



Assessment Policy Suite

This document contains the following instruments repealed on 14 February 2022:

1. **[Assessment Policy](#)**
Replaced by new Assessment Policy.
2. **[Assessment Procedure](#)**
Replaced by new Assessment Procedure.
3. **[Grades Schedule](#)**
Replaced by the Grades Procedure.
4. **[Grade Point Average \(GPA\) Calculation Schedule](#)**
Replaced by the Grades Procedure.
5. **[Administration of Formal Examinations Procedure](#)**
Relevant information formerly included in the Procedure that remains relevant to students and staff has been moved to webpages, FAQs, and included in Guidelines.
6. **[Assessment Hurdles Schedule](#)**
The revised Assessment Procedure no longer supports the use of hurdles in course assessment.
7. **[Course Naming and Numbering Schedule](#)**
Relevant information formerly included in the Schedule is now published in the Coursework Curriculum Design and Structure Procedure.
8. **[Residential School Categorisation Schedule](#)**
Relevant information will be incorporated into the Coursework Design suite.



Assessment Policy

1 Purpose

To articulate the principles and practices that underpin the approach of the University to assessing Student learning.

2 Scope

This policy applies to all Courses offered by the University.

All Students and staff members involved in Course Assessment are subject to this policy.

3 Policy Statement

The University acknowledges that Assessment has a crucial role in learning and teaching.

The University expects Assessment to be academically rigorous and valid (learning principles), effective and efficient (content principles) and ethical and fair (equity principles).

4 Principles

To achieve this, the University has adopted the following principles:

- **Learning principles**

Assessment should focus on and assess the achievement of the applicable learning objectives.

Assessment should be learning focussed and should use Assessment Items based on discipline-relevant standards appropriate to the level of the Course.

- **Content principles**

Assessment should fully align with the Course Specifications including specified Student workload.

Assessment should reflect what is most important to learn from the Course up to the point of Assessment.

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- **Equity principles**

Assessment should recognise and reasonably accommodate Student diversity.

Assessment should be standards-based using pre-determined criteria and weightings known to Students in advance.

4.1 Learning

The methods employed in assessing Student achievement of the applicable objective shall maintain academic standards appropriate to the level of the Course in which Students are enrolled.

The types and design of Summative Assessment Items used for a Course should be appropriate for the applicable objectives being assessed.

Assessment techniques should enable Students to demonstrate clearly the level of achievement that they have attained in the areas being assessed.

4.2 Content

Examiners should limit their use of Summative Assessment Items in Courses to ensure that Students are not over-assessed and that Students can get appropriate and timely feedback on such Assessment Items.

Examiners are encouraged, where appropriate, to use Formative Assessments as part of the teaching/learning process.

4.3 Equity

Summative Assessment Items for a Course will normally be moderated and criterion referenced.

The allocation of Grades and/or Marks to Student work by academic staff for a Course will reflect the best professional judgement of the level of learning achieved.

The Assessment methods employed shall ensure that the Assessment is not based on prejudicial or other unfair practices.

5 References

Nil.

6 Schedules

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

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7 Policy Information

Accountable Officer	Deputy Vice-Chancellor (Academic)
Responsible Officer	Deputy Vice-Chancellor (Academic)
Policy Type	Academic Quality Policy
Policy Suite	Administration of Formal Examinations Procedure Assessment Hurdles Schedule Assessment of Special Circumstances Procedure Assessment Procedure Class of Honours Standard Schedule Grade Point Average (GPA) Calculation Schedule Grades Schedule Residential School Categorisation Schedule
Subordinate Schedules	
Approved Date	10/2/2020
Effective Date	10/2/2020
Review Date	28/3/2017
Relevant Legislation	
Related Policies	Learning and Teaching Policy Student Academic Integrity Policy Student Expectations and Responsibilities Policy
Related Procedures	
Related forms, publications and websites	
Definitions	Terms defined in the Definitions Dictionary Assessment

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	Assessment Item Course Course Specification Formative Assessment Grade (noun) Mark Student Summative Assessment Item University
	Definitions that relate to this policy only
Keywords	Coursework Courses, Assignment, Exams, Examinations, Quiz, Test, Group Work, Grades, Results
Record No	13/57PL



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

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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 whilst undertaking a Coursework Course a Student encounters Special 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

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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 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 should make an appointment with the Course Examiner. The Course Examiner will work with the Student to informally 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. A recheck of the Assignment Marks may result in no change to the original Mark, or a higher or lower Mark than was originally awarded.

If a Student is dissatisfied with the outcome of the informal resolution process, they may lodge a Stage 1 formal grievance via the online Student Feedback, Complaints and Appeals portal, in accordance with section 4.3 of the Student Grievance Resolution Procedure. The request must be made within 10 University Business Days of receiving the Marked Assignment, unless Special Circumstances apply (refer to the Assessment of Special Circumstances Procedure for guidance). Students must outline

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how the Mark shows an oversight, Marking omission or mathematical discrepancy against the Marking criteria or calculation of Marks.

Reasons which cannot be used as a basis for lodging a Stage 1 formal grievance include:

- 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 outcome of a Stage 1 formal grievance may result in no change to the original Mark, or a higher or lower Mark than was originally awarded.

If a Student is dissatisfied with a Stage 1 formal grievance outcome, they may request a Stage 2 review in relation to their Final Grade for the Course after the publication of results, in accordance with section 4.4 of the Student Grievance Resolution Procedure. If a Student does not receive their Assignment Mark until after the release of their Final Grade for the Course, they should request a Stage 2 Review of their Final Grade.

4.2.4 Late submission of Assignments

Adhering to due dates and times is an essential component of Student learning. It supports Students in pacing their workload and helps to develop employability skills. Assessment deadlines are also necessary for the administration of Assessments, marking, and the timing of feedback to the cohort to support learning.

The University recognises that unexpected situations occur that impact the ability of Students to complete Assessments. Where exceptional circumstances prevent a Student from submitting an Assessment Item by the due date and time, Students may apply for an extension via their Student Centre. The application must be supported by documentary evidence.

Requests are assessed against the Assessment of Special Circumstance Procedure. Decision-making is informed by relevant Guidelines. Where an application is unsuccessful, Students may request a review in accordance with Section 4.4 Review of Stage 1 outcome or other Decision in the Student Grievance Resolution Procedure.

Requests for extensions normally need to be submitted by the Assessment due date. Extension requests submitted after the due date are only accepted where a Student can provide evidence in accordance with the Assessment of Special Circumstances Procedure that it was not possible to submit a request prior to the due date.

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Unless otherwise defined in the Course Specification, the submission due date may be extended by one week. Students may submit requests for longer extensions in accordance with the Assessment of Special Circumstance Procedure. Longer requests may result in a Deferred Assessment. If the extension date is after the last teaching day of the Semester, the Assessment will be considered a Deferred Assessment.

