

ASSESSMENT AND STUDENT PROGRESSION

POLICY AND PROCEDURES

EFFECTIVE: 16TH July 2018

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INTRODUCTION

This manual is a compilation of policy and procedures relating to assessment and the academic progress of students at Curtin University.

The full title of the manual is *Assessment and Student Progression - Policy and Procedures*. It can be referred to and cited as the *Assessment and Student Progression Manual*.

Additional guidelines and advice on effective teaching, the development of appropriate assessment tasks and assessment techniques (including assessing group work, marking and grading assignments and ensuring fair assessment), are available via the [Curtin Learning and Teaching website](#).

Upon approval, the *Assessment and Student Progression – Policy and Procedures* rescinds and replaces the *Assessment and Student Progression Manual – Consolidated Policies and Procedures*.

The commencement date for the policy and procedures in the *Assessment and Student Progression – Policy and Procedures* will be 16 July 2018. Any future amendments or revisions by the appropriate approval authorities will be effective from the date of such approval.

APPROVAL DETAILS

Endorsed: University Learning and Teaching Committee

Approved by: Academic Board (Policy)
Deputy Vice-Chancellor, Academic (Procedures)

EXPLANATORY NOTE

Refer to the individual policy and procedures for details regarding the scope.

When reading the policy and procedures for Enabling and Foundation students, for those programs not falling within a Faculty, the following equivalent positions and titles apply.

Position and Area Title in Policy and Procedure	Enabling and Foundation Program Equivalent Position and Area Title
Head of School	Head of Area or equivalent Manager
Pro Vice-Chancellor	Associate Deputy Vice-Chancellor, Learning and Teaching
Dean, Learning and Teaching	Head of Area/Course Coordinator
Faculty	Vice-Chancellory
School	Area

Where there is any doubt about the equivalent position or area for any of the policies and procedures contained within the *Assessment and Student Progression - Policy and Procedures*, the Academic Registrar is responsible for determining the correct or intended position or area.

POLICY

ASSESSMENT

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Strategic Plan Theme: Learning and Student Experience

2. PURPOSE

To provide a framework for the principles of assessment.

3. POLICY STATEMENTS

- 3.1 Assessment practices will be subject to quality management processes to ensure that practices meet certain standards required by the University (see Assessment Quality Process procedure).
- 3.2 Assessment practices will be manageable and sustainable for students and the institution.
- 3.3 Assessment design and methods will be fit for purpose and consistent with the intended learning outcomes and the norms of the discipline/profession.
- 3.4 Assessment methods will provide evidence of individual student achievement of the intended learning outcomes.
- 3.5 Assessment tasks will facilitate the student's ability to develop and demonstrate a wide range of graduate capabilities.
- 3.6 The assessment profile will provide high quality and timely feedback to support learning.
- 3.7 Assessment design will be inclusive and equitable, minimising potential differential advantage or disadvantage to students. Assessment requirements will be communicated to students via accessible means in a timely manner.
- 3.8 The evaluation of requests to complete an assessment task at a later date will be fair, transparent, equitable and auditable.
- 3.9 Submission of student work and decisions relating to assessment will be appropriately evidenced.
- 3.10 Appropriate complaint, grievance and appeal provisions will be available in respect of relevant assessment decisions.
- 3.11 Any student that is not satisfied with the result or conduct of any formal internal appeal process, may access an external right of complaint or appeal.

4. RESPONSIBILITY FOR IMPLEMENTATION, COMPLIANCE MONITORING, MEASURING AND CONTINUAL IMPROVEMENT

These management positions are responsible for implementation and compliance monitoring of the policy in their work areas:

- Deputy Vice-Chancellor, Academic – Implementation and Compliance Monitoring, Measuring and Continual Improvement

5. SCOPE OF POLICY

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

6. DEFINITIONS

(Note: Commonly defined terms are located in the Curtin Common Definitions. Any defined terms below are specific to this document)

7. SUPPORTING PROCEDURES

- Assessment Design
- Assessment Communication

- Assessing Student Work
- Feedback on Assessment
- Exemptions to Assessment Requirements
- Assessment Quality Process (AQP)
- Assessment for Honours Research Components
- Late Assessment
- Assessment Extension
- Further Assessment
- Examinations
- Security of Examination Papers
- Regulations for the Conduct of Examinations and Invigilated Tests
- Alternative Examination Arrangements
- Inability to Complete a Final Examination
- Student Access to Examination Answer Booklets
- Release of Examination Papers
- Board of Examiners
- University Grading System
- Calculation of SWA and CWA
- Academic Status
- Course Switching Following Termination
- Future Re-Admission to the Same Course Following Termination
- Responsibility for Academic Results
- Change of Results
- Academic Transcript
- Final Results to Students
- Assessment Appeals
- Academic Status Appeals

8. RELATED DOCUMENTS/LINKS

[Curtin University Act 1966](#)

[Higher Education Support Act \(2003\)](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015](#)

[Education Services for Overseas Students \(ESOS\) Act](#)

[Competition and Consumer Act](#)

[Western Australian University Sector Disposal Authority \(WAUSDA\)](#)

[Statute No. 10 – Student Disciplinary Statute](#)

[Academic Misconduct Rules](#)

[General Misconduct Rules](#)

[Academic Record Fraud Rules](#)

[Course Approval and Quality Manual](#)

[Academic Calendar and Class Timetabling Manual](#)

[Admission and Enrolment Manual](#)

[Awards and Graduation Manual](#)

[Credit for Recognised Learning Manual](#)

[Disability Standards for Education 2005](#)

[Curtin's Disability Access and Inclusion Plan](#)

[Complaints Procedures](#)

[Curtin Learning and Teaching website](#)

Students with Disability Policy

Students with Disability Procedure

Records and Information Management Policy

Records and Information Management Procedures

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Academic Board
Review Date	1 st April 2023

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	24/11/2017	Academic Board	AB 206/17	Attachment A to Item 15.2

PROCEDURES

ASSESSMENT DESIGN

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

Assessment Design

- 2.1 Assessment design within a unit and across a course of study will consider student and staff workload, assurance of student learning and mitigation of assessment related risk.
- 2.2 Assessment practices will aim to use the minimum number of assessment tasks necessary to reach an informed decision about student achievement.
 - 2.2.1 From 1 January 2019 onwards and unless otherwise approved by the Deputy Vice-Chancellor (Academic) via recommendation to Courses Committee:
 - 25 credit point units will have no more than three summative assessments. Where incremental assessment forms one of the summative assessment tasks, there will be a maximum of one other summative assessment task.
 - 12.5 credit point units will have no more than two summative assessments;
- 2.3 The assessment profile for each unit will ensure that there is reasonable confidence that it is the student's own work that has been assessed. For example, take home exams and non-invigilated eTests carry a greater degree of assessment related risk, would not provide reasonable confidence and will be used sparingly.
- 2.4 Assessment tasks will be reviewed by the Unit Coordinator and co-assessor in the light of feedback from previous versions of the task (if applicable) and to ensure they are consistent with policy and procedures.
- 2.5 Where a Hurdle Requirement is specified for a unit, the particular nature of the requirement and the consequences of failing to meet it will be included in the published unit outline. Formative tasks are not permitted to be identified as a hurdle requirement. Students who do not satisfy the Hurdle Requirements in a unit will be given the grade F-IN, even if they have obtained more than 50% of the marks available by completing other assessment tasks.
- 2.6 Assessment tasks which involve group work will demonstrate how the basis for marks for group processes and/or individual processes is fair, transparent and defensible.
- 2.7 Reasonable adjustment(s) (such as the modification of assessment tasks, processes or format) may be made for students with a verified disability, medical or other condition in accordance with the Disability Standards for Education 2005 and Curtin's Disability Access and Inclusion Plan.
- 2.8 Attendance by itself will not count towards an assessment mark.
- 2.9 A student who is repeating a unit will be expected to complete all assessment requirements as described in the relevant Unit Outline. A student may only include previously submitted material with the written approval of the Unit Coordinator who will provide advice relating to self-plagiarism where appropriate. Such work will be clearly annotated to indicate that it contains material that has been previously submitted.

