

Assessment Policy - Coursework Subjects

Section 1 - Assessment

(1) Assessment is the process of attributing value to the examined outcomes of any task (examination, assignment, practical and other) that a student is required to undertake and complete in order to satisfy the requirements of their studies. The application of this value may be summative (part of the official system of recording performance and grades) or formative (which provides feedback to help students to evaluate, develop their skills and improve their performance).

(2) At Charles Sturt University (the University) assessment and grading are based on a criterion-referenced approach where assessment is based on pre-determined and defined criteria and related standards of skills, knowledge and competencies. Criteria and standards-based assessment practices require specific criteria and performance standards to be identified and stated so that students understand clearly the level of performance required for each assessment task. In this context, criteria are defined performance attributes to which the assessor refers when forming a judgment about the student's response to the different aspects of the assessment task. Standards describe the quality of student performance in relation to the criteria in any assessment task. The use of assessment criteria enhances transparency and consistency because expectations about student performance are made clear to students and staff. This enables students to develop better judgments about their own, and others', performances.

(3) There are no pre-determined failure rates for subjects at the University, and there are no given guidelines specifying what percentage of students in a specific cohort will achieve each passing grade.

Part A - Assessment Requirements

(4) The assessment requirements must take into account the University's requirement that a student's engagement in the specified learning and assessment activities of a subject must be equivalent to 140-160 hours per 8 point subject per session.

Marking Scale for Assessment Tasks

(5) The marking scale to apply to each assessment task in a subject will be either a numerical value or a satisfactory (SY)/unsatisfactory (US) mark.

Optional Assessment

(6) Despite the provision of clause 7 optional assessment is not permitted to be offered in subjects. Optional assessment is providing an opportunity for students to undertake different assessment tasks to achieve different possible outcomes (including better marks or grades in a subject).

Section 2 - Responsibility for Assessment

(7) The Faculty Board is responsible for deciding the manner in which a subject will be assessed, including whether or not a final examination will be conducted in the subject. The Faculty Assessment Committees of the Faculty Board is responsible for awarding a grade to students enrolled in a subject. (The Executive Dean of Faculty, or the relevant

Head of School, where delegated, has authority to approve late grades, changes to grades or conversions to substantive grades which require approval before the next meeting of the Faculty Assessment Committees. Such approvals are then noted by the Faculty Assessment Committees).

Part B - Confidentiality

(8) The University regards assessment as a confidential matter. No person involved in the process shall divulge to any unauthorised person any information about grades in any subject.

Part C - Indigenous Australian Hybrid Subjects

(9) Where there is a distinct School of Indigenous Australian Studies component of assessment in an Indigenous Australian Hybrid Subject, a pass in that component of the subject shall be a compulsory requirement for being awarded a Pass (PS) grade in the subject. Further, should a student marginally fail the compulsory CIS component of assessment (in this instance a marginal fail is deemed to be a mark of 45 - 49 for the assessment item) but otherwise achieve an aggregate mark in the subject that is over the Pass/Fail barrier, the student shall be offered the option of completing an additional CIS component of assessable work, which if completed at the prescribed standard, will result in the student passing the subject.

Section 3 - Grades

(10) The following grades are to be awarded for subjects offered by the University and in which students remain enrolled past the census date. Students who withdraw prior to the census date will not be recorded as having been enrolled in the subject (refer to section 13 of the [Enrolment Policy](#)).

Part D - Grading Scale

HD	High Distinction	an outstanding level of achievement in relation to the assessment process (85%-100%)
DI	Distinction	a high level of achievement in relation to the assessment process (75-84%)
CR	Credit	a better than satisfactory level of achievement in relation to the assessment process (65-74%)
PS	Pass	a satisfactory level of achievement in relation to the assessment process (50-64%)
PT	Terminating Pass	this grade was not awarded after Spring Session 1994
FL	Fail	an unsatisfactory level of achievement in relation to the summative assessment process providing at least one summative assessment task has been assessed (0-49%). (refer to Section 13 of the Enrolment Policy)

Part E - Satisfactory/Unsatisfactory

(11) The satisfactory (SY) and unsatisfactory (US) grading scale may apply to:

- subjects or coursework identified by the Faculty Boards as workplace learning subjects or components;
- coursework identified by the Faculty Boards as industrial experience components;
- theses or other examinable works undertaken in master programs by research and doctoral programs (including research and coursework professional doctoral programs); and
- other subjects approved by the Academic Senate on the recommendation of the Faculty Boards.

Part F - Bachelor Honours Dissertation Grades

(12) From 2001, a passing grade for a bachelor honours project or dissertation shall indicate the class of honours awarded for the dissertation. This will not necessarily be the same as the class of honours awarded for the course overall.

(13) Passing grades for project/dissertations are awarded as follows:

H1	Class 1
H2a	Class 2, Division 1
H2b	Class 2, Division 2
H3	Class 3

Part G - Other Symbols

AA - Additional Assessment

(14) The subject has been marginally failed but the student has been invited to complete item/s of additional assessment which, if completed at the prescribed standard, will result in the student passing the subject (refer to section 5).

AE - Additional Examination

(15) The subject has been marginally failed but the student has been invited to sit a formal examination which, if completed at the prescribed standard, will result in the student passing the subject (refer to section 5).

AW - Approved Withdrawal

(16) Approval was granted for the student to withdraw from the subject without incurring a failure in the subject. This grade shall normally be granted at any stage during the teaching session where misadventure or extenuating circumstances are such as to prevent a student from completing the subject within reasonable time and where the student was making satisfactory progress at the time the misadventure or extenuating circumstances occurred. The purpose of this grade is to indicate withdrawal from a subject which the student is unable to complete for acceptable reasons. At graduation, subjects graded AW are deleted from a graduate's transcript (introduced in 1996).

FW - Fail Withdrawn

(17) Until December 2000 Fail Withdrawn means the student withdrew from the subject and did not apply for or was not eligible for approved withdrawal; or the student did not submit for assessment all the compulsory assessable items and/or did not sit for the final examination in the subject; or the student was granted a supplementary examination but did not sit for the supplementary examination and either did not seek special consideration for not having sat it or applied for special consideration but was not granted special consideration. From January 2001 until the end of December 2006 Fail Withdrawn means the student did not submit any of the compulsory assessment items. From January 2007 Fail Withdrawn means the student was enrolled in the subject but was not assessed on any of the summative assessment tasks (refer to section 13 of the [Enrolment Policy](#)).

GP - Grade Pending

(18) A substantive grade must be awarded when work outstanding is submitted. Assessment must normally be finalised by no later than 12 months after the end of the session in which the GP was granted (refer to clauses 27 and 30).

IP - In Progress

(19) Not yet due for final grade; subject taken over two or more sessions. The grade IP will be entered against the subject for each session except the final session when a substantive grade will be awarded.

TA - To be Assessed

(20) Result is not yet available. A substantive grade will be awarded when assessment is completed.

NA - Not Assessed

(21) The student was not assessed in this subject.

SX - Supplementary Examination

(22) A substantive grade will be awarded when the supplementary examination has been held.

WD - Withheld/Fees Due

(23) The result is withheld for administrative reasons. A substantive grade will be released when the matter is resolved.

Section 4 - Incomplete or Delayed Assessment

Part H - Misadventure and Extenuating Circumstances

(24) Students are advised to inform the Subject Coordinator of any circumstances which could adversely affect their performance in the subject. Students who experience misadventure or extenuating circumstances (refer to [Special Consideration Policy](#), section 3) which will prevent them from completing the subject by the end of the session or from sitting for the final examination, may apply for a grade pending or a supplementary examination respectively. Applications should be lodged in writing as required by [Special Consideration Policy](#), clauses 17 and 18.