Examiners make academic judgements regarding Assignment extension timeframes at the beginning of the Teaching Period and, during the Teaching Period, these Decisions are administratively applied. Where there are Special Circumstances, requests may be escalated to Examiners during the Teaching Period.

If an Assignment is submitted after the published deadline without an approved extension of time, the maximum Mark will be reduced as a consequence.

In this case, the available Mark is reduced by 5% (of the original available Mark) for each Calendar Day or part day that the Assignment is late. An Assignment submitted more than one (1) week after the due date will have a Mark of zero recorded.

A zero Mark will be awarded for an Assessment Item if it is submitted after an approved extension date.

In some instances, such as exams, placements or non-replicable Assessments, late submission might not be possible. If late submission of Assessment Items in a Course is not an option, details are clearly communicated to Students through the Assessment section on StudyDesk. From Semester 1 2022, this will be outlined in the Course Specification. Students can still apply for a Deferred Assessment under the Special Circumstances provision outlined above.

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 Teaching Period to moderate all Final Grades and make recommendations for Supplementary Assessment to the Deputy Vice-Chancellor (Academic Affairs) 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 Deputy Vice-Chancellor (Academic Affairs) or Director (USQ College), whoever is responsible for the Program.

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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 Deputy Vice-Chancellor (Academic Affairs) or Director (USQ College), whoever is responsible for the Program.

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.

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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.

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4.3.8 Non-Stratified Grading System

The Non-Stratified Grading System may be used only where the Course Examiner has satisfied the Deputy Vice-Chancellor (Academic Affairs) 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 Deputy Vice-Chancellor (Academic Affairs), based on the recommendation of the Board of Examiners 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 Teaching Period 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 Teaching Period 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.

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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 Deputy Vice-Chancellor (Academic Affairs) 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.

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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 Provost, following a request from the Deputy Vice-Chancellor (Academic Affairs), to be in need of correction.

4.3.14 Review of Final Grade

Students must request a Stage 2 review of their Final Grade, via the online Student Feedback, Complaints and Appeals portal, within 10 University Business Days of notification of the publication of results. Changes to this timeline may be allowed in Special Circumstances (refer to the Assessment of Special Circumstances Procedure for guidance).

A review of Final Grade may result in no change to the awarded Grade, or a change to a higher or lower Grade.

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.

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:

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- 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.

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.

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 Teaching Period.

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.

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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.

Applications to defer an Assignment must be made in accordance with Section 4.2.4 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 five (5) 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 Special Circumstances Procedure.

Deferred Formal Examinations will normally be held in the next Deferred and Supplementary Examination Period. A Student's Final Grade will be finalised as soon as possible and no later than the Census Date of the subsequent Teaching Period.

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

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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 Deferred and Supplementary 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.

4.4.3 Resubmission of Assignments

In the event of Special 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 Special 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 Deputy Vice-Chancellor (Academic Affairs).

Where a Student has completed part of a Course in a previous Teaching Period or by other means, the Course Examiner may, with the approval of the Moderator and the Deputy Vice-Chancellor (Academic Affairs), 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:

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- 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 Special 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 Special 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	Provost
Responsible Officer	Deputy Vice-Chancellor (Academic Affairs)
Policy Type	University Procedure
Policy Suite	Assessment Policy

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Subordinate Schedules	<p>Assessment Hurdles Schedule</p> <p>Class of Honours Standard Schedule</p> <p>Grade Point Average (GPA) Calculation Schedule</p> <p>Grades Schedule</p> <p>Residential School Categorisation Schedule</p>
Approved Date	4/2/2022
Effective Date	4/2/2022
Review Date	5/7/2024
Relevant Legislation	<p>Higher Education Support Act 2003</p> <p>National Code of Practice for Providers of Education and Training to Overseas Students 2018</p>
Related Policies	<p>Student Expectations and Responsibilities Policy</p> <p>Student Grievance Resolution Policy</p> <p>Students with a Disability Policy and Procedure</p>
Related Procedures	<p>Administration of Formal Examinations Procedure</p> <p>Assessment of Special Circumstances Procedure</p> <p>Student Academic Misconduct Procedure</p> <p>Student Appeals Procedure</p> <p>Student Grievance Resolution Procedure</p>
Related forms, publications and websites	<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>
Definitions	Terms defined in the Definitions Dictionary

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	Academic Misconduct
	Appeal
	Assessment
	Assessment Item
	Assessment Scheme
	Assignment
	Award
	Award Program
	Course
	Course Specification
	Coursework
	Coursework Course
	Deferred Assessment
	Examiner
	Final Grade
	Formal Examination
	Formal Examination Period
	Formative Assessment
	Grade (noun)
	Grade Point Average (GPA)
	Higher Degree by Research (HDR)
	Mark
	Moderator
	Non-Award Program

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	Notice
	Primary Hurdle
	Secondary Hurdle
	Secondary Hurdle (Supervised)
	Special Circumstances
	Special Consideration
	Student
	Summative Assessment Item
	Supplementary Assessment
	Supplementary Examination
	Teaching Period
	Testamur
	Thesis
	University
	University Business Days
	Definitions that relate to this procedure only
Keywords	
Record No	14/749PL



Grades Schedule

1 Purpose

To establish the types of Grades that can be awarded.

2 Scope

This schedule must be read in conjunction with the Assessment Procedure and is subordinate to it.

3 Schedule

3.1 Final Grade descriptors

A Final Grade will be awarded where there are no outstanding administrative or academic matters. The Final Grade awarded will be determined as provided in Table 1 below. A Final Grade may be either an academic or Administrative Grade. For Administrative Grades, Grade Points are not applicable.

Table 1: Final Grade Descriptors

Final Grade	Code	Description	Final Mark out of 100	Grade Points
High Distinction	HD	A Final Grade of 'High Distinction' will be awarded when a Student has demonstrated achievement of all objectives at an extremely high level, or achievement of most objectives at an outstanding level in addition to demonstrating satisfactory levels of achievement across all objectives of a Course.	At least 85	7
Distinction	A	A Final Grade of 'Distinction' will be awarded when a Student has demonstrated either achievement of some objectives at an extremely high level, or achievement of a large number of objectives at a very high level in addition to demonstrating satisfactory levels of	At least 75 but less than 85	6