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

[Disability Standards for Education 2005](#)

[Curtin's Disability Access and Inclusion Plan](#)

[Assessment Communication Procedure](#)

[Curtin Learning and Teaching website](#)

[Assessment Design Guidelines \(in development\)](#)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

ASSESSMENT COMMUNICATION

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

Assessment Communication

- 2.1 Requirements to pass the unit will be explicitly stated in the Unit Outline.
- 2.2 Details of assessment tasks will be specified and made available to students in the Unit Outline. All other details relevant to the completion of the assessment task will be provided to students in advance of the task.
- 2.3 Students will be informed as to when and how they will receive feedback on each assessment task.
- 2.4 Assessment submission processes will include a student declaration of originality.
 - 2.4.1 For electronically submitted assessments, the declaration will include a statement to indicate that the student has accepted that it is their responsibility to check that the submitted file is readable and has not been corrupted.
- 2.5 Submitted files that are unable to be read cannot be marked. These should be treated as a non-submission.
- 2.6 Assessments may be changed after the publication of the unit outline, providing that such changes have majority consent from the students currently enrolled in the unit. In exceptional circumstances and on request of the Head of School, the Academic Registrar may approve changes to assessment without requiring majority consent. Any changes will be communicated to students by the Head of School (or authorised officer)

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

Course Approval and Quality Manual

Assessment Design Procedure

Feedback on Assessment Procedure

Curtin Learning and Teaching website

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

ASSESSING STUDENT WORK

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

- 2.1 The Head of the Owing Organisational Unit will ensure that assessment and moderation processes are adequately resourced for each unit with an assessor and co-assessor appointed.
- 2.2 The Unit Coordinator (assessor) will document the processes used to determine assessment task marks and record evidence of moderation activities employed.

Assessment and Submission

- 2.3 Assessments will be completed in accordance with the requirements specified in the Unit Outline.
- 2.4 Where the assessment task specifies the submission of work an electronic copy of the work will be submitted to a University approved secure electronic repository. Where an electronic version of the work is not practicable the physical artefact will be submitted as per the instructions provided in the unit outline or by the Unit Coordinator (or delegate).
- 2.5 Staff will take reasonable steps to ensure the authenticity of students' work in accordance with expectations of the discipline. Text based assessment artefacts will be submitted to a University approved text matching service (e.g. Turnitin).

Pre-Marking Moderation and Marking

- 2.6 The Unit Coordinator will ensure that staff responsible for assessing student work are able to engage in pre-marking moderation. This will include, as a minimum, the provision of an assessment rubric (or marking guide) to staff, supplied in advance of the marking task. Pre-marking moderation strategies (such as consensus building activities) may be implemented for units involving multiple markers and/or delivery at multiple locations. The target is to achieve good marker consensus (which is generally taken to be within 10% variation).
- 2.7 The Unit Coordinator will identify potential threats to assessment integrity and security, and will implement any mitigating strategies required.
- 2.8 Unit Coordinators (or authorised officer) will ensure that they are available to assessors to provide clarification and/or guidance if required during the assessment or marking process.
- 2.9 Where more than one member of staff is involved in the assessment of student work in a unit, it is recommended that the Unit Coordinator reviews the outputs of those markers early in the marking process.

Post-Marking Moderation

- 2.10 The Unit Coordinator will conduct intra-marking and/or post-marking moderation of results appropriate to the type of assessment to ensure fairness and consistency in the marking process. For assessments involving the marking of submitted work as a minimum, post-marking moderation will include at least one of the following methods:
 - 2.10.1 An analysis of the variances between markers and locations (noting that the efficacy of this depends on the nature and size of the sample).
 - 2.10.2 Second marking or check second marking of a random sample of student work to check for consistent application of marking criteria and standards.
 - 2.10.3 Second marking or check second marking of a sample of student work deemed to be at significant thresholds (e.g. Pass/Fail, but could also include credit/distinction/high distinction, if appropriate).
 - 2.10.4 Second marking or check second marking student work deemed to be borderline (just above/below pass mark).
 - 2.10.5 Second marking or check second marking of a sample of outliers (high or low scoring assessments).

- 2.10.6 Moderation of a sample of marked work by individuals outside of the teaching/marking team.
- 2.10.7 Review of item performance and other psychometric analyses of item banks and spot checking to ensure that automated systems are functioning correctly.
- 2.11 Scaling of student marks is not permitted. Any requirement to scale as part of a moderation process will be approved by the Head of School (or authorised officer).
- 2.12 If anomalies are detected, student work will be re-assessed and marks adjusted accordingly before work and marks are released to students.
- 2.13 Contracts in place with offshore campuses and partners may identify additional requirements for moderation.

Recording Marks

- 2.14 Marks for each summative assessment task will be entered into a University approved secure electronic repository for assessment task results as soon as is reasonably practicable.
- 2.15 Changes to student marks after the initial entry of the mark for an assessment task will be confirmed by the relevant Unit Coordinator. A reason for the change will be recorded in a University approved secure electronic repository.
- 2.16 The co-assessor will confirm the integrity of results entered into the University approved secure electronic repository (e.g. through sampling or other approaches appropriate to the task).
- 2.17 The co-assessor will confirm that any change to an initial mark is defensible and that reasons for the change were recorded.

Storage of Assessment Artefacts

- 2.18 Arrangements will be made to ensure that:
 - 2.18.1 Assessment items submitted to the University approved secure electronic repository will be retained; and
 - 2.18.2 Assessment items unable to be submitted to a University approved secure electronic repository (e.g. physical artefact), will be retained, or a representation of the artefact will be retained for a period in accordance with the requirements of The Western Australian University Sector Disposal Authority (WAUSDA).

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

[Western Australian University Sector Disposal Authority \(WAUSDA\)](#)

[Curtinlife \(Guidelines to assist with marking assessments in alternative formats\)](#)

[Curtin Learning and Teaching website](#)

[Assessing Student Work Guidelines \(in development\)](#)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

FEEDBACK ON ASSESSMENT

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

Assessment Feedback

2.1 Feedback will be analytical, constructive and support student learning. It may be provided through various methods and from a variety of sources.

2.2 Students will receive marks and feedback as soon as practicable, to maximise the opportunity to improve their performance.

