to do, any of the acts, omissions or activities that constitute Academic Misconduct: involving the misrepresentation of academic achievement; or undermining the core values (honesty, trust, fairness and respect) of Academic Integrity; or breaching Academic Integrity; whether intentional or unintentional. Academic Misconduct includes, but is not limited to the following: Plagiarism; submitting (for Assessment or review) work prepared by another person; Collusion, such as any unauthorised collaboration in preparation or presentation of work, including knowingly allowing personal work to be copied by others; all forms of Cheating in examinations and other Assessment tasks; Contract Cheating and Solicitation; offering or accepting bribes (money or sexual or other favours), e.g. for Admission or for Marks/Grades; and fabrication or falsification of information or Student identity (TEQSA Guidance Note: Academic Integrity, Version 1.2, 28 March 2019).</p> <p>Appeal</p> <p>A formal, written request made by a Student or Employee to a higher authority to have a Decision overturned.</p> <p>Assessment</p> <p>The process of evaluating the extent to which Students have achieved the objectives of a Course.</p> <p>Assessment Item</p> <p>An individual Assessment task as outlined in the Assessment schedule for a Course. Assessment Items may consist of</p>

Assignments or Formal Examinations and may be Formal, Informal, Formative or Summative in nature.

[Assessment Scheme](#)

The approved schedule of Assessment Items for a Course.

[Assignment](#)

Any Assessment Item in the Assessment Scheme for a Course excluding Formal Examination. Assignments may be formative or summative and can include a range of Assessment activities, including but not limited to reports, essays, tests, quizzes, projects, industry placements, practical tests, computer managed assessments etc.

[Award](#)

The qualification conferred upon a Student following the successful completion of an Academic Program. The categories of Award are listed in the Program Nomenclature Schedule.

[Award Program](#)

A sequence of study which leads to an academic qualification granted by the University and conferred by Council.

[Compassionate and Compelling Circumstances](#)

Circumstances that are generally beyond a Student's control. These circumstances have an impact on a Student's wellbeing and/or on their ability to progress in their Courses or program.

[Course](#)

The basic unit of study and assessment for which a Student may be awarded a grade, and may accumulate credit units towards completion of a Program.

[Course Specification](#)

A written specification of the objectives, content, assessment methods, and other relevant details of a Course.

[Coursework](#)

A method of teaching and learning that leads to the acquisition of skills and knowledge and does not include a major research

component.

[Coursework Course](#)

A subject of study, defined by a Course Specification, for which Students may be awarded a Final Grade where the method of teaching and learning that leads to the acquisition of skills and knowledge and does not include a major research component.

[Deferred Assessment](#)

An Assessment Item (Assignment or Formal Examination) offered by the Examiner of a Course to Students on the basis that they could not attend a scheduled Formal Examination or submit a scheduled Assignment due to Compassionate and Compelling Circumstances. In the situation where the Examiner requires students to submit an Assignment prior to the last date for submitting Final Grades for the Course an extension should be granted rather than a deferral.

[Examiner](#)

A University staff member, normally an academic staff member, continuing or fixed term, appointed to be responsible for the conduct and Assessment of a Course in accordance with the prescribed Course Specification.

[Final Grade](#)

A Final Grade is a code that normally represents the outcome of the Assessment of a Student's performance against the learning objectives of a Course but may reflect the outcome of an applicable administrative process.

[Formal Examination](#)

A Summative Assessment Item in the form of an Examination held during the Formal Examination Period.

[Formal Examination Period](#)

The period of time set aside at the end of each Semester during which Students must undertake any compulsory Formal Examination as described in the Course Specification for the Course in which they are enrolled.

[Formative Assessment](#)

Assessment that is designed to assist Students in monitoring their

progress through a Course, but which does not contribute towards the Final Grade for that Course.

[Grade \(noun\)](#)

A Grade is a code that indicates the status of the Assessment of Student performance against the learning objectives of a Course.