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		achievement across all objectives of a Course. (Note: Previously the code 'D' was used in 1973, and 'H' from 1967 to 1972.)		
Credit	B	A Final Grade of 'Credit' will be awarded when a Student has demonstrated achievement of some objectives at a high level in addition to demonstrating satisfactory levels of achievement across all objectives of a Course.	At least 65 but less than 75	5
Pass	C	A Final Grade of 'Pass' will be awarded when a Student has demonstrated satisfactory levels of achievement across all objectives of the Course. (Previously the code 'P' was used from 1967 to 1973.)	At least 50 but less than 65	4
# Ungraded Pass	UP	A Final Grade of 'Ungraded Pass' will be awarded when a Student has demonstrated satisfactory levels of achievement across all objectives in a Course that is ungraded. (The code 'P' was used prior to 2020)	At least 50	*
# Pass – Not Contributing to GPA	PC	A Final Grade of 'Pass – Not Contributing to GPA' will be awarded when a Student elects to exclude a Final passing Grade from contributing to their Grade Point Average (GPA). (This grade is made available at the discretion of the University in extraordinary circumstances and is applied during finalisation of Teaching Period results to mitigate adverse effects on the impacted cohort of students.)	At least 50	*
# Conceded Pass	D	A Final Grade of 'Conceded Pass' will be awarded on the basis of Section 4.3.10 of the Assessment Procedure. (Previously the code 'LP' was used from Semester 2, 2007 to Semester 3, 2009. The code 'D' was used prior to Semester 2, 2007, and from Semester 1, 2010. The codes 'PT', 'T'	At least 45 but less than 50 in final Teaching Period Course subject to other applicable conditions as indicated in	3

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		and 'Q' were used in the years prior to 1974.)	the University's Assessment Procedure	
Fail	F	A Final Grade of 'Fail' will be awarded when a Student has failed to demonstrate sufficiently satisfactory levels of achievement across some or all objectives of the Course required to be awarded a Pass Grade. (Previously the code 'N' was used from 1967 to 1972, and 'I' without any qualifier was used from 1973 to 1989.)	Less than 50	1.5
# Ungraded Fail	UF	A final Grade of 'Ungraded Fail' will be awarded when a Student has failed to demonstrate sufficiently satisfactory levels of achievement across some or all objectives in a Course that is ungraded.	Less than 50	*
# Fail – Not Contributing to GPA	FC	A final Grade of 'Fail – Not Contributing to GPA' will be awarded when a Student has failed to demonstrate sufficiently satisfactory levels of achievement across some or all objectives of the Course required to be awarded a Pass Grade. (This grade is made available at the discretion of the University in extraordinary circumstances and is applied during finalisation of Teaching Period results to mitigate adverse effects on the impacted cohort of students.)	Less than 50	*
Fail – Did Not Participate	FNP	A Final Grade of 'Fail – Did Not Participate' will be awarded when a Student has not undertaken any of the Assessment Items in a Course.	Less than 50	1.5
Fail – Did Not Complete	FNC	A Final Grade of 'Fail – Did Not Complete' will be awarded when a Student does not complete all of the mandatory Assessment Items.	Less than 50	1.5
Fail – Did Not Sit	FNS	A Final Grade of 'Fail – Did Not Sit' may be awarded when a Student does not sit for the Formal Examination in a Course. (FNS will	Less than 50	1.5

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		take precedence over FNC)		
Fail – Late Withdrawal	FLW	A Final Grade of 'Fail – Late Withdrawal' will be awarded when a Student drops a Course with penalty.	Less than 50	1.5
Exemption #	E	Exemption through Credit of Unit value (for a specified Course or Courses).	Exemption	*
Block Exemption #	K	Block Exemption through Credit of Unit value (for a group of Courses).	Block Exemption	*
Transfer #	T	A completed Course in a University program which is transferred to another University program will have the Grade changed to 'T Transfer to another University program' under the original program where the Course was first studied. The Final Grade received for the Course will only show under and contribute to the GPA for the new program.	Transfer	*
No Result Expected #	NR	A Grade of 'NR' will be awarded where Enrolment in University Courses is part of an accredited exchange program with an overseas institution.	No Result Expected	*
Withdrawn Without Academic and Financial Penalty #	WWP	This Grade is used to indicate withdrawal after the Census Date without academic and financial penalty.	Withdrawn Without Academic and Financial Penalty	*
Withdrawn Without Academic Penalty Only #	WAP	This Grade is used to indicate withdrawal without academic penalty after the Census Date.	Withdrawn Without Academic Penalty Only	*
Ongoing #	ONG	A Grade of 'Ongoing' is used for a sequence of Courses leading towards the submission of a Higher Degree by Research Thesis. (Prior to 10 July 2017 the code 'SP' was used.)	Ongoing	Not Applicable

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* A Grade of UP, PC, FC, UF, E, K, T, NR, WWP, and WAP does not contribute towards the Student's GPA.

Normally these Grades are both Final Grades and Administrative Grades.

Notes:

The Grade of PR (Pass, Must Repeat Course) was awarded to ELICOS Students who had completed a Course but needed to repeat it in order to progress to the next level of instruction.

Where a Supplementary Assessment Item has been granted but is not undertaken, a Fail (F) will be applied. Where a Deferred Examination is granted but not undertaken and results in a Fail Grade in the Course, a Grade of (FNS) will be applied.

3.2 Temporary Grades

An 'Incomplete' Temporary Grade will be assigned to signify that all the requirements of the Course have not yet been met, or where an outstanding administrative matter requires resolution prior to a Final Grade being awarded. Where an Incomplete Temporary Grade has been assigned this Grade can be updated to a passing Grade in the Course by successfully completing additional work as may be prescribed by the Examiner by a given date.

Students awarded an Incomplete Temporary Grade will be given written notification of the requirements to complete the course, including all relevant dates, at least 10 University Business Days before the due date for the work or the Formal Examination. Such notification will be given to Students via email, StudyDesk or in Grade Comments in their Student Centre. Students who have not completed the additional work to the satisfaction of the Examiner by the given date will receive the appropriate Failing Grade.

Table 2: Temporary Grade Descriptors

Temporary Grade	Code	Indicates	Resolution deadline (maximum time by which the Temporary Grade should be resolved) ^
Incomplete #	IS	Supplementary Formal Examination granted.	One year after results release for the Teaching Period in which the Student was enrolled in the Course.
Incomplete #	IM	Make-up work or alternate Assessment required.	One year after results release for the Teaching Period in

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			which the Student was enrolled in the Course.
Incomplete #	ISM	Supplementary Formal Examination granted and make-up work required.	One year after results release for the Teaching Period in which the Student was enrolled in the Course.
Incomplete #	IDS	Deferred Formal Examination granted.	One year after results release for the Teaching Period in which the Student was enrolled in the Course.
Incomplete #	IDM	Deferred Assignment submission granted.	One year after results release for the Teaching Period in which the Student was enrolled in the Course.
Incomplete#	IDB	Deferred Formal Examination and Deferred Assignment submission granted.	One year after results release for the Teaching Period in which the Student was enrolled in the Course.
Incomplete #	IIP	Incomplete in Progress – IIP Grade will be assigned to signify that the Final Grade for the Course will be determined by the Final Grade in a subsequent Course in a defined sequence over more than one Teaching Period.	One year after results release for the Teaching Period in which the Student was enrolled in the Course.
Result Withheld #	RW	The status 'RW' is used when the Grades of a Student have been withheld due to an outstanding debt to the University as defined in the Assessment Procedure.	Only resolved when there is no longer a debt recorded.
Result Not Available #	RN	The status 'RN' is used when a Grade is not available for administrative reasons, such as the late return of examination papers from external examination centres, or in the case of pending Academic Misconduct or other	One year after results release for the Teaching Period of enrolment in the Course.