Part I - Supplementary Examinations

(25) SX will be recorded on students' transcripts for subjects where they are granted permission by the Head of the teaching School on the recommendation of the Subject Coordinator to sit for a supplementary examination. (supplementary examinations are conducted during the following end of session examination period).

Part J - Grade Pending

(26) GP will be recorded on students' transcripts for a subject where the Head of the teaching School on the recommendation of the Subject Coordinator approves an extension of time for the students to submit assessable work in a subject; or where, through mail delays or similar reasons beyond the students' control, assessable work is not received by the due date.

Part K - Conversion to Substantive Grades

Time Limit for Conversion of a GP to a Substantive Grade

(27) In the case of a GP, a substantive grade must be awarded when assessment is finalised. Unless an extension of time is granted under Part L, a substantive grade must be awarded no later than 12 months after the end of the session in which the GP was granted.

Time Limit for Conversion of an SX to a Substantive Grade

(28) In the case of an SX, a substantive grade must be awarded after the supplementary examination has been completed in the following end of session examination period except where a student marginally fails a subject after completing a supplementary examination and undertakes approved additional assessment, with an AA or AE being recorded on the student's transcript. In such cases the substantive grade is awarded following completion of the additional assessment.

Time Limit for Conversion of TA to a Substantive Grade

(29) Head of Schools will arrange to have TA grades from the previous session reviewed and converted to substantive grades at the first appropriate Faculty Assessment Committees meeting thereafter.

Part L - Extension of Time Limit

Grade Pending

(30) The Executive Dean on the recommendation of the Subject Coordinator, and in consultation with the Course Director or Course Coordinator as necessary, may approve an extension of time beyond the 12 months after the end of the session in which the GP was granted to convert a GP. Such an extension may not be beyond the last day of the following Session unless the GP involves attendance at a residential school or the completion of a practicum. Where, to satisfy a GP, a student has to attend a residential school in a subject the next time the subject is offered, the GP will stand until the subject is next offered in the online learning mode and the residential school can be attended.

Supplementary Examinations

(31) Refer to clause 204 Deferral of Supplementary Examination and clause 205 Misadventure at a Supplementary Examination.

Part M - Notification

Grade Pending and Supplementary Examination

(32) The Division of Student Administration will advise students whether or not a grade pending or supplementary examination has been approved as soon as a decision has been made.

(33) Where a grade pending is approved, the Subject Coordinator will advise the students in writing of the work to be completed and the date by which it must be submitted for assessment.

Extension of Time Limit

(34) Where an extension has been granted under Part L, students will be advised in writing by the Division of Student Administration.

Part N - Submission of Grades

(35) Submission of final grades by Faculties to the Division of Student Administration should not be delayed by a minority of scripts or assessments for a subject being outstanding.

Section 5 - Additional Assessment

Part O - Additional Assessment Defined

The Offer of Additional Assessment

(36) Subject to the determination of a Faculty to permit additional assessment, in specified subjects offered in the schools of the Faculty, a student who:

- a. marginally fails; or
- b. fails a compulsory assessment item (as specified in the subject outline) but otherwise achieves an aggregate mark in the subject that is over the Pass/Fail barrier;

will be offered the option of completing additional assessable work which, if completed at the prescribed standard, will result in the student passing the subject where a Faculty has determined to offer such additional assessment in a subject then such assessment will be available to all students enrolled in the subject offered by the schools within the Faculty regardless of the course in which the student is enrolled.

Marginal Fail

(37) The term "marginal fail" as used in clause 36, shall mean:

- a. an aggregate mark in a subject which is marginally below the mark required for a pass in the subject;
- b. where "marginally below the mark required for a pass" is defined as a range of marks; and
- c. that range of marks is calculated as five percent of the total possible marks attainable in the subject.

Authority to Offer Additional Assessment

(38) Schools, through the person to whom authority has been delegated (normally the Course Director or Course Coordinator, in consultation with the Subject Coordinator), shall have discretion to determine the nature of the additional assessment offered to the student which need not be the same type of assessment item as the item failed.

Available Only to Obtain a Passing Grade

(39) A student may not be offered additional assessment in a subject where the student is marginally below the aggregate mark required for a credit or a distinction or a high distinction in the subject.

Use of Original Examination Papers in Additional Examinations

(40) Unless the examination papers that were used in the original official examination in a subject were made available to all students prior to completion of the original official examination, the original official examination paper may not be used for an additional examination.

Part P - The Offer of Additional Assessment

Notification of Offer

(41) A student to be offered additional assessment in a subject will be notified of the offer by means of the grade awarded in the subject:

- a. the grade AA (Additional Assessment) will denote that the student is being offered additional assessment involving the completion of an item of assessment (which may be an assignment, an invigilated examination

conducted by the School or another type of assessment) to be set by the School;

- b. the grade AE (Additional Examination) will denote that the student is being offered additional assessment involving the sitting of a formal examination administered by the Examinations Office and to be held during the next end of session examinations period;

and, upon the release of grades, will be notified, in writing by the School, of the details of the additional assessment to be undertaken should the offer be accepted (refer to clauses 42-44).

Notification of Assessment Requirements

Additional Assessment Graded AA

(42) A student who is offered additional assessment (graded AA) in a subject will be advised in writing by the School of the work to be submitted for assessment and the date for its submission.

(43) In setting or extending a time limit for the completion of the work and the conversion of the AA to a substantive grade, the School shall be bound by the time limits specified for the conversion of GP grades in section 4.

Additional Assessment Graded AE

(44) A student who is offered an additional examination (graded AE) will be notified by the Examinations Office of the date and time of the examination.

Acceptance of the Offer

(45) A student who wishes to accept the offer of additional assessment shall, by the date specified by the Executive Director, Division of Student Administration, advise the Division of Student Administration of their intent.

Non-Acceptance of Additional Assessment

(46) A student who does not accept the offer of additional assessment by the date specified by the Executive Director, Division of Student Administration, will be graded FL or US when non-substantive grades are converted to substantive grades. A student may apply for a review of the FL or US grade so awarded under section 10 (Review of Grades).

Part Q - Converting AA or AE to a Substantive Grade

Satisfactory Completion of Additional Assessment

(47) A student who completes the additional assessment by the prescribed date and attains the required standard shall be awarded the substantive grade of PS or SY, regardless of their final aggregate mark in the subject. Neither AA nor AE may be converted to a CR, DI or HD.

Unsatisfactory Completion of Additional Assessment

(48) A student who completes the additional assessment by the prescribed date but does not attain the required standard shall be awarded the substantive grade of FL or US.

Failure to Complete Additional Assessment

(49) A student who accepts the offer of additional assessment but does not complete the assessment by the specified date shall be graded FL or US in the subject unless the student applies for special consideration under section 4 (Incomplete or Delayed Assessment).

Part R - Review of Grade AA or AE

Additional Assessment Completed

(50) Where a student has accepted the offer of additional assessment and is graded FL or US after the completion of the work, the student may seek a review of the FL or US under section 10 (Review of Grade).

(51) In determining a review, the Faculty shall not offer the student an opportunity for further additional assessment but shall determine whether the FL or US shall stand or whether the substantive grade of PS or SY shall be awarded.

Additional Assessment Not Completed

(52) Where a student has accepted the offer of additional assessment but fails to complete the additional assessment and is graded FL or US, the student may not seek a review of grade.

Additional Assessment Not Accepted

(53) Where the student does not accept an offer of additional assessment resulting from review and is graded FL or US, the student may not seek a further review of grade.