2.2.1 Feedback to students will be provided under normal circumstances within 15 working days and no later than 20 working days of the due date or submission date (whichever is the later).

2.2.2 Feedback that is used to directly support a scaffolded future assessment task will be provided in sufficient time for it to be effective.

Feedback Review

2.3 Where multiple assessors are used, assessors will be provided with feedback on the effectiveness and efficiency of the marking and moderation process.

Feedback Security

2.4 The feedback (and if relevant, the submitted artefact) will not be left unattended and will be returned directly to the student(s) unless a proxy authorisation is provided by the student.

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

Curtin Learning and Teaching website

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
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Review Date	1 st April 2021

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Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

EXEMPTIONS TO ASSESSMENT REQUIREMENTS

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

2.1 An exemption to assessment requirements for assessment tasks may be requested for:

2.1.1 A new unit developed and offered for the first time;

2.1.2 An existing unit undergoing changes as part of a formal course review; or

2.1.3 An existing unit where changes are made separate to any course approval process, where a high quality assessment item does not fully comply with University Assessment procedures.

Requirements

2.2 Requests will include a justification explaining how the proposed exemption is manageable, sustainable and educationally sound for the assessment task in question. The justification will demonstrate how the proposed variation is consistent with the *Assessment Policy*.

2.3 Requests that are supported by the Head of School will be submitted to the Director of Course and Teaching Quality (or authorised officer) for consideration, together with the supporting justification.

2.4 The Director of Course and Teaching Quality (or authorised officer) is responsible for determining all exemptions to assessment requirements.

Consideration for Exemption

2.5 In order to approve the request, the Director of Course and Teaching Quality (or authorised officer) will seek advice from other parties (including confirmation of support from the Head of School) as required.

Approved Exemptions

2.6 Where exemptions are approved, the Unit Outline and assessment instructions will indicate that the assessment in question has special approval.

2.7 The Director of Course and Teaching Quality (or authorised officer) will monitor exemptions to ensure they are fit for purpose and work as intended using existing processes such as course review.

Recording

2.8 Curtin Learning and Teaching will centrally record all exemption requests approved by the Director of Course and Teaching Quality (or authorised officer) in the curriculum management system (e.g. AKARI).

2.9 Curtin Learning and Teaching will monitor exemptions to ensure they are fit for purpose and work as intended using existing processes such as course review.

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

Curtin Learning and Teaching website

Assessment Design Procedure

Exemptions to Assessment Requirements Guidelines (in development)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
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ASSESSMENT QUALITY PROCESS (AQP)

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

Assessment Quality Standards

- 2.1 An Assessment Quality Panel, established at the School level, will be responsible for quality assurance and enhancement processes.
- 2.2 The Head of School (or authorised officer), will be the chair and the panel will consist of Course Coordinators relevant to the specific course(s) or major(s).
- 2.3 The Unit Coordinator (assessor) will report (e.g. via the AQP Unit Survey or similar instrument) on how each of the below assessment quality standards are being met within the unit. The identification of exemplary practice is encouraged for quality enhancement purposes.
- 2.4 Assessment Quality Panels will, at a minimum, monitor compliance with the assessment quality standards outlined below.
- 2.5 Aggregated reports from Faculties with commentary from Curtin Learning and Teaching will be considered by Academic Board (via the University Learning and Teaching Committee) twice each year.

Assessment Quality Standard	Description
1	Utilisation of University approved text matching software (e.g. Turnitin)
2	Authentication of students' work
3	Appointment of a co-assessor with duties that support fair and consistent assessment practices
4	Undertaking pre-marking moderation activities
5	Undertaking post-marking moderation activities
6	Provision for assessment tasks to be submitted electronically where there is a text-based or electronic artefact
7	Recording marks for summative assessment into a University approved secure repository
8	Ensuring any change of student mark has the relevant approval and that reasons for the change are recorded in a University approved secure electronic repository

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

[Assessment Quality Process](#)

[Curtin Learning and Teaching website](#)

[Western Australian University Sector Disposal Authority \(WAUSDA\)](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
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ASSESSMENT FOR HONOURS RESEARCH COMPONENTS

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

- 2.1 The Head of the Academic Area will appoint at least two examiners for the research component, one of whom will be internal to the University.
- 2.2 Examiners will possess a minimum of a Master degree and have relevant expertise in the area of the research component. An appropriately experienced person without this qualification may be permitted to examine at the discretion of the Head of the Academic Area.
- 2.3 Each Academic Area will prepare and publish Guidelines for Examination of Honours Research Components with established assessment criteria for use by examiners.
- 2.4 Each examiner will prepare an examiner's report addressing the assessment criteria and indicating the recommended mark for the research component based on those criteria.
- 2.5 Honours research components will be allocated a mark. A Pass/Fail Assessment is not permitted.
- 2.6 In the event of discrepancy between the examiner's reports (normally where the mark of the research component differs by at least 10 per cent), and a consensus cannot be reached, a third examiner will be appointed. The mark for the research component will be the average of the two closest marks from the three examiners.
- 2.7 A student is not permitted to re-submit the final research component for examination.

3. SCOPE OF PROCEDURES

All Honours students

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

Assessment Quality Process

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

LATE ASSESSMENT

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

- 2.1 Penalties for late assessment will be consistently applied across the University.
- 2.2 The Unit Coordinator or Head of School (or authorised officer) may determine that late assessment is excluded in part or all of a unit. This will be specified in the Unit Outline, and it will apply to all students enrolled in that unit, monitored by the Directors, Student Engagement.
- 2.3 All assessment tasks for which students are required to submit a physical or electronic piece of work will have a due date and time specified in the Unit Outline. Work submitted after this time will be considered late.
- 2.3.1 All dates and times for submission will be as per the local time for the unit availability in which the student is enrolled. Work submitted after this time will be considered late and penalties will be applied as outlined in clause 2.4 and 2.5.
- 2.4 If late submission of work is excluded, any work submitted after the specified due dates and times will be considered late and will receive a penalty of 100% (i.e. a zero mark for the assessment component that was late for a grade/mark unit or an F for a Pass/Fail unit).
- 2.5 If late submission of work is accepted, and the student does not have an approved assessment extension, a penalty will be applied as follows:

Submission	Reduction
Up to 24 hours late	The mark is reduced by 5% of the total marks allocated for the assessment item.
Beyond 24 hours late, up to 168 hours late (7 days)	The assessment mark is reduced by 5% of the total marks allocated for the assessment item for the first 24 hours it is late. PLUS The assessment mark is reduced by a further 10% of the total marks allocated for the assessment item for each additional 24 hours period that is commenced.
Beyond 168 hours late	A mark of zero is recorded.

- 2.5.1 All penalty timeframes are inclusive of weekends and public holidays.
- 2.6 All assessment tasks involving an assessment event (e.g. examinations and performances) will identify in the unit outline the week(s) of the study period when the event will be scheduled to occur. Once scheduled, students will be given at least 10 working days' notice of the date/time of the event. Students who miss the event, without an approved assessment extension, will be given a mark of zero (0) for the assessment for a grade/mark unit or an F for a Pass/Fail unit.
- 2.6.1 A student who is late to an assessment event may be permitted to complete the assessment within the original timeframe for the event but will not be permitted extra time.