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		such allegations.	
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[^] If not resolved by the deadline, the Grade will automatically be resolved to a failing Grade.

[#] Normally these Grades are both Temporary Grades and Administrative Grades.

4 References

Nil.

5 Schedule Information

Accountable Officer	Deputy Vice-Chancellor (Academic)
Responsible Officer	Director (Student and Academic Support)
Policy Type	University Procedure
Policy Suite	Assessment Policy
Approved Date	14/12/2021
Effective Date	14/12/2021
Review Date	10/7/2020
Relevant Legislation	
Related Policies	Student Academic Integrity Policy
Related Procedures	Assessment Procedure Student Academic Misconduct Procedure
Related forms, publications and websites	Grade Point Average (GPA) Calculation Schedule
Definitions	Terms defined in the Definitions Dictionary Academic Misconduct Administrative Grade Assessment Assessment Item

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	Assignment
	Census Date
	Course
	Deferred Assessment
	Enrolment
	Examiner
	Final Grade
	Formal Examination
	Grade (noun)
	Grade Point
	Higher Degree by Research (HDR)
	Mark
	Student
	Supplementary Examination
	Teaching Period
	Temporary Grade
	Thesis
	Unit
	University
	University Business Days
	Definitions that relate to this schedule only
Keywords	
Record No	14/748PL



Grade Point Average (GPA) Calculation Schedule

1 Purpose

To establish the method of calculation of a Student's Grade Point Average (GPA).

2 Scope

This schedule must be read in conjunction with the Assessment Procedure and is subordinate to it. This schedule applies to all Students and is also used for consideration of Medals and Awards With Distinction and should be read in conjunction with the Award Eligibility and Graduation Policy.

3 Schedule

3.1 Determination of Final Grades

Table 1 below shows the mapping of final mark to equivalent Final Grade and to Grade Point calculation.

Table 1: Determination of Final Grades

Final mark out of 100	Equivalent Final Grade	Grade Point
At least 85	High Distinction (HD)	7
At least 75 but less than 85	Distinction (A)	6
At least 65 but less than 75	Credit (B)	5
At least 50 but less than 65	Pass (C)	4
At least 50	Ungraded Pass (UP)*	Not Applicable*
At least 50	Pass – Not Contributing to GPA (PC)	Not applicable
Less than 50	Fail (F, FNP, FNS, FNC, FLW)	1.5
Less than 50	Ungraded Fail (UF)*	Not applicable*
Less than 50	Fail – Not Contributing to	Not applicable

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	GPA (FC)	
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*Only available within the non-stratified system in which the Grades of UP and UF do not contribute towards a Student's GPA.

3.2 Numerical Values of Grades

The current and historic codes and numerical values of Grades are provided in Table 2 below.

Table 2: Numerical Values of Grades

GPA on 7 point scale as used by USQ	7	6	5	4	3	1.5
Equivalent GPA on the 4 scale	4	3.5	2.5	1.5	1	.5
2010 onwards	HD	A	B	C	D	F
Semester 2, 2007 to 2009	HD	A	B	C	LP	F
1994 to Semester 1, 2007	HD	A	B	C	D	F

3.3 Calculation of Grade Point Averages

1. The GPA may be:
 - a. cumulative GPA, calculated over all Courses undertaken within the Award Program;
 - b. calculated over a specified number of Courses or all Courses at or above a specified level; or
 - c. calculated over the Courses in an approved Major/Academic Plan.
 - d. for Medals and for With Distinction as per item 3.4 in this schedule.

2. The GPA can be expressed mathematically as:

$$\text{GPA} = \frac{\sum (\text{Unit value} \times \text{Grade value})}{\sum \text{Unit value}}$$

Where 'Σ' is 'summed over the relevant Courses'.

3. The above calculation results in a number (GPA) between 1.5 and 7.

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More information in relation to GPAs is available on the University website (refer link below).

Example 1:

		A	X	B	=	C
Course	Grade	Numerical value of Grade	x	Number of Units	=	Total
ABC1000	A	6	X	1	=	6
ABC1001	C	4	X	1	=	4
ABC1002	B	5	X	1	=	5
ABC1003	F	1.5	X	1	=	1.5
ABC1004	HD	7	X	2	=	14
ABC1005	A	6	X	2	=	12
TOTALS				8		42.5

GPA = $\frac{\text{total of C}}{\text{total of B}}$

$$= \frac{42.5}{8}$$

= 5.3 (rounded down from 5.31)

Example 2:

		A	X	B	=	C
Course	Grade	Numerical value of Grade	X	Number of Units	=	Total
XYZ1000	A	6	X	1	=	6
XYZ1001	C	4	X	1	=	4
XYZ1002	B	5	X	1	=	5
XYZ1003	B	5	X	1	=	5
XYZ1004	HD	7	X	2	=	14

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XYZ1005	A	6	X	2	=	12
TOTALS				8		46

$$\text{GPA} = \frac{\text{total of C}}{\text{total of B}}$$

$$= \frac{46}{8}$$

$$= 5.8 \text{ (rounded up from 5.75)}$$

3.4 Calculation of GPA for Medals and for With Distinction

The determination of eligible Courses to be included in the calculation of the GPA for Medals and for With Distinction is as follows:

1. A Course undertaken at the University and within the relevant Award Program.
2. A Course for which there has been a Transfer of Grade from an incomplete Award Program.
3. A Course from an Award Program that has been accredited to allow a Transfer of Grade from a completed Award Program to the Award Program in which the Student is enrolled.
4. The criteria for the relevant Courses will be determined via the applicable specification for the rationale for calculation, e.g. if the calculation is for a University Medal the criteria for the relevant Courses is specified in the Medals and Awards With Distinction Schedule.
5. Where a Student has received Credit from an external institution (including Cross-institutional Study), only those Units completed at the University will be included.
6. Where a Student has completed more than the maximum Units required for the Award Program, only the approved Units will be counted.
7. Where, through an administrative error, a Student has passed the same Course twice, the Grade of the first completion, not the highest Grade, will be utilised.
8. Ungraded passes are not included in the calculation of a GPA.
9. The GPA for Medals and for With Distinction will be calculated to one decimal place, that is, a second decimal place of X1 – X4 will be rounded down, a second decimal place of X5 – X9 will be rounded up. For example, 6.44 would round to 6.4, and 6.48 would round to 6.5.

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4 References

Nil.