[Grade Point Average \(GPA\)](#)

A GPA is the sum, for all relevant Courses, of the Unit value for each Course, multiplied by the numerical value of the Grades achieved in those Courses, divided by the sum of the Unit values for all the relevant Courses.

[Higher Degree by Research \(HDR\)](#)

A Research Doctorate or Research Masters program for which at least two-thirds of the Student load for the program is required as research work.

[Mark](#)

An indication of mastery or non-mastery of an assessment task that takes the form of a numerical value.

[Moderator](#)

University staff member appointed to ensure that Assessment instruments and their use are appropriate in determining if Students have achieved the stated objectives of a Course. The duties of the Moderator include review and endorsement of the Course Specification, Assessment instruments and grading of Students and, as required, involvement in appeals.

[Non-Award Program](#)

A sequence of study which does not lead to an Award.

[Notice](#)

A Notice from the University is a document, whether physical or electronic. A Notice may be: given by hand to the addressee or delivered to the address provided by the addressee to the University; or sent by registered or pre-paid mail to the address provided by the addressee to the University; or sent by electronic communication to the University-issued email account provided by the University to a Student during the period of Enrolment until the completion of their

program; or sent by electronic communication to the email address provided to the University by an addressee not enrolled at the University. A Notice is taken to be received if: given by hand to the addressee or delivered to the address provided to the University by the addressee; or sent by registered or pre-paid mail - three University Business Days after the date of posting; or sent by electronic communication - at the time that would be the time of receipt under the Electronic Transactions Act 1999 or its succeeding legislation. A Notice that would be deemed to have been received out of business hours or on a non-University Business Day will instead be deemed received on the next University Business Day.

[Primary Hurdle](#)

A Primary Hurdle requires the achievement of 50% or more of the total weighted Marks available for the Course in order to obtain a passing Final Grade for the Course.

[Secondary Hurdle](#)

A Secondary Hurdle imposes additional specified requirements that must be met to be eligible for a passing Final Grade for the Course.

[Secondary Hurdle \(Supervised\)](#)

A Secondary Hurdle (Supervised) requires the achievement of a certain standard (a specified percentage) in supervised Assessment that is typically a Formal Examination.

[Semester](#)

The period of time during which instruction is provided, learning is undertaken and Assessment is carried out. There are three periods during an Academic Year known consecutively as Semester 1, Semester 2 and Semester 3.

[Special Consideration](#)

Consideration given to a Student who has experienced extraordinary circumstances during a Formal Examination for a Course.

[Student](#)

A person who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

[Summative Assessment Item](#)

Any Assessment Item (Assignment or Formal Examination) used in the determination of a Student's final Grade and should provide for feedback except when it is the final Assessment Item for a Course. Where a Summative Assessment Item is used only to determine whether or not a Student is eligible to be given a passing Grade, the weighting allocated to the item may be zero.

[Supplementary Assessment](#)

An Assignment or Examination offered to Students who have undertaken all the required Assessments in that Course, but have not demonstrated satisfactory levels of achievement in all of the objectives considered as essential for passing the Course.

[Supplementary Examination](#)

An Examination offered to Students who have undertaken all the required Assessments in that Course but have not demonstrated satisfactory levels of achievements in all of the objectives considered as essential for passing the Course.

[Testamur](#)

A certificate issued by the Council of the University to signify that a Student has satisfied the requirements of a specific program and has graduated.

[Thesis](#)

Also known as a Standard Thesis, is the material outcomes of a program of research. It is also referred to as a 'dissertation'.

[University](#)

The term 'University' or 'USQ' means the University of Southern Queensland.

[University Business Days](#)

The days of Monday to Friday inclusive between 9am and 5pm Australian Eastern Standard Time (AEST), with the exclusion of gazetted Public Holidays for the relevant campus location, plus the closure of the University between 25 December and 1 January in the following year inclusive as specified in the USQ Enterprise Agreement, as well as any closure of the University either at one or several campuses in accordance with a direction of the Crisis

	Management Team.
	Definitions that relate to this procedure only
Keywords	
Record No	14/749PL