Notification and Advice to Students

- 2.6 It is the responsibility of the Unit Coordinator (or authorised officer) to notify the student that a late assessment penalty has been applied. The notification will indicate the original mark awarded, the penalty applied and the final mark after penalty.

$$\text{Final mark after Penalty} = \text{Mark awarded} - \text{Penalty}$$

Example:

Student has submitted an assessment item achieving a mark of 16/20

Assessment	Reduction	Mark
Submitted on time	N/A	16/20
23 hours late	5% of 20 marks	15/20
26 hours late	15% of 20 marks	13/20
62 hours late	25% of 20 marks	11/20
168 hours late (7 days) and beyond	A mark of zero is recorded.	0/20

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

[Assessment Extension Procedure](#)

[Further Assessment Procedure](#)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018
	Approved	24/05/2018	Deputy Vice-Chancellor, Academic	EM1805	Effective 16 th July 2018

ASSESSMENT EXTENSION

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

Responsibility

- 2.1 The Unit Coordinator is responsible for determining whether applications for assessment extension will be accepted in a unit and for clearly notifying students in the Unit Outline where an extension is not permissible.
- 2.2 The Unit Coordinator is responsible for determining Assessment Extensions. The Unit Coordinator may authorise another staff member (authorised officer) to undertake this function but the Unit Coordinator remains responsible for the proper exercise of this function and final determination.

Application for Assessment Extension

- 2.3 An application for an Assessment Extension will be submitted on the form prescribed by the Academic Registrar prior to the assessment due date/time. An application may be accepted up to five working days after this at the discretion of the decision maker, where the student is able to provide a verifiable explanation as to why they were not able to submit their application prior to the assessment due date/time.
- 2.4 If an application for Assessment Extension relates to multiple assessment items across different units, the School will take steps to ensure that decision maker(s) are able to provide consistency.
- 2.5 Approval for an Assessment Extension will only be given where the decision maker is satisfied that the reason a student was not able to complete an assessment task was due to exceptional circumstances beyond the student's control. The existence of exceptional circumstances does not in itself mean that an application for Assessment Extension will be approved.
- 2.6 A Unit Coordinator, in consultation with the Head of School, may offer an Assessment Extension to a student or group of students, without application, in recognition of circumstances where the resources required to complete the assessment are not available. This might arise, for example, if essential equipment is damaged or unavailable for such a period of time that students would be unfairly disadvantaged in the assessment process.
- 2.7 Assessment Extension request reasons and parameters for supporting documentation are provided in the table below. Further supporting documentation, to that listed below, may be accepted at the discretion of the decision maker.

Reason	Supporting Documentation
Student injury, illness or medical condition	<p>Signed statement on relevant official letterhead from a Medical Practitioner or other approved health professional registered by the relevant National Medical Board (www.medicalboard.gov.au).</p> <p>Medical statements from online services will not be accepted unless face to face consultation occurs or a previous practitioner-patient relationship exists in accordance with the AMA Medical Certificate Guidelines, revised 2016.</p> <p>Medical statements from pharmacists are not acceptable.</p> <p>Signed statement on relevant official letterhead from Curtin University's Counselling and Disability Services, valid Curtin Access Plan (CAP) or registered psychologist outlining how circumstances have impacted the student's ability to submit the assessment item on the due date.</p>

Family issues (e.g. family injury, illness or bereavement)	<p>Death Certificate or funeral notice.</p> <p>Police report or statement.</p> <p>Signed statement on relevant official letterhead from a Medical Practitioner or other approved health professional registered by the relevant National Medical Board (www.medicalboard.gov.au).</p> <p>Medical statements from online services will not be accepted unless face to face consultation occurs or a previous practitioner-patient relationship exists in accordance with the AMA Medical Certificate Guidelines, revised 2016.</p> <p>Medical statements from pharmacists are not acceptable.</p> <p>Signed statement on relevant official letterhead from Curtin University's Counselling and Disability Services, valid Curtin Access Plan (CAP) or registered psychologist outlining how circumstances have impacted the student's ability to submit the assessment item on the due date.</p> <p>Statutory declaration outlining the relationship to the impacted family member if this is not evident without clarification.</p>
Participation in Defence Force or Emergency Services	Signed statement of support on relevant official letterhead detailing the mandatory service requirements or participation in a recognised Emergency Services callout.
Unavoidable and unexpected work commitments not opted into on a voluntary basis	Signed statement on company letterhead from the employer supporting claims of unavoidable and unexpected work commitments, confirming that these were not opted into on a voluntary basis. For self-employed students, explicit detail explaining why work commitments are both unavoidable and unexpected will be provided.
Elite Athlete sporting activity participation	Signed statement of support from the University's Elite Athlete Co-ordinator outlining how circumstances have impacted the student's ability to submit the assessment item on the due date.
Obligatory Religious Requirements	Signed statement of support from the University's Multi-faith Officer outlining how circumstances have impacted the student's ability to submit the assessment item on the due date.
Further reasons including social and welfare	Signed statement of support from the University's Student Wellbeing Advisor outlining how circumstances have impacted the student's ability to submit the assessment item on the due date.

- 2.8 All documentation provided to support an Assessment Extension request, with the exception of a CAP (see clause 2.9) will:
- 2.8.1 be directly applicable to the reasons provided;
 - 2.8.2 include the dates the student was affected by the relevant circumstances; and
 - 2.8.3 specifically support the extension time period requested by the student.
- 2.9 A CAP submitted as supporting documentation will be current and support assessment extensions for the appropriate time period.
- 2.10 If required, the decision maker may request the student provide further documentation appropriate to the circumstances.

- 2.11 Any dispute regarding the required level of documentation (including any requirement to provide medical certificates from a specific medical practitioner or range of medical practitioners) will be determined by the Academic Registrar (or authorised officer).
- 2.12 In determining an Assessment Extension, consideration will be given to any impact the approval of a request may have on the student requesting the extension.
- 2.13 If a student repeatedly submits applications for Assessment Extensions for the same assessment task using similar reasons without a CAP in place, the decision maker may require the student to take further action to ensure appropriate support mechanisms are investigated and provide evidence of action undertaken (e.g. investigate a CAP, meet with relevant Support Services staff). The decision maker retains the right to reject the application should this evidence not be forthcoming.

Outcome of Assessment Extension application

- 2.14 Assessment Extension applications will be determined and the student notified of the outcome via the Official Communication Channel under normal circumstances within ten working days. If it is not possible to determine the outcome of the application within this normal timeframe, the student will be notified of reasons for the delay and the expected date they will be advised of the outcome.
- 2.15 If an application for Assessment Extension is rejected, the decision maker will provide reasons for their decision. In this situation, the student will be advised of their further right of appeal to the Head of School (or authorised officer).
- 2.16 Students will be advised not to commit to any other arrangements that will prevent them from completing the assessment task(s) for which the Assessment Extension has been granted.
- 2.17 A student who fails to complete the assessment for which they received the extension at or by the new specified due date/time will forfeit the right to any further extension. A further extension will only be considered if a student can demonstrate that ongoing or additional exceptional circumstances outside of their control impacted their ability to complete the assessment task.
- 2.18 If the reason the assessment task was not able to be completed by the new specified due date/time was due to circumstances other than those described in the original application, the student will complete and submit a new application form.
- 2.19 Assessment Extension will not be used to allow a student to repeat a unit in a future study period.