5 Schedule Information

Accountable Officer	Deputy Vice-Chancellor (Academic)
Responsible Officer	Executive Deans (BELA/HES)
Policy Type	University Procedure
Policy Suite	Assessment Policy
Approved Date	28/5/2020
Effective Date	28/5/2020
Review Date	3/7/2017
Relevant Legislation	
Related Policies	Award Eligibility and Graduation Policy
Related Procedures	Assessment Procedure
Related forms, publications and websites	Calculating Your Grade Point Average Grades Schedule
Definitions	Terms defined in the Definitions Dictionary Award Program Course Credit Cross-institutional Study Final Grade Grade (noun) Grade Point Average (GPA) Student Transfer of Grade

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	Unit
	University
	Definitions that relate to this schedule only
Keywords	
Record No	14/1169PL

Administration of Formal Examinations Procedure



1 Purpose

To establish the processes for administering Formal Examinations at the University.

2 Scope

This procedure applies to all Coursework Courses. All Students and staff involved in Coursework Assessment by way of Formal Examinations are subject to this procedure.

This procedure applies to Formal Examinations associated with Honours Theses but not to research Theses.

This procedure applies to Coursework Courses undertaken by Higher Degree by Research Students.

3 Procedure Overview

This procedure establishes the processes for administering Formal Examinations.

4 Procedures

4.1 Formal Examinations

4.1.1 Examination Categories

Formal Examinations may be Open, Restricted or Closed. The type of Formal Examination to be undertaken, if any, will be stated in the Course Specifications and made available to Students at the beginning of the Teaching Period. Students should familiarise themselves with the differences in these classifications.

4.1.2 Timing of Examinations

The Formal Examination period will extend for no more than 10 University Business Days at the end of each Teaching Period as published on the website under 'Important Dates'. Students are responsible for ensuring that they are available to undertake Formal Examinations during this period.

Students must sit their Formal Examinations at the scheduled date and time as per their personalised Formal Examination timetable.

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Formal Examinations for all offerings of the same Course will normally be conducted at the same time.

The University will, as far as possible, ensure that Students will not be required to take more than two Formal Examinations per day.

Deferred Examinations and Supplementary Examinations shall normally be held in the next Formal Examination period, within 12 months of the original Formal Examination date, and a Final Grade awarded.

4.1.3 Preparation of Formal Examination papers

The deadline for production and printing of all Formal Examination papers is 25 University Business Days before the start of the Formal Examination period.

Academic staff must use the approved University branded template for the front cover sheet of each of their Course's Formal Examination papers.

At all stages in of preparation, Formal Examination papers must be securely stored so that no opportunity occurs for any unfair advantage to be gained by any individual or group of Students.

Staff who are studying and have access to Formal Examination materials must notify their manager at the beginning of the Teaching Period. Staff who have close family members, friends or people with whom they may have a conflict of interest studying, and these staff members have access to relevant materials, must declare this as a conflict of interest to their manager at the beginning of the Teaching Period.

The Examinations Office in the Students Portfolio is responsible for the distribution of all Formal Examination papers to all external examination centres, as well as to Examination Supervisors for all Formal Examinations scheduled on campus.

The Examinations Office must also return and account for all examination materials from all examination centres.

4.1.4 Formal Examination timetable and adjustments

The Examinations Office is responsible for releasing the timing and location of Formal Examinations on the University website no later than six weeks prior to the beginning of the relevant Formal Examination Period. Students must access their Formal Examination timetable through their Student Centre.

University employees are not permitted to provide Formal Examination timetable information directly to Students and should refer Students to the information published on the University website or to the Student's individual timetable available through their Student Centre.

The University's Mandatory Examination Conditions will also be published on the University's website for Students' information.

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4.1.5 Where to sit Formal Examinations

Students enrolled in an On-campus Course who are required to complete Formal Examinations for that Course will do so at the campus where they are enrolled. Students who are enrolled in On-campus mode, but are undertaking practicum external to the campus, should contact the Examinations Office to confirm examination arrangements.

Students enrolled in an External or Online Course who are required to sit Formal Examinations for that Course will normally do so at an established University examination centre. Students studying within Australia are required to travel up to 120 kms to an established University examination centre. Students studying overseas are required to travel up to 150 km to an established University examination centre. Students who do not reside within these nominated distances should contact the Examinations Office to make alternative arrangements.

It is the Student's responsibility to ensure that their examination centre is correct. External and Online Students can update their examination centre through their Student Centre. A List of Common Exam Centres is available, but subject to change. Additional examination centres are available and these details can be obtained from the Examinations Office.

External and Online Students must update their examination centre in their Student Centre at least 17 University Business Days prior to the commencement of the Examination Period.

4.1.6 Students with special requirements and disabilities

The University will endeavour to make adjustments to Formal Examinations for Students with special requirements and disabilities. This will include Students with chronic medical conditions in accordance with the Students with a Disability Policy and Procedure, so that these Students are provided with an equitable opportunity to demonstrate their knowledge and competency for Assessment purposes.

Such Students must register with Disability Resources, Student Services and provide supporting evidence to substantiate their disability, chronic medical condition or disadvantage. Students are responsible for registering with Disability Resources. Where adjustments to Formal Examinations cannot be accommodated, the University may offer the Student an alternative Assessment Item for completion.

Students with a pre-existing condition should initially register with Disability Resources at the beginning of the Teaching Period, and Students with a temporary disability should register no later than 10 University Business Days before the scheduled Formal Examination period. Alternative arrangements for Formal Examinations will be recommended after considering standard practices that redress the impact of a Student's disability on their performance in Formal Examinations. These can include adjustments such as: extensions of time, use of assistive technology, use of a separate room, use of reader, scribe or computer where necessary, use of ergonomic chair, alternative formatting of exam papers or a Varied Assessment Item.

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4.1.7 Academic staff availability during Formal Examination period

The Course Examiner, Moderator, or other member of the Course Team must be available for Student enquiries related to the Course up to the end of the Formal Examination Period.

On the day of the Formal Examination for the Course, the Course Examiner or Moderator must also be available for contact by phone so urgent questions or issues arising with the Formal Examination paper can be attended to. A contact phone number must be made available to Faculty Administration prior to the scheduled Formal Examination date. All urgent questions or issues will be relayed through the Examinations Office in the first instance.

4.1.8 Access to examination rooms during the Formal Examination Period

Examination Supervisors and/or Examinations Office staff only shall have access to examination rooms during the Formal Examination period.

4.1.9 Use of electronic devices

No electronic devices can be taken into a Formal Examination room (including electronic dictionaries, mobile phones, iPads and Smartwatches).

In Open and some Restricted Examinations hand held battery operated calculators may be permitted. If the permitted calculator is non-programmable these should not hold textual information and cannot display graphs. Programmable calculators have algebraic and/or text data entry modes and have the capacity to store information.

Students must record the model and type of calculator used on the Formal Examination Paper.

All calculators used in Formal Examinations may be subject to random checking by Examination Supervisors.

4.1.10 Watches

Students are not permitted to wear any watch during a Formal Examination. Watches must be removed and placed on the Student's desk or in their bag prior to the Formal Examination commencing.