Section 6 - Failure Before the End of Session

(54) The Head of the teaching School in consultation with the Subject Coordinator and the Course Director or Course Coordinator, as necessary, may decide that a student should not be permitted to complete the subject, practicum or project/research and/or to sit for the final examination in the subject. Such a decision may be taken in cases where the student has failed to submit work in the subject practicum or project/research or has submitted work of an inferior quality such that the student will fail the subject irrespective of the standard of work which may be submitted in the remainder of the session, or the result achieved in the final examination. (Refer also to [Academic Progress Policy](#) clause 29 for failure of a practicum or fieldwork placement where continuation of the student in the placement is deemed to place a person or the reputation of the University at risk of harm). In such cases, the Head of the teaching School shall recommend to the Presiding Officer of the Faculty Assessment Committees that the student be graded: FW if the student failed to submit work; or FL if the work was submitted but was not of pass standard. Where the Presiding Officer decides to grade the student FW or FL in the subject, the Presiding Officer shall advise the Executive Director, Division of Student Administration who will advise the student in writing and have the grade FW or FL recorded on the student's transcript. Such decisions of the Presiding Officer shall be reported to the next meeting of the Faculty Assessment Committees. A student receiving a Fail grade under this clause may apply for a review of the decision under section 10.

Section 7 - Notification of Grades

(55) The only official grades are those transmitted to students with the authority of the Executive Director, Division of Student Administration. Students will be able to access their results as soon as possible after the end of the examination period or as soon as possible after a variation to a grade. Access will be provided online. Grades or information about performance in examinations will not be given over the telephone.

Section 8 - Academic Transcripts

(56) A transcript will be issued to students, without charge, when they withdraw or are excluded from a course, or when they graduate from a course. A transcript may be purchased at any time online, or from the Division of Student Administration. Please refer to the Financial Information section of the Handbook. Unofficial transcripts are available

Section 9 - Withholding Grades

(57) The end-of-session academic transcript of students who are indebted to the University by reason of the non-payment of any fine, fee or other charge, may be withheld until the debt has been paid, or a satisfactory arrangement for payment has been made. If an account remains unpaid after written requests for payment have been made, the Division of Student Administration may notify the student that unless the account is paid by a specified date, re-enrolment will be refused or, in the case of a graduating student, graduation withheld.

Section 10 - Review of Grades

Part S - Review of Final Grades

(58) A student is entitled to make enquiries about, and to seek explanation for, and review of, their final published grade for the completion of a subject. Depending on the nature of the request being made, the following procedure will apply:

a. Informal Enquiries

- i. A student may seek to informally discuss their grade outcome for a subject with their Subject Coordinator for that subject by contacting the Division of Student Administration. Such enquiries must be made within 7 days of the date of notification of the grade.
- ii. All informal enquiries will be managed by the Division of Student Administration, and University staff interactions with students recorded on its student records system.
- iii. In general, notwithstanding limits specified in sub clauses (58)a. iv and v, informal enquiries will be limited to the possibility of calculating errors, or other perceived administrative errors or omissions that a student may feel has contributed to an inaccurate record of their grade.
- iv. If the student's enquiry concerns a subject for which they have not submitted all assessable work or they are seeking Approved Withdrawal, they must follow the advice for formal Review of Grade in clause (58)b.
- v. Any matter raised by a student relevant to clauses (59) a. – f. will result in the student being referred to the formal Review of Grade process.
- vi. Where a student's enquiry results in the discovery of a calculating or recording error by the University or its staff in the determination of any student's grade, such errors shall be corrected and any change of a substantive grade arising will be processed through the Change of Grade procedure.
- vii. All changes of substantive grade will require full explanation and can only proceed with Head of School decision and approval.
- viii. All changes of substantive grade must be reported to, and details minuted at, the next School Assessment Committee.
- ix. Where the informal enquiry cannot be undertaken, or the remedy goes beyond addressing simple and agreed administrative calculating or grade processing errors made by the University or its staff, or otherwise does not resolve the student's concerns, the student may make an application for a formal review of grade.

b. Formal Review of Final Grades

- i. A student who wishes to seek a review of the final grade awarded to them in a subject must lodge an application through the Division of Student Administration. After checking by the Division of Student Administration, valid applications will be forwarded to and reviewed by the School Assessment

Committee. An application for a formal review of a final grade should be prepared and lodged as prescribed below.

Grounds for Review

(59) An application for a review of final grade will be considered where:

- a. a student claims disadvantage because the Subject Coordinator did not provide a subject outline (as required in the [Subject Outlines Policy](#)); or
- b. a student claims disadvantage because the Head of the teaching School or the Subject Coordinator varied without consultation or in an unreasonable way the assessment requirements as specified in the subject outline; or
- c. a student claims disadvantage because assessment requirements specified in the subject outline were unreasonably or prejudicially applied to him or her; or
- d. a student is of the view that a clerical error has occurred in the computation, recording or publication of the grade; or
- e. a student claims disadvantage because due regard was not paid to evidence of illness or misadventure experienced during the session; or
- f. a student is seeking a review of the mark awarded for a specific assessment task and the mark for the assessment task was returned and received by the student after the final grade for the subject was awarded.

(60) Regardless of the nature of the claim, the student is required to make a case for the review.

(61) Only evidence submitted as required by clause 24, relating to misadventure and extenuating circumstances during the session, or as required by clause 181-185, relating to misadventure in respect of examinations, will be reviewed in cases where a student seeks a review under clause 59e.

Application for Review

(62) Applications stating the detailed ground(s) on which the review is sought should be made in writing to, and lodged with, the Division of Student Administration.

(63) A separate application should be lodged for each subject where a review is sought.

(64) An application for a review of a passing grade should be accompanied by the prescribed fee which is refundable should the decision be other than that the original grade stand. No fee is payable for an application for a review of a failing grade.

(65) Applications must be lodged within 14 days of the date of notification of the grade. Late applications, which will be accepted only in exceptional circumstances and with the Head of the teaching School approval must be accompanied by the appropriate late fee which is not refundable. The deadline for withdrawal by a student of an application for a review of a grade shall be five working days after the acknowledgement of the receipt of the student's application by the Division of Student Administration.

Deciding Applications

(66) Valid applications for review of grade will be referred to the School Assessment Committee for recommendation to the Faculty Assessment Committees (the Deputy Dean of Faculty may receive and determine such applications in those cases where the Faculty Assessment Committee is not scheduled to meet for an extended period so that applications may be considered in a timely fashion. Such decisions will be ratified by the Faculty Assessment Committees). In reviewing grades, the School Assessment Committee shall ensure that all components of the assessment have been included in the final grade, that these components have been added correctly and that any

other grounds for review provided for in clause 59, which are raised by the applicant have been addressed. The School Assessment Committee will recommend to the Faculty Assessment Committee:

- a. that the original grade stands; or
- b. that another grade be awarded; or
- c. that the student be withdrawn from the subject (AW); or
- d. that a form of supplementary assessment be required before a final decision is made, in which case the Head of the teaching School shall determine the nature and time of such supplementary assessment.

(67) A review of a grade may result in a lower grade being awarded for the subject.

(68) The decision of the Faculty Assessment Committee shall be final.

Notification

(69) After determination by the Faculty Assessment Committee (or Deputy Dean as provided in clause 65), applications will be returned to the Division of Student Administration indicating whether a change of grade is to be made and, where the decision results in the grade remaining unchanged or a lower grade being awarded for the subject, the reason for the decision. The application fee for a review of a passing grade will be refunded when the review results in a change of grade. Notification of the decision and, where the decision has resulted in the grade remaining the same or a lower grade being awarded for the subject, the reasons for it will be conveyed to students in writing.

(70) The application fee for a review of a passing grade will be refunded when the review results in a change of grade.

(71) Notification of the decision and, where the decision has resulted in the grade remaining the same or a lower grade being awarded for the subject, the reasons for it will be conveyed to students in writing by the Division of Student Administration.