Time Frame for Assessment Extension

- 2.20 If an Assessment Extension is granted, an appropriate new due date/time will be specified:
 - For assignments or other submitted work an extension may be up to seven working days after the initial due date/time unless the exceptional circumstances or CAP warrant a longer delay; and
 - If the assessment extension is for an assessment item with a scheduled date/time for the task (e.g. examination, performance type assessment), the student will be provided with at least three working days' notice of the new examination date/time.
- 2.21 Where practical, the assessment task for which an Assessment Extension has been granted will be completed before the date of the Board of Examiners meeting, and no later than the commencement of the next study period.
- 2.22 To accommodate Assessment Extensions for examinations or similar events that occur during an examination period (where a centrally established period for these is not identified), Schools will determine a specific period (generally one week) for these to occur and publish this information in the Unit Outline.

Right of Appeal to the Head of School (or authorised officer)

- 2.23 A student who is denied an Assessment Extension may appeal to the relevant Head of School (or authorised officer). If the Head of School is involved in the original decision, the appeal will be to the Pro Vice-Chancellor. That person will not have been involved in the original decision.
- 2.24 It is at the discretion of the decision maker whether or not additional documentation to what was provided in the original application is permitted for an appeal.

- 2.25 The appeal will be lodged in writing within five working days of being advised that an Assessment Extension has not been approved.
- 2.26 The Head of School (or authorised officer) will assess the appeal and determine if a change in decision is warranted. Once a decision has been made on the appeal, the student and Unit Coordinator will be advised of the outcome immediately and in any case, no later than three working days from the date of the decision.
- 2.27 If an appeal is rejected, the Head of School (or authorised officer) will provide reasons for the decision.
- 2.28 The decision of the Head of School (or authorised officer) is final.

At or beyond the Board of Examiners meeting

- 2.29 The Unit Coordinator (or authorised officer) will:
 - 2.29.1 advise the Board of Examiners (BoE) of any completed Assessment Extensions requiring the conversion of an interim grade of Grade not Submitted (GNS) to a grade and mark;
 - 2.29.2 ask the Board of Examiners to approve an interim grade of Deferred Assessment (DA) where there is an outstanding Assessment Extension and advise the Board of Examiners of the date the extension will be finalised;
 - 2.29.3 inform the Board of Examiners of any outstanding applications for an Assessment Extension (e.g. there was insufficient time available to review the application; the application was rejected and is now under appeal).
- 2.30 If the assessment task for which an Assessment Extension has been granted cannot be finalised before the commencement of the next study period, the Board of Examiners may approve a further delay to a date no later than the end of the next study period in which the student would normally enrol. Consideration will be given to reducing the student's study load in that study period.
- 2.31 Any further delay will be approved by the Academic Registrar (or authorised officer). The Head of School (or authorised officer) will support the further delay and submit a written request for approval to the Academic Registrar.
- 2.32 Typically, a student with an interim grade of DA will not be permitted to take a Leave of Absence. Where the circumstances warrant a Leave of Absence, this will be approved by the Academic Registrar (or authorised officer).

Design of the Assessment Extension Task

- 2.33 The design for an assessment task for which an extension has been granted will be equivalent to the original assessment and ensure the student does not gain an unfair advantage.

Recording an Assessment Extension

- 2.34 If the assessment is received and can be marked prior to the deadline for submission of unit marks, then the mark will be recorded and the final grade and mark submitted. If the assessment is not received or cannot be marked by the deadline a grade of GNS will be submitted.
- 2.35 If the Assessment Extension extends beyond the Board of Examiners meeting an interim grade of DA is recorded. Once the assessment is received and marked a final grade and mark will be submitted for ratification by the Board of Examiners.

Responsibilities of Schools/Regular Review of Outstanding DA Grades

- 2.36 The Head of School is responsible for the regular review of DA interim grades to ensure that they are converted to a final result within six months of being granted unless otherwise approved by the Academic Registrar (or authorised officer).
- 2.37 If an extension of the DA interim grade beyond six months is required by the School, a written request for extension, providing reasons why the DA is not able to be converted to a final grade within the initial six month period, will be submitted by the Head of School to the Academic Registrar (or authorised officer).
- 2.38 If the circumstances warrant the requested extension, the DA may be maintained for the period approved by the Academic Registrar (or authorised officer).

Late Withdrawal

2.39 Where the personal circumstances of the student are such that an interim grade of DA would have been warranted but the student is unable to complete a unit and needs to re-commence it at a later time, consideration may be given to allow a late withdrawal from the unit with remission of debt or a fee refund.

2.40 If the withdrawal occurs after the relevant census date, the withdrawal will be recorded on the Academic Transcript as a "WD" however remission of debt or a fee refund (full or partial*) can be assessed so the student is not financially disadvantaged and can re-enrol in the unit and repeat it at a later date.

* Fee paying students may be required to forfeit a proportion of the fee as per the University Student Fee Refund.

Open Universities Australia Students

2.41 Open Universities Australia (OUA) students who are granted an Assessment Extension for an examination are to sit the examination in the next relevant study period/session.

2.42 Administration of these arrangements will be in accordance with policy and procedures approved between OUA and Curtin.

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

[Disability Standards for Education 2005](#)

[Curtin's Disability Access and Inclusion Plan](#)

[Further Assessment Procedure](#)

[Late Assessment Procedure](#)

[Defence Reserve Service \(Protection\) Act 2001](#)

[Examinations Procedure](#)

[University Grading System Procedure](#)

[AMA Medical Certificate Guidelines, revised 2016](#)

[Refund and Remission of Fees](#)

[Students with Disability Policy](#)

[Students with Disability Procedure](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

FURTHER ASSESSMENT

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

Responsibilities

- 2.1 The Head of School may determine that Further Assessment is excluded in a unit. This will be specified on the Unit Outline, and it will apply to all students enrolled in that unit.
- 2.2 The Board of Examiners is responsible for determining Further Assessment for a student in accordance with 2.3 and 2.4.

Student Eligibility

- 2.3 A student is eligible for consideration for Further Assessment if they:
 - 2.3.1 are enrolled in a unit within their first 200cp of study in their course or in a unit in their final study period of a course; and
 - 2.3.2 have attempted all required assessment tasks for the unit and have marginally failed the unit; and
 - 2.3.3 have not been found guilty of Academic Misconduct in that unit.
- 2.4 An eligible student may only be offered:
 - 2.4.1 two opportunities for Further Assessment in a Bachelor level course; and
 - 2.4.2 one opportunity for Further Assessment in all other courses.
- 2.5 Any exceptions to 2.3 or 2.4 will be considered on a case by case basis and approved by the relevant Faculty Pro Vice-Chancellor. Where an exception is awarded, this will be notified in writing to the Academic Registrar within seven working days, providing reasons for why the exception was requested and approved.