Smartwatches will be treated as an electronic device in accordance with section 4.1.9 of this procedure.

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4.1.11 Student conduct during Formal Examinations

Students sitting Formal Examinations on Ipswich, Springfield or Toowoomba campuses must bring their USQ Student ID Card for identification purposes. Students sitting Formal Examinations at other venues, and who may not have a USQ Student ID Card, must bring appropriate photographic documentary evidence to each of their examinations for the purpose of their identification, for example, a driver's licence or a passport. Failure to bring any form of photographic identification will result in the Student not being allowed to sit the Formal Examination.

Students are required to leave photographic identification on display throughout the Formal Examination. Examination Supervisors may take copies or photographs of the photographic identification.

Students shall comply with all instructions published in this procedure, on an examination paper, answer booklet, answer sheet, any notice displayed in the examination room and with any reasonable instruction given by an Examination Supervisor.

With the exception of the Examination Supervisor, Students are not permitted to communicate in any form with other parties during a Formal Examination, including during any temporary absence from the examination room during the Formal Examination. Any such communication will be deemed to be cheating and treated as Academic Misconduct as defined in the Student Academic Integrity Policy and may result in the cancellation of the Student's Formal Examination paper.

Students are responsible for ensuring their name and student number is recorded on their Formal Examination paper and all booklets used.

Students are required to provide their own writing instruments and any other permitted items. Students are not permitted to share or borrow Formal Examination materials/equipment under any circumstances.

Students who are feeling unwell on the day of their scheduled Formal Examination should not enter the examination room and attempt the examination and are encouraged to apply for a Deferred Examination. However, Students who are already sitting a Deferred Examination are unable to apply for a further Deferred Examination and should contact their faculty for advice. Once a Student has sighted the Formal Examination paper, they are deemed to have sat the Formal Examination. Students who feel unwell and wish to apply for a Deferred Examination should seek medical assistance and request a medical certificate in accordance with section 4.4 'Deferred, Supplementary and Varied Assessment Items and Special Consideration' of the Assessment Procedure.

Students will not normally be admitted to the examination room after 25% of the time allotted for the Formal Examination has expired.

Students are not normally permitted to leave the examination room before the expiration of half the time allotted for the Formal Examination unless under exceptional circumstances. Any Student who needs to temporarily leave the

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examination room must obtain permission from, and be accompanied by, an Examination Supervisor.

Students will not be permitted to leave the examination room during the last 15 minutes of the Formal Examination.

Students will not be permitted to continue writing once the Examination Supervisor calls an end to the Formal Examination.

Students are to remain seated until all Formal Examination papers have been collected by the Examination Supervisor.

Students are not permitted to retain the blue Formal Examination paper or the Formal Examination booklets.

A Student who contravenes or fails to comply with these procedures may be subject to a misconduct charge as outlined in the Student Academic Integrity Policy.

4.1.12 Supervision of Formal Examinations

The Examinations Office is responsible for managing the appointment of independent Examination Supervisors for all Formal Examinations scheduled within the Formal Examination period.

In exceptional circumstances, a Student's Formal Examination may be discontinued if they fail to comply with an Examination Supervisor's instructions.

4.1.13 Interruption to an Examination

An Examination Supervisor may suspend the progress of a Formal Examination if an incident occurs which the Examination Supervisor judges is likely to significantly disrupt the progress of a Student or Students in the Formal Examination.

If the Examination Supervisor or security or emergency services personnel decide that the evacuation of an examination venue is necessary, all people must leave the venue as quickly as possible and proceed to the appropriate evacuation assembly area.

Students are not permitted to communicate in any way with anyone other than the Examination Supervisors during this absence from the examination room.

If the interruption causes a delay in the Formal Examination of less than 20 minutes, and the Examination Supervisor is satisfied that normal examination conditions have not been compromised, the Formal Examination may be recommenced and the time lost during the disruption will be added to the end of the Formal Examination finish time. Examination Supervisors must notify the Examinations Office as soon as possible should this occur.

The Examination Supervisor will cancel the Formal Examination if it cannot be recommenced within 20 minutes of the delay commencing. In such cases the Formal

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Examination will be declared completed if Students had completed more than two-thirds of the time allocated for the Formal Examination prior to the incident. If two-thirds of the time allocated for the Formal Examination had not been completed, the Executive Dean of the Faculty, in consultation with the Course Examiner, will decide on the process to be followed. The process may involve the rescheduling of another Formal Examination in the same Formal Examination period, the awarding of a Deferred Examination to all Students involved, or the assessing of Students on Assessment Items already completed for the Course. Examination Supervisors must notify the Examinations Office as soon as possible should this occur.

4.1.14 Eating and drinking during a Formal Examination

Eating and drinking during a Formal Examination is not permitted. No food or drink is allowed in the examination room with the exception of water in a clear unlabelled bottle. All other substances may be confiscated by the Examination Supervisor.

4.1.15 Assessment of Formal Examination papers and release of results

Marking and grading of Formal Examination papers will be undertaken in accordance with section 4.3 'Marking, Moderating and Grading' of the Assessment Procedure.

4.1.16 Publication of results following a Formal Examination

The results of Formal Examinations will normally be published within 10 University Business Days from the date of the end of the Formal Examination period.

4.1.17 Release of Marked Examination Scripts

Students who wish to obtain a copy of their Marked examination script should submit their request through usq.support@usq.edu.au.

Copies of Formal Examination scripts of a type claimed to be exempt under the *Right to Information Act (2009)* will only be provided if the Course Examiner decides not to claim exemption. Information regarding *Right to Information Act (2009)* is available from the University's website <http://www.usq.edu.au/right-to-information> or enquiries can be directed to the Manager (Enterprise Information Management Services).

4.1.18 Destruction of Formal Examination scripts

The University owns Marked Formal Examination scripts. Formal Examination scripts for a Course may be destroyed one Semester after the release of Final Grade for that Course offering, except where a Student has lodged an appeal in relation to that Semester's Course offering. In that circumstance, all Formal Examination scripts for that Semester's Course offering must be retained for one Semester after all such Appeals have been determined.