Part T - Review of Marks Awarded for Specific Assessment Tasks

(72) Nothing in this clause affects the current policies relating to the Review of Final Grades (refer to Part S).

(73) Wherever possible, a student who wishes to seek a review of the mark awarded to them for any assessment task should consult with their Subject Coordinator in the first instance in relation to a review. Where the Subject Coordinator is unavailable, or following consultation with their Subject Coordinator, a student may submit a request for a review of the mark awarded to them for any assessment task in accordance with the procedures below.

Applications for Review

(74) Requests for a review, stating the ground(s) on which the review is sought should be made using the Review of Mark form on the University Student Forms webpage. A separate request should be lodged for each assessment task. A request for a review of a passing mark for an assessment task should be accompanied by the prescribed fee which is refundable should the outcome result in a higher mark for the assessment task. No fee is payable for an application for a review of a failing mark for an assessment task. Requests must be lodged within seven days of receipt of the marked assessment task. The deadline for withdrawal by a student of an application for a review of the mark for an assessment item shall be five working days after the receipt of the student's written request by the Division of Student Administration.

Applications Received After the Final Grade for the Subject Has Been Awarded

(75) A student who wishes to apply for a review of a mark awarded for a specific assessment task and where the mark for the assessment task was received after the final grade for the subject was awarded shall be required to apply for a

review of the final grade awarded for the subject, in accordance with Part S.

Deciding Applications

(76) Requests for a review of the mark awarded for any assessment task shall be decided by the Head of School. The Head of School may determine that the student has no grounds for a review of their mark (i.e. a student does not have an automatic right to a re-mark).

(77) A review of a mark may result in a lower mark being awarded for the assessment task.

(78) Where an application for a re-mark is not yet resolved by the time that grades in the School are finalised, the student shall be graded TA until such time that the matter is resolved and a substantive grade awarded.

(79) Notwithstanding, whatever decision is made in such a review, the student shall receive feedback indicating the grounds for the decision. The decision of the Head of School shall be final.

Notification

(80) Whether or not the Head of School determines to grant a request for a review, notification of the decision and the reasons for it will be conveyed to the student in writing.

Section 11 - Progression and Academic Performance

Part U - University Expectations

Progression

(81) The University expects a student to progress through their course at a rate that will enable the student to complete the course in a specified maximum time.

Academic Performance

(82) The University expects a student, on a cumulative basis, to pass rather than fail or withdraw from the majority of subjects in which they enrol.

Part V - Progression through Courses

Maximum Time

(83) Students in a course must complete the course within a maximum time of twice the standard time specified to complete that course.

(84) Where a course is offered in both full-time and part-time study modes, the default maximum time allowed for that course is twice the normal part-time course duration. Where a student has re-enrolled in a course, subjects may only be carried forward (e.g. as credit) from the previous enrolment(s) with the approval of the Course Director or Course Coordinator.

Leave of Absence

(85) Approved leave of absence in any period of four consecutive calendar years shall not be counted as sessions or trimesters of enrolment when calculating whether or not the student can complete the course in the maximum time.

Failure to Enrol

(86) A student who fails to enrol in a session in which they were eligible to enrol shall be contacted by the Executive Director, Division of Student Administration, as required by [Enrolment Policy](#) section 16 and asked to indicate whether or not the student wishes to continue in the course.

(87) A student who wishes to continue in the course, and who is permitted to do so by the Executive Dean, shall be placed on leave of absence for that session and clause 83 shall apply to such leave.

Part W - Academic Performance

Satisfactory Academic Performance

(88) Student academic progress will be evaluated using rules relating to course progression, key subjects, professional experience components of courses, performance in the first two years of study, and satisfactory completion of Bachelor Honours subjects, where applicable (refer to the [Academic Progress Policy](#)). The specific satisfactory progress requirements applicable to a course shall be conveyed to students in course-specific information supplied at the time of their first enrolment in the course.

Grade Point Average

(89) Following the introduction of the [Academic Progress Policy](#) from 1 January 2005 it is no longer necessary for students to maintain a grade point average of 2.5 or higher in order to maintain a satisfactory level of academic performance. The clauses pertaining to the calculation of a Grade Point Average, which are used in the determination of whether a student graduating from eligible courses shall graduate with Distinction and as a criteria in nominations for the award of a University Medal, are contained in the [Graduation Policy](#).

Calculating the GPA

(90) A numeric value is assigned to each grade:

High Distinction	7
Distinction	6
Credit	5
Pass	4
Terminating Pass	3
Fail	0
Fail Withdrawn	0

(91) The GPA is calculated as follows: For each subject, the numeric value of the grade obtained is multiplied by the point value of the subject. The sum of the figures thus obtained is then divided by the sum of the point values of the subjects. This can also be expressed in the formula:

$$\text{GPA} = \frac{\text{SUM}[(\text{point value of subject}) \times (\text{numeric value of grade})]}{\text{SUM}(\text{point value of subject})}$$

(92) The GPA is calculated correct to two decimal points. The maximum GPA is 7.00; the minimum GPA is 0.00.

Subjects Included in the GPA

(93) All subjects graded:

HD	High Distinction
DI	Distinction
CR	Credit
PS	Pass
PT	Terminating Pass
FL	Fail
FW	Fail Withdrawn

(94) Which are a part of the course, shall be included in the calculation of the GPA. This includes subjects for which graded credit has been approved and failed subjects which may have been passed at a later attempt.

Subjects Not Included in the GPA

(95) Subjects not included in the calculation of the GPA include subjects for which ungraded credit has been granted; subjects which are additional to course requirements; and subjects which are graded:

SY	Satisfactory
US	Unsatisfactory
AW	Approved Withdrawal
IP	In Progress
NA	Not Assessed
TA	To be Assessed
AA	Additional Assessment
GP	Grade Pending
SX	Supplementary Examination
AE	Additional Examination

H1	Bachelor Honours Project/Dissertation Class 1
H2a	Bachelor Honours Project/Dissertation Class 2, Div 1
H2b	Bachelor Honours Project/Dissertation Class 2, Div 2
H3	Bachelor Honours Project/Dissertation Class 3

Part X - Reviewing Progression and Academic Performance

Review

(96) A review of student's academic progress shall be conducted by the Division of Student Administration after the conclusion of each session. The rules for determining satisfactory academic progress shall be used to review student progress and are detailed in section 3 of the [Academic Progress Policy](#).

Liability for Exclusion

(97) A student who fails to maintain satisfactory academic progress shall be reviewed in accordance with section 3 of the [Academic Progress Policy](#) which may result in the student being excluded.

Professional Experience

(98) Students who are determined to be at risk of failing professional experience or compulsory fieldwork requirements shall be advised of their "at risk" status and counselled as soon as practicable upon deficiencies being detected and normally prior to the halfway point of the professional experience or compulsory fieldwork requirement.

Section 12 - Residential and Other Schools

Part Y - Compulsory and Optional Schools

(99) As part of their assessment in a subject or a course, online learning students may be required to attend residential or other schools. Some of these schools will be compulsory, others will be optional.

Part Z - Exemption from Attendance

Application

(100) Students may apply in writing via the online [Special Consideration Request form](#) for exemption from attendance at a compulsory residential or other school. Applications must be made prior to the commencement of the school.

Deciding Applications

Subject Based Schools

(101) Applications will be decided by the Head of the teaching School on the recommendation of the Subject Coordinator.

Course Based Schools

(102) Applications will be decided by their Course Director or Course Coordinator.

Grounds for Approving Applications

(103) Applications will normally only be approved on the following grounds:

- a. misadventure or extenuating circumstances (refer to [Special Consideration Policy](#), section 3); or
- b. where students are re-enrolling in a failed subject and have satisfactorily completed the residential school requirements when first enrolled in that subject; or
- c. where students have already completed the work to be taught at the residential school.