Timeframe for Further Assessment

- 2.6 Where a centrally established period for Further Assessment is not identified, Schools will determine a specific period (generally one week) for Further Assessment for each study period and publish this information in the Unit Outline.
- 2.7 Where the specific period has not been published, the date and time for the Further Assessment Task will be negotiated between the unit coordinator and the student.
- 2.8 Where the Further Assessment is an examination or similar event it will be held within the period specified in the Unit Outline and in accordance with the requirements of the *Examinations Procedure*.
- 2.9 It is desirable to finalise Further Assessment as soon as practicable. However, if this cannot be achieved before the commencement of the next study period, the Board of Examiners may permit a student to complete a Further Assessment Task after the commencement of the next study period but no later than its conclusion. Consideration may be given to reducing the student's study load in that study period.
- 2.10 Any further delay will be approved by the Academic Registrar (or authorised officer).
- 2.11 A student with an interim grade of "X" will not be permitted to take a Leave of Absence unless approved by the Academic Registrar (or authorised officer).

Advice to Students

- 2.12 The Chair of the Board of Examiners (or authorised officer) will notify students of arrangements for a Further Assessment Task no later than the results publication date, and provide at least three working days' notice.
- 2.13 Notification details will include a new due date, time and where appropriate, the location.

Responsibility of Students to be Available for Further Assessment

- 2.14 It is the responsibility of students to be available to attend or complete the Further Assessment Task at the notified time. A student who commits to other arrangements that prevent them from completing a Further Assessment Task will not be entitled to another opportunity.
- 2.15 The provisions of the *Assessment Extension* procedure will apply to Further Assessment.

Design of the Further Assessment Task

- 2.16 The design of the Further Assessment Task will provide the opportunity for the student to demonstrate that they have met the unit learning outcomes. The task may be different to that which was originally completed.

Requirement to Pass the Further Assessment Task to Pass the Unit

- 2.17 A student undertaking Further Assessment is required to pass the Further Assessment Task in order to pass the unit.

Recording Further Assessment

- 2.18 Once Further Assessment is offered by the Board of Examiners an interim grade of X is recorded and the original mark remains. For example an F-47 will become X-47.
- 2.19 If the student passes the Further Assessment Task, the original mark will remain the same however the grade will be changed to PX (pass after Further Assessment). For example: X-47 to PX-47.
- 2.20 If the student does not pass the Further Assessment Task, the original mark will remain the same however the grade will be changed to FX (fail after Further Assessment). For example: X-47 to FX-47.
- 2.21 If a student does not complete the Further Assessment Task, the interim grade will revert to the original grade and mark. For example an X-47 will revert to F-47.
- 2.22 A Further Assessment interim result will be converted to a final result by no later than the end of the subsequent study period in which the student is enrolled.

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

- 4.1 **Further Assessment** describes a process whereby, at the discretion of the Board of Examiners, an eligible student is offered an opportunity to undertake a Further Assessment Task in order to confirm that they have met the required learning outcomes for the unit.
- 4.2 Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

[Assessment Extension Procedure](#)

[Examinations Procedure](#)

[University Grading System Procedure](#)

Further Assessment Guidelines (in development)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

EXAMINATIONS

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

- 2.1 Centrally scheduled examinations are held during the University Standard Examination Period. These will be managed by the University Examinations Office and each paper will use the approved Examination Paper Cover Sheet as specified by the Academic Registrar.
- 2.2 All other examinations are school scheduled examinations (with the exception of Open Universities Australia (OUA) examinations), and will be managed by the relevant School.
- 2.3 OUA Examination Services in Melbourne are responsible for OUA Examinations and scheduling and administrative support for OUA examinations will be undertaken by Curtin.
- 2.4 Students will make themselves available for scheduled examinations.
- 2.5 Centrally scheduled examinations may take place on any day or evening during the examination period, with the exception of Sundays. Assessors (examiners) will be in attendance for the commencement of the examination and contactable for the duration of the examination.

Duration of Examinations

- 2.6 Examination durations will be stated in the Unit Outline and normally limited to a maximum of two hours duration. No examination will be more than three hours duration.

Limitation on Examinations

- 2.7 Units will, wherever possible, have only one centrally scheduled examination.
- 2.8 If a unit requires more than one centrally scheduled examination, this will be approved by the Faculty Learning and Teaching Committee or equivalent.

Examination Timetable

- 2.9 For centrally scheduled examinations, a draft examination timetable will be published six weeks prior to the examination period. Students have one week to provide feedback to their Schools if necessary. A final timetable will be published four weeks prior to the examination period.
- 2.10 For school scheduled examinations, students will be advised of the details of the examination (date, time, location) by the School at least three weeks in advance of the examination.
- 2.11 Students who fail to attend an examination because they misread the examination schedule details or accepted incorrect information on examination schedule details from another person, are not entitled to sit the examination at any other time or receive any other concession.
- 2.12 The area managing the examination is responsible for approving any changes to the final examination timetable. Approved changes will be communicated to the student by the School.

Examination Clashes or More than two Examinations in a 23 hour period

- 2.13 Students may be required to sit multiple examinations but will not be made to take more than two examinations or other assessment activity whether centrally administered or not, in a 23 hour period (based on the commencement time of the assessment).
- 2.14 After publication of the final examination timetable, students are responsible for reporting any examination clash to the organising area.
- 2.15 In the event that a student has three or more examinations scheduled in a 23 hour period, they may elect to sit one of the examinations on a different day. The time will normally be prior to the official scheduled time.
- 2.16 For centrally scheduled examinations, the Examinations Office will facilitate the alternate examination, notify the student of their amended timetable and inform the relevant School that an alternate examination has been scheduled.

- 2.17 For school scheduled examinations, the School will assess and determine requests, reschedule one examination to a different day or time and will notify the student of their amended timetable.
- 2.18 Students sitting an examination at an alternate time will sign an agreement to ensure the confidentiality of the examination paper.

Responsibilities

- 2.19 The relevant Head of School is responsible for ensuring that examination papers are in accordance with the syllabus for the unit, are clear in meaning and are of reasonable length and proper standard.
- 2.20 The Unit Coordinator will normally be the assessor (examiner) for any centrally scheduled examinations for the unit and be assisted by a co-assessor (co-examiner), appointed by the Head of School.
- 2.21 The assessor (examiner) is responsible for all of the following:
- 2.21.1 the format and content of examination papers;
 - 2.21.2 ensuring the examination paper information sheet is signed by the assessor (examiner), co-assessor (co-examiner) and the Head of School; and
 - 2.21.3 provision of the examination paper, including any additional materials (if required) and examination paper information sheet to the area managing the examination by the specified deadline.

Catering for Curtin and Partner Campus Time Zones

- 2.22 Offshore Curtin and Partner Campuses may request to hold their examination at a different time to the Bentley timetable. Schools will liaise with these stakeholders prior to submitting examination requests and papers to the Examinations Office.
- 2.23 An alternate examination paper will be written when the difference between the commencement times of the two examinations exceeds the duration of the examination itself. The alternate paper must be sufficiently different to ensure that students who obtain knowledge of the contents of the earlier examination are not unfairly advantaged. Time zone differences (if any) will be taken into account when determining the commencement times of the examinations. Please refer to Schedule 3 for examples.