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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	Director (Student and Academic Support)
Policy Type	University Procedure
Policy Suite	Assessment Policy
Subordinate Schedules	
Approved Date	14/12/2021
Effective Date	14/12/2021
Review Date	28/3/2017
Relevant Legislation	Right to Information Act (2009)
Related Policies	Student Academic Integrity Policy Students with a Disability Policy and Procedure
Related Procedures	Assessment of Special Circumstances Procedure Assessment Procedure
Related forms, publications and websites	Online deferred exam application Course Specifications Important Dates Your Exam Centre and Timetable
Definitions	Terms defined in the Definitions Dictionary Assessment

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	Assessment Item
	Closed Examination
	Course
	Course Specification
	Coursework
	Coursework Course
	Deferred Assessment
	Enrolment
	Examination Supervisor
	Examiner
	External Course
	Final Grade
	Formal Examination
	Formal Examination Period
	Higher Degree by Research (HDR)
	Mark
	Moderator
	On-campus Course
	Online Course
	Open Examination
	Restricted Examination
	Semester
	Student
	Supplementary Examination

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	Teaching Period Thesis University Business Days University Mandatory Examination Conditions
	Definitions that relate to this procedure only
	Smartwatch A smartwatch is a computerized wristwatch with functionality that is enhanced beyond timekeeping.
Keywords	
Record No	13/322PL



Assessment Hurdles Schedule

1 Purpose

To establish the types of Assessment hurdles which may be applied to Course Assessment.

2 Scope

This schedule must be read in conjunction with the Assessment Procedure and is subordinate to it.

3 Schedule

If a Course has a hurdle in one delivery mode, it is to have an equivalent one in every mode of offer for an offering.

3.1 Primary Hurdle

A Primary Hurdle is the requirement to obtain 50% or more of the total weighted Marks available for a Course in order to obtain a passing Final Grade for the Course (refer to Grades Schedule).

3.2 Secondary Hurdles

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

The Assessment of a Course offering will, with one exception, include:

1. no Secondary Hurdles; or
2. one Secondary Hurdle that will be one of the following:
 - a. 'Supervised' hurdle
 - b. 'Proficiency' hurdle for practical skills Courses.

With the approval of the relevant Executive Dean (or nominee), practical skills Course Assessment may include both 'Supervised' and 'Proficiency' Secondary Hurdles. This will be where warranted for the achievement of the applicable learning outcomes. In no other case can a Course have multiple Secondary Hurdles.

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3.2.1 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.

Approval by the Head of School/College is required to:

1. implement a Secondary Hurdle (Supervised) for Formal Examinations; and
2. implement a Secondary Hurdle (Supervised) for a supervised Assessment Item that is not subject to Formal Examination.

A documented rationale must be provided by the Course Examiner seeking approval for a Secondary Hurdle (Supervised). The rationale must explicitly identify critical learning outcomes addressed by the relevant Assessment item, and the consequences for Students should these learning outcomes not be attained, as well as stating what support will be provided to prepare Students for the Hurdle.

3.2.2 Secondary Hurdle (Proficiency)

A Secondary Hurdle (Proficiency) requires the achievement of a passing standard in the Assessment of compulsory competencies. A proficiency hurdle is normally associated with an ungraded pass (P) or fail (F) skills proficiency Assessment.

Approval by the relevant Executive Dean (or nominee) upon Head of School/College recommendation is required to implement a Secondary Hurdle (Proficiency).

Table 1: Assessment Hurdle categories, conditions and approval requirements

Hurdle Type	Minimum requirement for satisfying hurdle	Condition	Approval requirement
Primary Hurdle	A Primary Hurdle requires the achievement of 50% or more of the total weighted Marks available for the Course		Nil
Secondary Hurdle (Supervised)	1. A Secondary Hurdle (Supervised) requires the achievement of at least 40% in a supervised Assessment*	1. Assessment Item should be worth 40% - 60% of the overall Assessment for the Course	
	a. a Formal Examination		a. Approval by Head of

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			School/College
	b. supervised non-Examination		b. Approval by Head of School/College
Secondary Hurdle (Proficiency)	2. A Secondary Hurdle (Proficiency) is normally associated with an ungraded pass or fail Assessment and requires the achievement of a passing standard in the Assessment of compulsory competencies*	2. A pass/fail outcome is applied indicating proficiency	2. Approval by the relevant Executive Dean (or nominee) upon Head of School/College recommendation

*Other considerations

Supplementary Assessment eligibility

Where a Student has passed the Primary Hurdle but failed to satisfy a Secondary Hurdle (Supervised), this will be handled as per the process for Supplementary Assessment listed in Section 4.4.2 of the Assessment Procedure.

Conceded pass eligibility

Where a Student is otherwise eligible for a Grade of conceded pass but has failed to satisfy a Secondary Hurdle (Supervised), they will be eligible for Supplementary Assessment but will be ineligible for a Grade of conceded pass. This will be handled as per the process for Supplementary Assessment listed in Section 4.4.2 of the Assessment Procedure.

4 References

Nil.

5 Schedule Information

Accountable Officer	Deputy Vice-Chancellor (Academic)
Responsible Officer	Dean (Academic Transformation)
Policy Type	University Procedure
Policy Suite	Assessment Policy

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Approved Date	10/2/2020
Effective Date	10/2/2020
Review Date	28/6/2021
Relevant Legislation	
Related Policies	Admissions Policy Enrolment Policy
Related Procedures	Administration of Formal Examinations Procedure Admissions Procedure Assessment Procedure Enrolment Procedure
Related forms, publications and websites	Grades Schedule
Definitions	Terms defined in the Definitions Dictionary
	Assessment Assessment Item Course Final Grade Formal Examination Mark Primary Hurdle Secondary Hurdle Secondary Hurdle (Proficiency) Secondary Hurdle (Supervised) Student Summative Assessment Item

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	Definitions that relate to this schedule only
Keywords	
Record No	17/377PL

Course Naming and Numbering Schedule



1 Purpose

To establish how Courses will be named and numbered.

2 Scope

This schedule must be read in conjunction with the Program Accreditation Procedure and is subordinate to it.

This schedule applies to all Courses.

3 Schedule

Please note that the numbering of Courses does not directly relate to the Australian Qualifications Framework (AQF) Level of a program.

1. The School shall appoint an Examiner and a Moderator for each Course.
2. Examiners shall be members of staff of the University. Moderators may be appointed from outside the University.
3. The Unit value or weighting for an On-campus Course must not be more than four Units. The Unit value or weighting for an External Course and for an Online Course must not be more than two Units.
4. Each Course offer shall be defined by a Course Specification that contains the following information:
 - a. rationale and synopsis of the Course
 - b. objectives of the Course
 - c. details and weighting of topics to be covered
 - d. texts and materials required to be purchased or accessed and other reference material
 - e. Student workload
 - f. format, timing and weighting of Assessment Items
 - g. the Formal Examination period when Deferred Assessment/Supplementary Examinations will be held

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- h. penalties for late submission of Assessment Items
 - i. name of the Examiner of the Course
 - j. the requirements for Students to be deemed to have satisfactorily completed each Assessment Item in the Course Specification
 - k. the method of combining the results from each Assessment Item to produce the Students' Final Grade for the Course
 - l. the requirements for the Student to be awarded a passing Final Grade in the Course
 - m. a statement about attendance requirements where there are safety issues involved, use of equipment, professional body requirements, links between objectives and attendance, etc.
 - n. any other requirements deemed necessary by the Examiner or the School.
5. Each Course Specification will be approved by the School before publication on the website.
6. It is the responsibility of the School and the Examiner to ensure that Course Specifications are accurate and up to date. Any changes to Course Specifications made after the first day of the Semester are subject to the same policies for approval and notification as stated above.
7. The Course numbering system will be alpha-numeric, with a three letter alpha code representing subject area and a four digit numeric code with the first digit of that code allocated in accordance with the following to generally indicate the level of difficulty of the Course.