Notification

(104) The result of applications will be conveyed to students in writing by the Division of Student Administration.

Part AA - Part AA - Failure to Attend Schools

Show Cause

(105) Students who fail to attend a compulsory school and who have not been exempted from attendance will be asked by the Executive Director, Division of Student Administration to show cause why they should not be withdrawn from and failed in the subject (i.e. graded FW). Where misadventure or extenuating circumstances have prevented attendance, students should consult the [Special Consideration Policy](#) before showing cause.

Deciding Cases

Course-Based Schools

(106) Show cause cases relating to course-based schools shall be decided by the Course Director or Course Coordinator who may decide that the student:

- a. be granted exemption from attendance; or
- b. be required to attend the school the next time it is offered; or
- c. be placed on probation and be required under probation to attend the school the next time it is offered; or
- d. be asked to show cause to the Executive Dean why they should not be withdrawn from the course.

(107) Where a student fails to show cause the Course Director or Course Coordinator may in such cases decide one of the courses of action a)-d) above in respect of the student.

Subject-Based Schools

(108) Show cause cases relating to subject-based schools shall be decided by the Head of the teaching School who may decide that the student:

- a. be granted exemption from attendance; or
- b. be granted approved withdrawal from the subject (AW); or
- c. be granted a grade pending (GP) in the subject; or
- d. be withdrawn from the subject and failed (FW).

(109) Where a student fails to attend a subject-based compulsory school which is held prior to the start of the session (usually in February or July) the Head of the teaching School may decide that the student:

- a. be granted exemption from attendance; or
- b. be withdrawn from the subject in which case the subject will be deleted from the student's transcript; or
- c. be allowed to remain enrolled in the subject in which case the student will be graded GP in the subject at the end of the session provided the other requirements of the subject have been passed, and the GP shall stand until the next scheduled compulsory school in the subject is attended.

(110) Where a student fails to show cause the Head of the teaching School may in such cases decide one of the courses of action in clause 107 or 108 as appropriate in respect of the student.

Notification

(111) Decisions will be conveyed in writing to the student by the Division of Student Administration.

Section 13 - Assignments

Part BB - General Matters

Definition

(112) An assignment is any piece of work listed in the Assignment Information section of a subject outline which a student is required to complete to satisfy the requirements of the subject. Refer to the [Subject Outlines Policy](#) for guidelines for subject outlines.

Timely Feedback

(113) The University recognises the importance of providing students with timely feedback on their progress in their studies. It has, therefore, resolved that all assignments submitted during a session shall be returned to students in timely fashion and shall contain adequate feedback and a grade or mark. Further, where an assignment is directly relevant to an examination, assignments that have been submitted by the due date shall normally be returned to students at least one week before the examination is held.

Privacy

The University's Obligations

(114) The University regards the assignments submitted by students as private. As such an assignment shall not be shown or made available to anyone by the University, other than to staff involved with its processing or marking, without the student's permission.

(115) Assignments which are by their nature public (e.g. seminar presentations, group activities, performances involving an audience, artworks submitted for exhibition) shall be regarded as private to the extent that they shall not be made available to a wider audience by way of audio or visual or other recording without the student's permission.

Students' Obligations

(116) Students should take reasonable steps to avoid the possibility that their assignments will be plagiarised.

(117) Plagiarism is using or attempting to use another person's work without acknowledgement. The phrase "using another person's work" includes, but is not limited to:

- a. paraphrasing the work of another person;
- b. directly copying any part of another person's work;
- c. summarising the work of another person;
- d. using or developing an idea or theme derived from another person's work;
- e. using experimental results obtained from another person's work; and
- f. in the case of collaborative projects, falsely representing the individual contributions of the collaborating students where individual contributions are to be identified.

Confidentiality of Grades or Marks

(118) The grade or marks awarded for an assignment and the comments of staff regarding the assignment shall be confidential to the student or students who submitted the work and to the staff involved with its processing or marking and shall not be disclosed to any other persons without the students' permission. Feedback given to a student by staff or by other persons in group situations (e.g. seminar presentations, role plays, auditions) shall be confidential to those taking part in the assignment activity and shall not be disclosed to any other persons without the student's

permission. However, so that students can gauge the level of their performance in relation to the performance of other students who completed the assignment, Subject Coordinator may provide information on the distribution of grades or marks provided confidentiality is respected.

Assessment Criteria and Standards

(119) Detailed assessment criteria and standards for each assessment must be communicated to students prior to the start of session, in the subject outline.

Part CC - Receipt of Assignments

Online Learning Mode

(120) Except as provided for in clause 127, all assignments for subjects studied in the online learning mode must be either submitted by CSU Interact online assignment submission system or submitted by mail to the Division of Learning and Teaching In Wagga or be hand-delivered to the blue mail boxes located on the Albury, Bathurst, Dubbo, Orange, Port Macquarie and Wagga campuses. Assignments may only be received by academic or other staff with the approval of the Division of Learning and Teaching on the recommendation of the Head of the teaching School.

Receipt Date

(121) The receipt date of an online learning mode assignment is the date it is received by the online assignment submission system, the Assignment Section of the Division of Learning and Teaching or in a blue mail box or as provided in clause 128. The Division of Learning and Teaching shall record the receipt date of the online learning mode assignments on a database. Should the Division of Learning and Teaching grant approval to a particular staff member or office to receive assignments, the staff member or office shall provide details of those receipts to the Division of Learning and Teaching for recording on the database.

Internal Mode

(122) Except as provided for in clause 128, all assignments for subjects studied in the internal mode must be submitted either by the CSU Interact online assignment submission system or in accordance with the instructions for the submission of assignments in the subject outline or issued separately by the Subject Coordinator.

Receipt Date

(123) The receipt date of an internal mode assignment is the date it is received at the location specified under clause 120 or as provided in clause 128.

Part DD - Due Date for Assignments

(124) The subject outline shall contain the due date for assignments which is the date by which each compulsory and/or optional assignment must be received at the locations required by clauses 120-123.

Part EE - Return of Assignments

Online Learning Mode

(125) All marked online learning mode assignments shall be returned to students either directly by academic staff through the CSU Interact online assignment submission system or by mail by the Division of Learning and Teaching. Assignments shall not be returned to students by academic or other staff other than through the CSU Interact online assignment submission system without the approval of the Division of Learning and Teaching on the recommendation of the Head of the teaching School.

(126) The Division of Learning and Teaching shall record the return date of all online learning mode assignments on a database. Should the Division of Learning and Teaching grant approval to a particular staff member or office to manually return assignments, the staff member or office shall provide details of those returns to the Division of Learning and Teaching for recording on the database.

Internal Mode

(127) All marked internal mode assignments shall be returned directly to students by the CSU Interact online assignment submission system or in class or be made available for collection by students in person but shall not be left for collection from public areas or be returned to them in other unsupervised ways. The procedure for the return of assignments shall be printed in the subject outline or issued separately by the Subject Coordinator.

(128) Internal mode assignments not collected by students may be destroyed four months after the end of the session in which the assignment was submitted as required by the Student Records Disposal Schedule.

Part FF - Return Date for Assignments

(129) The subject outline shall contain the return date for assignments. In the case of internal mode assignments the return date is the date the marked assignment is available for collection. In the case of online learning mode assignments the return date, is the latest date by which the marked assignment shall be mailed from the University or returned through the CSU Interact online assignment submission system. The return date shall be no later than 21 days after the due date for the assignment.

Assignments Received Late

(130) The return date for an assignment received after the due date shall normally be 21 days from the receipt date.

Part GG - Late Return of Assignments

Returns up to 14 Days Late

Online Learning Mode

(131) Schools shall advise the Assignment Section of the Division of Learning and Teaching of the reasons for the delay when an online learning mode assignment cannot be returned within the 21 day period stipulated in clause 128. The Division of Learning and Teaching shall use that information to answer enquiries from students under clauses 134-135.