Examinations for External Students

- 2.24 **Students residing within the metropolitan area:** External students residing within 100 kilometres of the Bentley Campus will sit their examinations at the Bentley Campus, unless exceptional circumstances apply due to a disability, or a medical condition that would prevent them travelling to the campus.
- 2.25 **Students residing outside the metropolitan area:** Students outside 100 kilometres of the Bentley Campus will be advised to sit their examinations at a Recognised Examination Centre (REC).
- 2.26 Students residing outside 100 kilometres of a REC have the option of:
- 2.26.1 Sitting their examination at Bentley Campus;
 - 2.26.2 Nominating a recognised examination centre; or
 - 2.26.3 Nominating an appropriate invigilator where no conflict of interest exists and the individual invigilator is not a partner, relative, close friend or another student.
- 2.27 With the exception of Open Universities Australia (OUA) students, the University will incur the cost of examination supervision for external students. Invigilation costs for OUA undergraduate examinations held within the normal OUA examination period are covered by OUA Examination Services in Melbourne. Any costs for examinations held outside these examination periods are covered by the School. All invigilation costs for OUA postgraduate examinations are covered by the School.
- 2.28 The area managing the examination reserves the right to reject any nominated examination venue or nominated invigilator.
- 2.29 The area managing the examination will inform the invigilator in the nominated venue of any alternative examination conditions which have been determined by Counselling and Disability Services in consultation with the student concerned.

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

Alternative Examination Arrangement Procedure

Responsibility for Academic Results Procedure

University Grading System Procedure

Regulations for the Conduct of Examinations and Invigilated Tests Procedure

Conflict of Interest Procedures

Assessment Extension Procedure

Academic Calendar and Class Timetabling Manual

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

SECURITY OF EXAMINATION PAPERS

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

- 2.1 Security and confidentiality of examination papers will be maintained at all times.
- 2.2 It is the responsibility of the relevant Head of School to ensure that appropriate processes and mechanisms are in place to ensure proper handling and storage of examination papers so that unauthorised access to either electronic or hard copies does not occur. This includes:
 - 2.2.1 Computers with examination paper data files will be locked, including the area (if possible) in which the computer is located;
 - 2.2.2 Examination papers will not be stored on shared drives accessible to unauthorised persons;
 - 2.2.3 Examination papers will be printed and photocopied in a secure room. Papers initially held in a School will be kept in a safe, strongroom, or locked metal cabinet or locked cupboard. Only authorised staff will have access to the storage unit;
 - 2.2.4 After hours security of data and hard copy examination papers will be implemented;
 - 2.2.5 Copies of examination papers will not be emailed other than where encrypted and the process has been approved by the Manager, Examinations; and
 - 2.2.6 Copies of examination papers will not be sent through the University internal mail system under any circumstances.
- 2.3 Where examination papers are required to be sent offshore to partners (or to any other location away from the Bentley Campus), the area managing the examination will ensure that access to the papers is properly controlled. Staff access to examination papers prior to the date and time of the examination will be approved by the Head of School.

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

[Examination Paper and Script Management Document](#)

[Arranging an External Examination](#)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

REGULATIONS FOR THE CONDUCT OF EXAMINATIONS AND INVIGILATED TESTS

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

2.1 These regulations apply to the conduct of all examinations or invigilated tests.

Requirement to have a Valid Curtin Student Identification Card (Student ID Card)

2.2 Students will not be permitted to sit an examination without a valid Student ID Card. The exception being, a student at a location where it is not possible to obtain a replacement Student ID Card, will provide an alternative photographic ID such as a driver's licence or passport as identification until a Student ID Card can be obtained.

2.3 Students will not be provided with additional time to complete an examination as a consequence of obtaining a replacement Student ID Card.

Examination Venues

2.4 Examinations will be conducted in venues that are conducive to the examination process.

2.5 Students are responsible for attending the correct venue for their examination as advised in the final timetable.

2.6 Students will be reminded to check that they are in the correct room at the commencement of every examination. If they do not identify themselves at that time to the invigilator, they may be in breach of the examination regulations.

Commencement of the Examination

2.7 Invigilator s will permit students entry to the venue with sufficient time to be seated prior to commencement.

2.8 Students may complete the cover page of the answer book and the attendance card but will not make notes or write in the examination answer book until advised by the invigilator.

2.9 In all examinations, the Student ID Card will be placed on the desk where it will be visible to invigilator s.

2.10 If, for any reason an examination commences late the students will not be disadvantaged. The full reading time and duration will not be reduced.

2.11 If, for any reason, an examination is delayed or interrupted for more than 30 minutes, the examination may be re-scheduled at the discretion of the Manager, Examinations (centrally scheduled examination) or Head of School (school scheduled examination).

Food and Drink in Examinations Venues

2.12 Food or drink, other than water, will not be brought into the venue or consumed without the permission of the invigilator.

Approved Examination Materials

2.13 The use of any materials (e.g. calculators) will be noted on the examination paper. Only authorised materials that are specified will be brought into the venue.

2.14 It is the responsibility of the assessor (examiner), not the invigilator-in-charge to validate the appropriateness of authorised examination materials (e.g. model of calculator, type of notations in books).

2.15 If unauthorised material is found in the possession of a student during an examination, they may face disciplinary action.

2.16 Dictionaries are not permitted in any examination.

Other Items

2.17 All hats and caps are to be removed and placed in bags unless relating to obligatory religious requirements.

Reading Time

- 2.18 All examinations will have sufficient reading time. Written examinations will have a mandatory 10 minutes reading time in addition to the duration of the examination.
- 2.19 During reading time a student may make notes or highlight text, as directed on the front cover of the examination paper.

Reporting of Errors in Examination Papers

- 2.20 If a student thinks there is an error or omission in the examination paper, they may bring this to the attention of the invigilator, who will contact the Examinations Office for clarification. No ruling regarding the question will be given by the invigilator. All reasonable efforts will be made to contact the assessor (examiner).

Availability of Assessor (Examiner) and Co-Assessor (Co-Examiner)

- 2.21 The assessor (examiner) and/or co-assessor (co-examiner) will be readily contactable for the duration of the examination.
- 2.22 Assessors (examiners) will provide their staff identification card to identify themselves to the examination invigilators at the venue and when collecting completed examination papers.
- 2.23 The Assessor (examiner) is responsible for arranging the collection of the examination answer books/papers from the Examinations Office or the venue as soon as practicable after the completion of the examination. If papers are not collected, the Examinations Office will deliver to the School, usually within 24 hours of the completion of the examination.

Late Arrival/Early Departure from an Examination

- 2.24 No student will:
- 2.24.1 Be admitted to the venue after the first hour (including reading time) has expired;
 - 2.24.2 Leave the venue until one hour of the examination has expired;
 - 2.24.3 Leave the venue during the last 15 minutes of the examination; and
 - 2.24.4 Be re-admitted to the venue after they have left unless, during the full period of their absence, they have been under approved supervision.
- 2.25 Students arriving late to the venue will not be granted additional time to complete the examination.
- 2.26 In the event a student is unable to complete a final examination due to illness or some other valid reason, the student may apply for an Assessment Extension (refer to *Inability to Complete a Final Examination* procedure).

