

Assessment and Grades - Roles and Responsibilities Schedule

1 Purpose

To provide guidance on the roles and responsibilities related to Coursework Assessment and Grades in use at the University.

2 Scope

This Schedule must be read in conjunction with the Assessment Procedure and the Grades Procedure. It is subordinate to the Assessment Procedure.

3 Schedule

3.1 Students

It is a responsibility of Students to:

1. undertake Assessment with integrity;
2. submit Assessment Items by the submission deadline, and where possible retain an electronic copy of the submitted item; and
3. engage with feedback processes and other Formative Assessment activities to support future learning.

3.2 Course Examiners

Course Examiners are responsible for Course Level Assessment design, implementation and marking in accordance with the Course Specification. It is the responsibility of Course Examiners to:

1. publish all Assessment Information under the Assessment page on StudyDesk during the first week of the Teaching Period;
2. ensure that Assessment Information is accurate and consistent across all sources;
3. ensure that clarification and support is provided as soon as practical but not later than two (2) University Business Days for Student enquiries that relate to Assessment;

4. for group Assessments, ensure that each Student can participate in, and contribute meaningfully to the Assessment Item, and mechanisms are in place that facilitates the respectful and timely resolution of group conflicts;
5. ensure that timely, constructive and specific feedback is provided to Students by the timelines identified for marking;
6. ensure that markers have the appropriate qualifications, experience, skill and knowledge to assess Student achievement;
7. moderate Assessment Marks where markers are involved;
8. actively monitor Student submissions for breaches of Academic Integrity;
9. ensure that the Marks awarded for each Assessment Item and the Final Grade of a Student are consistent with the Grade Descriptors set out in the Grades Procedure;
10. ensure that results are accurately recorded and recommend Final Grades to the Board of Examiners;
11. engage with Students to pursue informal resolution to resolve concerns about Assessment, feedback and marking; and
12. determine timeframes for Assessment extensions.

3.3 Head of School

It is the responsibility of the Head of School to:

1. oversee Assessment design, delivery and marking;
2. ensure that school committees review the Assessment in a Course for each offering before the Information is published to provide assurance on the quality of Assessment Items and their individual components;
3. ensure that school committees evaluate Assessment and Grade outcomes after the Course has been delivered;
4. approve variations to published Assessment Information such as task sheets, after the Teaching Period has commenced;
5. authorise results submitted to the Assessment management system;
6. as the Chair of the Board of Examiners, recommend Final Grades to the Deputy Vice-Chancellor (Academic Affairs) for approval;

7. promote Assessment principles outlined in the Assessment Policy; and
8. ensure allocation of resources to support effective Assessment within a school.

3.4 Deputy Vice-Chancellor (Academic Affairs) or Director (USQ College)

It is the responsibility of the Deputy Vice-Chancellor (Academic Affairs) or Director (USQ College) to:

1. monitor the quality of Assessment Items through the Associate Dean (Learning, Teaching and Student Success);
2. ensure that Assessment design takes a whole-of-program view and is constructively aligned at the program level to support the relevant qualification type Learning Outcome descriptors, as set out in the Australian Qualifications Framework, and the University Graduate Attributes, through the Associate Dean (Academic);
3. approve competency requirements for Assessments;
4. approve the use of pass/fail grading in a Course;
5. approve Final Grades;
6. approve Conceded Pass Grades;
7. approve the early release of Final Grades;
8. authorise alteration of a Final Grade after release;
9. endorse the use of invigilated examinations, if those are a documented requirement of an external accreditation body; and
10. endorse Exemption from, or variation to, any aspect of the Assessment Procedure.

3.5 Provost

It is the responsibility of the Provost to:

1. approve the use of invigilated examinations in a Course; and
2. approve Exemption from, or variation to, any aspect of the Procedures or subordinate schedules.

4 References

Nil.

5 Schedule Information

Accountable Officer	Provost
Responsible Officer	Deputy Vice-Chancellor (Academic Affairs)
Policy Type	University Procedure
Policy Suite	Assessment Policy
Approved Date	18/1/2022
Effective Date	14/2/2022
Review Date	14/2/2025
Relevant Legislation	
Related Policies	
Related Procedures	Assessment Procedure Grades Procedure
Related forms, publications and websites	Assessment Types Schedule Assessment Pattern Schedule
Definitions	Terms defined in the Definitions Dictionary Academic Integrity Academic Integrity means acting with the values of honesty, trust, fairness and respect in learning, teaching and Research. It is important for Students, academics, Researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Staff should be role models to Students. Academic Integrity is important for an individual's and an institution's reputation (EAIP, 2013). Assessment The process of evaluating the extent to which Students have achieved the objectives of a Course. Assessment Item

An individual Assessment task as outlined in the Assessment schedule for a Course. Assessment Items may consist of Assignments or Formal Examinations and may be Formal, Informal, Formative or Summative in nature.

[Conceded Pass Grade](#)

A Final Grade of 'Conceded Pass' may be awarded by the University in a single Course attempted in the Final Teaching Period of a program. Students who have achieved at least 45% but less than 50% must meet a range of conditions set out in the Grades Procedure to be awarded this Grade.

[Course](#)

A discrete element of a program, normally undertaken over a single Teaching Period, in which the Student enrolls, and on completion of which the Student is awarded a grade.

[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.

[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.

[Exemption](#)

The release from the requirement to complete a specific required Course but without reducing the overall number of Units required to complete the program.

[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.

[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.

[Graduate Attributes](#)

Qualities, skills and disciplinary expertise that Students should develop during their time with the University and which are valued by the University community, employers and society.

[Information](#)

Any collection of data that is processed, analysed, interpreted, organised, classified or communicated in order to serve a useful purpose, present facts or represent knowledge in any medium or form. This includes presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical form.

[Learning Outcomes](#)

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.

[Level](#)

The stage of a program specified for completion during the equivalent of a single Academic Year of Full-time Study.

[Mark](#)

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

[Policy](#)

A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures

that give instructions and set out processes to implement a Policy.

Procedure

An operational instruction that sets out the process to operationalise a Policy.

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.

Teaching Period

The period during which a Course or study unit is offered. Examples of teaching periods include, but are not limited to, semesters, trimesters, blocks, intensives and sessions.

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 schedule only

Keywords	Assessment, Grades, Assessment design and marking, Final Grades, Course Examiner, Head of School, examinations, quality
Record No	21/698PL