Internal Mode

(132) The Subject Coordinator shall advise students at a class or in some other way if an internal mode assignment cannot be returned within the 21 day period stipulated in clause 128.

Very Late Returns

Online Learning Mode

(133) Where an online learning mode assignment is not returned within 35 days of the due date the Division of Learning and Teaching shall notify the Head of the teaching School who shall:

- a. write to the student(s) affected within 7 days of the notification from the Division of Learning and Teaching, advising them of the delay and of any action taken to have the assignment returned to them; and
- b. provide a copy of the advice to the Division of Learning and Teaching.

Internal Mode

(134) Where an internal mode assignment is not returned within 35 days of the due date the Subject Coordinator shall notify the Head of the teaching School who shall within seven days of the notification issue a statement to students advising them of the delay and of any action taken to have the assignment returned to them.

Part HH - Part HH - Student Enquiries and Concerns

Online Learning Mode

Enquiries

(135) Students who wish to enquire about the return of an online learning mode assignment shall contact Student Central in the first instance.

Concerns Regarding Late Returns

(136) Students concerned that an online learning mode assignment was not mailed to them within 21 days of the due date (or within 21 days of its receipt date, if it was received late) and wish to have the matter investigated shall contact Student Central which shall, if it does not already know the reasons (refer to clauses 129 and 131), consult with the Subject Coordinator and/or the Head of the teaching School and report its findings to the student.

Internal Mode

Enquiries

(137) Students who wish to enquire about the return of an internal mode assignment shall contact the Subject Coordinator in the first instance.

Concerns Regarding Late Returns

(138) Students concerned that an internal mode assignment was not returned to them within 35 days of the due date (or within 35 days of its receipt date if it was received late), who have not been advised as to the delay under clause 132, may contact the Head of the teaching School who shall investigate the matter and advise the student accordingly.

Part II - Reporting to the Academic Senate

(139) The following reports shall be compiled for online learning mode assignments:

- a. a confidential report by subject on the performance of each School shall be prepared by the Division of Learning and Teaching at the end of each session and forwarded to the Head of the teaching School;
- b. an aggregated report prepared by the Division of Learning and Teaching for the Academic Senate which shows on a University-wide basis the number and percentage of late returns and the number and percentage of subjects with late returns;
- c. the reports referred to in a) and b) above shall as a minimum report on four categories of assignments:
 - i. those that were returned on time (i.e., were despatched to students within 21 days of their receipt);
 - ii. those that were returned late but for which the Head of the teaching School deems there was a reasonable explanation for lateness and reports this to the Division of Learning and Teaching for recording;
 - iii. those that were returned late and for which there was no explanation for lateness or the explanation was deemed by the Head of the teaching School to be unreasonable;
 - iv. those that were returned late due to administrative delays in the Division of Learning and Teaching.

- d. a report prepared by the Division of Learning and Teaching each session for the Academic Senate on the outcome of investigations regarding the late return of assignments under clause 134.

Section 14 - Examinations

Part JJ - Responsibility for Official Examinations

(140) The Executive Director, Division of Student Administration, is responsible for the conduct of all official examinations of the University. Official examinations are those conducted in the examination periods at the end of each session.

Part KK - Examination Periods

(141) In sessions 1 and 2, a two-week period will be set aside at the end of the teaching period for the conduct of official or final examinations (including supplementary and additional examinations). Examinations may be held during this period on a Saturday and in the evening. In session 3 a one-week period will be set aside at the end of the teaching period for the conduct of official or final examinations (including supplementary and additional examinations). The examination periods for each session will be specified each year in the Principal Dates.

Part LL - Length of Official Examinations

(142) The standard length of time for an official examination is two hours. However, a Executive Dean of Faculty may approve that an official examination be for a longer period (i.e. three hours or more) when required, especially for professional accreditation reasons.

Part MM - Examination Timetable

Preparation

(143) The Examinations Office shall publish an examination timetable for all subjects in which there is a final examination, supplementary or additional examination.

Examination Clashes

(144) Students with an examination clash are required to notify the Examinations Office. Such notification should be in writing and must be submitted not later than the date specified for objection to the Examination timetable. Where students are affected by an examination clash, one of their examinations may be rescheduled such that they can take both examinations on the same day. Students will be supervised during the break between such examinations.

Objections to the Examination Timetable

(145) Students may lodge an objection to an examination timetable if:

- a. they are required to sit for more than two examinations in one day; or
- b. they have an examination clash; or
- c. there is a religious observance which prevents them from sitting an examination on a particular day.

(146) Objections must be lodged in writing with the Examinations Office within five business days of publication of the examination timetable. The examination timetable will be amended to remedy such situations.

Maximum Number of Examinations in an Examination Period

(147) Normally a student may be expected to sit for a maximum of up to six examinations (including final and/or supplementary examinations) in an examination period. Where a student is scheduled to sit for more than six examinations in an examination period the Examinations Office will notify the relevant School(s) so that consideration may be given to providing alternative assessment arrangements to the student for the extra examinations.

Part NN - Strict Observance of Timetable Required

(148) Except where a supplementary or special examination is approved, students may not take a final examination at any time other than on the day and at the time it is timetabled. Students sitting examinations in a different time zone to eastern Australia will commence their examinations at times approved by the Examinations Office.

Part OO - Examination Centres

Internal Students

(149) Internal students are expected to attend their examinations at the University except where course requirements necessitate their absence from the University during the examination period.

Online Learning Students

(150) Online learning students living within 120 kilometres of an established examination centre are expected to attend that centre.

Overseas Centres

(151) Students using overseas examination centres may be required to meet all costs associated with such examinations.

Invigilators

(152) Where an examination centre is established, the University will appoint a Presiding Invigilator and such other invigilators necessary to supervise the conduct of the examinations. The University shall meet any cost of the invigilation at examination centres.

Invigilation Charges

(153) In the case of individual examinations conducted outside the University and its established examination centres, the cost of providing an invigilator may be charged to the students concerned.

Part PP - Change of Examination Centre

Internal Students

End of Session Examination

(154) Internal students who because of course requirements will be absent from the University during the examination period must apply to the Examinations Office at least six weeks before the start of the examination period, to sit their examination at another centre.

Supplementary Examinations

(155) The Executive Director, Division of Student Administration, after consultation with the Head of the teaching

School, may permit an internal student to sit for a supplementary examination at an external examination centre or at a different campus of the University.

Online Learning Students

(156) Online learning students must apply to the Examinations Office at least six weeks before the start of the examination period to change their examination centre. A change of address does not automatically bring about a change of examination centre.

Fees for Late Examination Centre Changes

(157) Requests for a change of examination centre received within six weeks of the start of an examination period will be processed in time for that examination period if accompanied by the appropriate late fee. Requests received within two weeks of the examination period will be processed only in exceptional circumstances and with the approval of the Executive Director, Division of Student Administration.

Part QQ - The Conduct of Examinations

Examination Materials

Materials to be Supplied by Candidates

(158) Candidates shall provide their own writing instruments at an examination and may provide for their own use any approved items or materials to be supplied by candidates.

(159) The University shall not supply instruments items or materials which are designated to be supplied by candidates.

Materials Not Normally Permitted in an Examination

(160) Unless advised to the contrary for a particular examination, candidates shall not take the following materials or items in to the examination room:

- a. writing, blotting, tissue or other paper;
- b. dictionaries excepting multi or bi-lingual general dictionaries;
- c. textbooks and other reference material;
- d. calculators;
- e. electronic devices including diaries, organisers, dictionaries, laptop or palmtop computers; or
- f. mobile telephones or other communication devices.