A	Courses designed for use in Non-Award or Enabling Programs will have a first digit of 7.
B	<p>Courses designed for use in undergraduate programs including associate diplomas, diplomas, advanced diplomas, associate degrees, bachelor's pass degrees, bachelor's graduate entry and bachelor's honours programs will have a first digit of 1, 2, 3 or 4 as follows:</p> <p>a. Courses that require no prerequisite study at university level will have a first digit of 1. Typically, these Courses will be in the first or second Semester of an undergraduate program.</p> <p>b. Courses that require prerequisite study at university level and are typically found in the second, third or fourth Semester of an undergraduate program will have a first digit of 2. These Courses would also typically have one or more level 1 or level 2 Courses as pre-requisites but may also have no formal prerequisites.</p> <p>c. Courses that require pre-requisite study at university level and are typically found in the fourth, fifth or sixth Semester of an undergraduate</p>

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	<p>program will have a first digit of 3. These Courses would also typically have one or more level 2 or level 3 Courses as prerequisites.</p> <p>d. Courses that are typically found in the seventh or eighth Semester of an undergraduate program will have a first digit of 4. These Courses would also typically have one or more level 3 or level 4 Courses as prerequisites.</p>
C	Level 5 and Level 8 Courses are postgraduate Coursework Courses. Level 8 Courses are generally considered as having a higher level of difficulty and/or requiring more prerequisite knowledge and/or skills than Level 5 Courses.
D	Level 9 Courses are postgraduate research dissertation Courses.

4 References

Nil.

5 Schedule Information

Accountable Officer	Executive Deans (BELA/HES)
Responsible Officer	Associate Deans (Academic)
Policy Type	University Procedure
Policy Suite	Academic Programs and Courses Policy
Approved Date	14/12/2021
Effective Date	14/12/2021
Review Date	28/3/2017
Relevant Legislation	
Related Policies	
Related Procedures	Program Accreditation Procedure
Related forms, publications and websites	
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Assessment Item</p>

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	Course Course Specification Coursework Course Deferred Assessment Enabling Program Examiner External Course Final Grade Formal Examination Moderator Non-Award Program On-campus Course Online Course Semester Student Supplementary Examination Unit University
	Definitions that relate to this schedule only
Keywords	
Record No	14/703PL

Residential School Categorisation Schedule



1 Purpose

To link the residential school categorisation to Assessment Items and grading calculations through the Assessment Procedure.

2 Scope

This schedule must be read in conjunction with the Assessment Procedure and is subordinate to it.

3 Schedule

3.1 Mandatory residential school

A mandatory residential school signifies that attendance is:

- compulsory, in order to pass the Course.

Students who miss the residential school due to Special Circumstances will be considered in accordance with the Assessment of Special Circumstances Procedure. If the request for consideration is approved the Student must attend the next offering of the residential school.

3.2 Highly Recommended residential school

A highly recommended residential school signifies that:

- Attendance is required for Assessment
- Non-attendance will require performance to satisfy the 50% overall pass requirement in the remaining Assessment Items for the Course.

Students who miss the residential school due to Special Circumstances will be considered in accordance with the Assessment of Special Circumstances Procedure. If the request for consideration is approved the Student must attend the next offering of the residential school.

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3.3 Recommended residential school

A recommended residential school signifies that attendance:

- is not linked to formal Student Assessment but is an optional learning opportunity which may contribute to achieving optional professional accreditation requirements for some programs.

3.4 Course Specification Standard Statement Guidelines

These statements are provided to assist Students in determining what their responsibilities are in relation to attendance and usage of materials in the Course.

Table 1: Standardised Statements to be used for Course Specifications

Residential School Information provided in Course Specifications	Mandatory	Highly Recommended	Recommended
Synopsis	This Course contains a mandatory residential school	This Course contains a highly recommended residential school	This Course contains a recommended residential school
Workload	Residential school total hours represented holistically	Residential school total hours represented holistically	Residential school total hours represented holistically
Secondary Hurdles	Residential school included as Secondary Hurdle	No Secondary Hurdle	No Secondary Hurdle
Assessment	Residential school included as an Assessment component with associated pass fail logic	Assessment component clearly linked to the residential school by way of naming or Assessment note	(No Assessment component linked to the residential school)
Important Assessment Information #1 – Attendance Requirements	Students must attend the mandatory residential school	Students are highly recommended to attend the residential school as the residential school is linked to an Assessment or an element of	Students are recommended to attend the residential school in order to <i>[relevant information to be inserted here]</i>

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		Assessment preparation	
Important Assessment Information #2 – Requirements to complete each Assessment Item satisfactorily	Students are required to attend and achieve a certain Mark for the residential school Assessment <i>(information provided in relevant Course Specification statement #2 – refer to Secondary Hurdle recommended statements)</i>	No change to standard statement <i>(To satisfactorily complete an individual Assessment Item a Student must achieve at least 50% of the Marks for that item)</i>	No change to standard statement <i>(To satisfactorily complete an individual Assessment Item a Student must achieve at least 50% of the Marks for that item)</i>
Important Assessment Information #4 – Requirements to be awarded a passing grade in the Course	requirement to attend residential school <i>(information provided in relevant Course Specification statement #4 – refer to Secondary Hurdle recommended statements)</i>	no change to standard statement <i>(To be assured of receiving a passing grade a Student must achieve at least 50% of the total weighted Marks available for the Course)</i>	no change to standard statement <i>(To be assured of receiving a passing grade a Student must achieve at least 50% of the total weighted Marks available for the Course)</i>

4 References

Nil.

5 Schedule Information

Accountable Officer	Deputy Vice-Chancellor (Academic)
Responsible Officer	Dean (Academic Transformation)
Policy Type	University Procedure
Policy Suite	Assessment Policy
Approved Date	10/2/2020

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Effective Date	10/2/2020
Review Date	26/2/2021
Relevant Legislation	
Related Policies	
Related Procedures	Assessment of Special Circumstances Procedure Assessment Procedure
Related forms, publications and websites	Grades Schedule Review of Final Grade Application Form Special Consideration Application Form
Definitions	Terms defined in the Definitions Dictionary
	Assessment Assessment Item Course Course Specification Grade Point Average (GPA) Mark Primary Hurdle Secondary Hurdle Secondary Hurdle (Proficiency) Secondary Hurdle (Supervised) Special Circumstances Student Supplementary Assessment
	Definitions that relate to this schedule only

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Keywords	Residential School, Attendance, Skills, Assessment, Accreditation
Record No	17/131PL