Conditions Applying to Items or Materials Permitted in Examinations

(161) Where some of the materials or items in clause 158 are permitted in a particular examination, the following conditions will apply:

- a. calculators - must be portable, silent, self powered and fit on a standard examination table and must be used for numerical calculations only;
- b. texts and references must be limited to those specified for the examination and may be subject to further restrictions imposed by the subject convenor. Such restrictions will be printed on the examination paper;
- c. dictionaries - where dictionaries are permitted in a particular examination they must be in printed not electronic form. The dictionaries must contain no notes or other annotations; and
- d. candidates may use multi or bi-lingual general dictionaries in any examination other than those where such

dictionaries are specifically prohibited.

(162) Multi or bi-lingual dictionaries can be prohibited from any examination where:

- a. the subject is a language subject;
- b. it can be shown that a candidate will derive an unfair advantage that outweighs any possible disadvantage arising from the prohibition;
- c. clear and concise notice of the prohibition is given on the course outline for that subject; and
- d. such a prohibition has been approved by the Executive Dean of the teaching Faculty on advice of the Faculty Board.

Unauthorised Examination Materials

(163) All materials taken into an examination room shall be subject to checking as follows:

- a. a check for unauthorised material will commence when students enter the examination room;
- b. once students are seated, the principal invigilator will advise students that their examination materials are being checked and will ask them to check that they have not brought into the examination room any unauthorised material and that if they have, to raise their hand so that it can be collected from them before reading time commences;
- c. checking for unauthorised material will continue during reading time, at which time such unauthorised material will be removed from students; and
- d. where materials suspected of being unauthorised are discovered after the commencement of the examination itself, the student will be permitted to retain them for the duration of the examination but at the end of the examination the materials will be held by the principal invigilator and submitted to the Manager, Examinations Office with an Incident Report.

(164) Where unauthorised material is deemed to have been used, the matter will be investigated under the [Student Misconduct Rule 2020](#).

Means of Identification

(165) Candidates shall bring with them to the examination room their University identity card. Students shall produce or keep displayed their card in accordance with any direction given by notice displayed in the examination room, by direction of an examination book, or by the Presiding Invigilator. If the University identity card is not available, then a passport, driver's licence, or some other means of identification which bears the candidate's signature and photograph must be produced. Where a student is unable to provide an approved means of personal identification at an examination, the following procedures apply:

- a. the Presiding Invigilator shall request the student to provide personal information on the prescribed form which shall be attached to the student's worked examination script;
- b. the form, appropriately checked and annotated by the Examinations Office will be forwarded to the Head of the teaching School for information; and
- c. if on the basis of the annotated form the Head of School has reason to believe that the person who sat the examination was not the student, the matter shall be referred to the Executive Dean for investigation under the [Student Misconduct Rule 2020](#).

Bags and Personal Effects

(166) Candidates may take into the examination room a small handbag, a wallet or purse which must be placed on the floor under the candidate's desk. Briefcases, attache cases, shopping bags and other property or personal effects

must not be taken into the examination room but may be left, at the owner's risk, in an area set aside for such items.

Reading and Writing Time

Reading Time

(167) Reading time for all examinations shall be 10 minutes. The Executive Dean of Faculty may approve a longer reading time for an examination where it is required for professional accreditation reasons.

Writing Time

(168) Writing during reading time is permitted in examinations. No additional time at the end of an examination will be provided for completion of examination administrative paperwork.

Admission to the Examination Room

(169) The doors of the examination room will be opened in sufficient time prior to the commencement of all examinations to enable candidates to take advantage of reading time allowed. At the conclusion of reading time the invigilator will direct candidates to complete the attendance slip and to commence the examination. Candidates for an examination shall, upon entering an examination room, proceed without delay to such place as they are directed by the invigilator to occupy for that examination.

Late Admission to the Examination Room

(170) Candidates may be admitted late to an examination room. Such candidates will not be given an extension of time to complete the examination. Only in exceptional circumstances will candidates be admitted more than 30 minutes after the start of an examination and their names shall be reported to the Examinations Officer by the Presiding Invigilator.

Communication in the Examination Room

(171) Candidates shall not have any communication whatsoever with other candidates from the time of entering until leaving the examination room. Candidates wishing to communicate with an invigilator shall do so by raising their hand and waiting for attention.

Instructions to Candidates

(172) Candidates shall observe all instructions issued by an invigilator and all instructions printed on the attendance slip, examination paper, answer booklets or answer sheets.

No Smoking, Eating or Drinking

(173) Smoking, eating or drinking is not permitted in an examination room.

Departure from the Examination Room

(174) Candidates shall not leave an examination room (except in the case of illness when they shall be accompanied by an invigilator) within the first 30 minutes of the examination. Likewise, candidates shall not leave an examination room during the last 15 minutes of the examination.

Removal of Material from the Examination Room

(175) Candidates shall not remove from an examination room any writing paper or other issued material during a temporary absence from the examination room, nor at the conclusion of the examination. Any material so removed will be automatically void.

Leaving an Examination Room during an Examination

Without Supervision

(176) Candidates who leave an examination room without supervision shall not be permitted to re-enter the examination room until the examination session is concluded and all other candidates have left the examination room.

Under Supervision

(177) Candidates may seek permission to temporarily leave an examination room. Such absences shall be granted subject to the candidate being supervised while absent and on condition that the candidate is not granted extra time in which to complete the examination.

Conclusion of the Examination

(178) The Presiding Invigilator shall indicate when 30 minutes of examination time remains. On the announcement, "stop writing", candidates will stop writing immediately and remain seated until the answer booklets and papers have been collected by an invigilator.

Disruption/Disturbances in the Examination Room

(179) If, in the opinion of the Presiding Invigilator, a candidate's behaviour is such as to disturb or distract any other candidate, the Presiding Invigilator may require the offending candidate to leave the examination room and will report the circumstances in writing to the Executive Director, Division of Student Administration as soon as possible.

Penalty for Misconduct at Examinations

(180) Alleged breaches of discipline and misconduct at an examination will be referred to the Executive Dean of the teaching Faculty for investigation and decision as provided for in the [Student Misconduct Rule 2020](#).

Part RR - Special Consideration

Misadventure and Extenuating Circumstances

(181) Note: this clause applies only to events during the examination period and the preceding week. Misadventure which occurred earlier in a session is covered in clause 24.

(182) Where students:

- a. were prevented by misadventure or extenuating circumstances from attending an examination in a subject; or
- b. immediately prior to an examination suffered misadventure or extenuating circumstances which they believe seriously prejudiced performance at the examination; or
- c. were to a substantial degree adversely affected by misadventure or extenuating circumstances during the course of an examination,

they should report the matter on an Incident Report form or in writing on a [Special Consideration Request form](#) on the Student Website (refer to [Special Consideration Policy](#), clauses 20, 21 and 22).

(183) Where a report is made in writing it shall be received on the Special Consideration Request Form within three days of the date of the examination (excluding weekends and public holidays or within such further time as the Head of the teaching School may in special cases permit). Where students are personally unable to take the action required by this clause, other persons may report the circumstances on the student's behalf.

(184) As [Admissions Policy](#), expects a level of proficiency in the English language, it is expected that the level of proficiency will be of a standard whereby a student is able to undertake examinations in normal conditions.

(185) Reports of misadventure and extenuating circumstances shall be documented as required in [Special Consideration Policy](#), section 5.

First Year Identifiable Minority Groups

(186) First year students in identifiable minority groups who may be disadvantaged in examination venues may apply in writing to the Examinations Office after admission but no later than six weeks before the commencement of an examination period, for the use of an alternative non-threatening venue for their examinations. The student's application must specify how the examination venue is likely to adversely affect the student's ability to take their examination. Applications for an alternative non-threatening examination location will be referred by the Examinations Office to the Presiding Officer, Academic Senate for approval. The determination of the Presiding Officer, Academic Senate will be final.

Breastfeeding

(187) The University will provide flexible arrangements to accommodate a student who needs to breastfeed a child during the examination period within the constraints of the available facilities. A student who is unable to make alternative arrangements with regard to breastfeeding a child during an examination should apply in writing to the Examinations Office for special provisions no later than six weeks before the commencement of an examination period. Students who are unable to give the required six weeks' notice should nevertheless contact the Examinations Office who will assess the application and make every effort to provide suitable arrangements. In the first instance, the student should consider taking a supplementary examination at a later date when the child may be old enough to be left for a longer period without feeding.

(188) Where the student chooses to sit the examination and take a break to breastfeed, the University will attempt to provide suitable arrangements. These will include:

- a. depending on the facilities available, a separate room;
- b. extra time according to the time taken to feed the child; and
- c. supervision while feeding the baby.

(189) Children will not be allowed into the main examination room at any time.

Special Conditions in Examinations

(190) The [Disability Discrimination Act 1992](#) and the associated [Disability Standards for Education 2005 \(Cth\)](#) apply to students with special needs. As a consequence the University has developed the [Disability and Work or Study Adjustment Policy](#) and associated procedures for implementing reasonable adjustments for students with a disability.

(191) Students with a disability who require special arrangements in an examination in order to accommodate their disability may apply to the Disability and Work or Study Adjustment for special conditions in an examination. Special conditions include but are not limited to additional time, rest breaks, adjustments to the colour and font size of an examination paper, writing assistance, reading assistance, and use of adaptive software.

Application for Special Conditions

(192) Students with a disability who wish to apply for special conditions in an examination should refer to the guidelines for information about the type of special conditions that they may apply for. Applications must be supported by documented evidence (i.e. medical certificates, in the form prescribed by the Executive Director, Division of Student Administration, reports from registered health practitioner) in order to be considered. For intra-session tests, students must submit their application by the end of the second teaching week of session. For end of session examinations, applications must be lodged by Week 6 of the teaching session.

Deciding Applications

(193) The Disability Liaison Officer, Division of Student Services, will determine applications from students with a disability for special conditions in an examination, where the special conditions requested require minimal alteration to the conditions under which the examination is conducted (e.g. rest breaks during exam, scribes, special lighting etc.)

(194) The Head of the teaching School, in collaboration with the Disability Liaison Officer, Division of Student Services, will determine applications from students with a disability for special conditions in an examination, where the special conditions requested require alteration of the method of assessment (e.g. additional time to complete the examination in excess of 15 minutes per hour, restructuring examination questions etc.).

Late Applications for Special Conditions

(195) If a student suffers extenuating circumstances after the deadline for applying for special conditions, they should apply directly to the Manager, Access and Work or delegated Officer, together with supporting evidence. The Manager, Access and Work or delegated officer will review the information and make a determination about special conditions that may be appropriate.

Request for the Review of a Determination

(196) A request for a review of a determination to grant special conditions in an examination or intra session test can be requested by the student making the request for assistance, a Head of School or the Executive Director, Division of Student Administration. Requests should be lodged in writing to the Manager, Access and Work. The review request will be assessed by an independent panel, comprising of the Executive Director, Division of Student Services or nominee, the Executive Director, Division of Student Administration or nominee, and the University Ombudsman. The decision of the review will be advised in writing.

Using Approved Conditions

(197) Students who are granted special conditions in an examination must present at their examination venue with a copy of the approved variations. Failure to provide the required documentation at the venue may result in the removal of the approved conditions for that examination. Students who do not need to utilise the conditions approved for them during an examination will revert to regular examination conditions. Students will be given an opportunity prior to the examination to determine whether they wish to proceed with the approved conditions on that occasion.

Part SS - Deciding Applications for Special Consideration

Misadventure and Extenuating Circumstances

(198) Applications for special consideration lodged under clauses 181-185 shall be referred to the Subject Coordinator who may take into account the circumstances when the School Assessment Committee is formulating a recommendation on the student's final grade in the subject to the Faculty Assessment Committees or who may recommend to the Head of the teaching School that:

- a. a supplementary examination be granted for the student; or
- b. a grade be awarded on some other basis; or
- c. no action be taken and the student's performance stand.

Applications Not Normally Approved

(199) Applications for special consideration lodged under clauses 181-185 will not normally be approved if they fail to satisfy the requirements of [Special Consideration Policy](#) section 3 or where:

- a. a student's routine work commitments prevent attendance at an official examination; or
- b. a student missed an official examination by misreading the examination timetable.

Part TT - Supplementary Examinations

Definition

(200) Supplementary examinations are examinations granted on the basis of misadventure or extenuating circumstances which prevented a student sitting an official examination or which adversely affected the student's performance in an official examination.

Examinations Office to Conduct

(201) Where supplementary examinations are approved under clause 198, the Examinations Office will advise students in writing and will conduct the examinations. Supplementary examinations are conducted during the following end of session examination period.

Standard and Weighting

(202) A supplementary examination shall:

- a. have the same weight in determining the final grade in the subject as the official examination;
- b. be of a standard of difficulty equivalent to that of the official examination.

Use of Original Examination Papers

(203) An examination paper that is used in an official examination in a subject may not be used for a supplementary examination (SX) or additional examination (AE) in that subject, except in those cases where the original examination paper was provided to all students in the subject in their subject materials.

Deferral of Supplementary Examinations

(204) A student may not apply to defer a supplementary examination. Where a student, for acceptable reason, is unable to sit for a supplementary examination on the date and time scheduled the Head of School, on the recommendation of the Subject Coordinator, in consultation with the Course Director or Course Coordinator, as necessary, shall prior to the end of the subsequent session, arrange for the student to complete an alternative assessment item or recommend that a substantive grade be awarded in the subject.

Misadventure at a Supplementary Examination

(205) Where a student suffers misadventure or extenuating circumstances at a supplementary examination, the Subject Coordinator shall recommend to the Head of the teaching School that:

- a. the student be granted approved withdrawal (AW); or
- b. a grade be awarded on the basis of performance in the supplementary examination; or
- c. in exceptional circumstances a grade be awarded to the student on some basis other than performance in the supplementary examination e.g. completion of an alternative assessment item.

Part UU - Cancelled and Terminated Examinations

(206) An examination may need to be cancelled or prematurely terminated at a particular examination centre because of unforeseen circumstances for example fire, flood, electrical failure, bomb threat, or civil disturbance.

(207) When this occurs, the Manager, Examinations Office shall advise the relevant Head of School of the circumstances. Affected students will not be required to submit individual Incident Report forms, as normally required under clause 18 of the [Special Consideration Policy](#). The Head of School, in consultation with the Subject Convenor or Subject Coordinator as appropriate, shall decide the necessary action to be taken. Such action may include, but is not limited to, the following:

- a. grading affected students on the basis of the other assessable work they have submitted in the subject;
- b. requiring affected students to sit a supplementary examination;
- c. marking that portion of the examination that affected students had completed before the examination was terminated and adjusting the mark for the examination to account for the time lost during the examination;
- d. requiring students to submit some other work for assessment that is in lieu of a cancelled examination or that part of a terminated examination that was not completed.

(208) The Manager, Examinations Office shall advise students of the Head of School's decision.

Status and Details

Status	Historic
Effective Date	31st October 2018
Review Date	31st October 2021
Approval Authority	Academic Senate
Approval Date	30th October 2018
Expiry Date	1st November 2020
Unit Head	Natalie Nixon University Secretary
Author	Ingrid Pulley Executive Officer (Academic Senate)
Enquiries Contact	Governance Services