Conduct in the Examination

- 2.27 Students will adhere the invigilator's instructions throughout the examination.
- 2.28 During an examination a candidate will not:
- Communicate with any other student (unless required to do so);
 - By any improper means obtain, or endeavour to obtain, assistance in their work;
 - Give, or endeavour to give, assistance to any other students; and
 - Behave in such a manner inconsistent with Student Charter or the proper conduct of the examination.

Restrictions

- 2.29 During an examination, students are prohibited from:
- Accessing or using any mobile phone or unauthorised electronic device;
 - Accessing or using any device capable of storing information or connecting with another device, including but not limited to electronic devices;
 - Accessing or using any notes or unauthorised materials;
 - Using any device capable of communicating with another person inside or outside of the venue; and
 - Interacting or colluding with any other person inside or outside the venue.

Potential Misconduct during an Examination

- 2.30 If a student undertakes any action that may be considered potential misconduct it may result in one or more of the following immediate actions:
- 2.30.1 Unauthorised materials being confiscated for the duration of the examination;
 - 2.30.2 Being allowed to continue the examination but required to remain for discussion after the examination; or
 - 2.30.3 Being removed from the examination venue.
- 2.31 The matter may be dealt with as misconduct in accordance with Statute 10 and the relevant Rules.
- 2.32 The student will be reminded of the availability of the Student Assist.

Conclusion of the Examination

- 2.33 Students will ensure their name is written on their examination answer booklet and at the conclusion of the examination, hand in this booklet and any additional answer booklets.
- 2.34 Students remain under examination conditions until instructed to leave the venue by the invigilator.

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

[Statute No. 10 – Student Disciplinary Statute](#)

[Curtin's Fines, Debts and Sanctions](#)

[Examinations Procedure](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

ALTERNATIVE EXAMINATION ARRANGEMENTS

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

2.1 Alternative Examination Arrangements (AEA's), may be facilitated for students where circumstances mean the student will be disadvantaged if they sit the examination in standard conditions. AEA's may fall into the following categories:

2.1.1 Disability

2.1.2 Medical

2.1.3 Religious

2.1.4 Social Inclusion

2.1.5 Elite Athlete

2.2 AEA's for centrally scheduled examinations will, unless due to extenuating circumstances or if a student's approved conditions prevents this, be completed three weeks prior to the commencement of the University Standard Examination Period.

2.3 AEA's or other assessment arrangements for school scheduled assessments will, unless due to extenuating circumstances or if a student's approved conditions prevents this, be completed two weeks prior to the assessment.

2.4 It is the responsibility of the student to ensure that an application for an AEA is made prior to the deadline.

2.5 Students with examination clashes or more than two examinations in a 23 hour period should refer to the *Examinations* procedure.

2.6 The area managing the examination will determine how many AEA sessions are co-ordinated per day.

2.7 If a student sits an AEA that is not aligned with the scheduled examination timetable, the student will sign a Statutory Declaration to ensure confidentiality of the examination paper.

2.8 The area managing the AEA will send the amended final examination timetable to the relevant students.

2.9 The area managing the AEA will inform the appropriate Unit Coordinator and approving staff that the student is sitting their examination under alternative examination arrangements.

2.10 The Unit Coordinator will determine whether a separate examination paper is to be supplied.

Disability/Medical

2.11 Students will contact Counselling and Disability Services to seek approval and determination of appropriate reasonable adjustments. Students are required to provide relevant documentation to substantiate their condition.

2.12 When a request for an AEA is supported, Counselling and Disability Services will:

2.12.1 Submit a request to Examinations Office; or

2.12.2 Provide the student with a Curtin Access Plan (CAP) detailing approved alternative examination arrangements for the student to present to the Unit Coordinator.

2.13 If the examination is school scheduled, the School will be responsible for providing the venue, appropriate conditions and supervision.

2.14 A student with no existing CAP will apply and be assessed each study period if alternative examinations are requested.

Obligatory Religious Requirements

2.15 Students will contact Curtin's Multi-Faith Officer to seek approval and determination of appropriate reasonable adjustments.

2.16 Students will provide documentary evidence to substantiate their religious obligations.

- 2.17 A student with Obligatory Religious requirements will apply and be assessed each study period if alternative examinations or other assessment arrangements are required.
- 2.18 When a request is supported, Multi-Faith services will:
 - 2.18.1 Submit a request to the Examinations Office (for centrally scheduled examinations), or
 - 2.18.2 Provide the student with a supporting letter for the student to take to the Unit Coordinator (if the examination is school scheduled). The School will be responsible for providing the venue, appropriate conditions and supervision for school scheduled examinations.

Social Inclusion

- 2.19 AEA's that fall under Social Inclusion are based on reasons other than disability and/or medical, such as pregnancy and family responsibility.
- 2.20 Students will contact a Student Wellbeing Officer to seek approval and determination of appropriate reasonable adjustments.
- 2.21 Students with Social Inclusion reasons will apply and be assessed each study period if alternative examinations or other assessment arrangements are required.

Elite Athletes

- 2.22 Students will contact Curtin's Elite Athlete Coordinator to seek approval and determination of appropriate reasonable adjustments.
- 2.23 The Elite Athlete Coordinator will act as an authorised body on behalf of Elite Athletes to request alternative examination arrangements.
- 2.24 In assessing an application for an AEA, the Elite Athlete Coordinator (or authorised officer) will interview the student and consider the following:
 - 2.24.1 Formal recognition of the student as an "Elite Athlete"; and
 - 2.24.2 Official documentation produced by the student in relation to their sporting commitments and why alternative arrangements are required.
- 2.25 Where the date of the alternative examination falls within the University Standard Examination Period, the Examinations Office will organise and coordinate the administrative process for the examination.
- 2.26 Where the date of the alternative examination falls outside of the University Standard Examination Period, the School will organise and coordinate the administrative process for the examination.
- 2.27 In cases where the student may also require equity arrangements, they will be referred to Counselling and Disability Services by the Elite Athlete Coordinator (or authorised officer). The Examinations Office or the School will then organise and coordinate the administrative process for the examination as recommended by Counselling and Disability Services.
- 2.28 Elite Athletes will apply and be assessed each study period if alternative examinations or other assessment arrangements are required.

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

[Disability Standards for Education 2005](#)

[Curtin's Disability Access and Inclusion Plan](#)

[Curtinlife](#)

[Examinations Procedure](#)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

INABILITY TO COMPLETE A FINAL EXAMINATION

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

- 2.1 Where a student has attempted to sit a final examination in a unit but has not been able to complete the examination due to illness or some other valid reason, the student may apply for an Assessment Extension.
- 2.2 In considering whether to approve an Assessment Extension in these circumstances, consideration will generally only be given to students who report to the examination invigilator and have their departure from the venue noted, including time of departure and reason for inability to continue.
- 2.3 Factors to be taken into account are:
- 2.3.1 The student's academic record up to this point;
 - 2.3.2 The examination invigilator's report; and
 - 2.3.3 Any previous instances of applying for an Assessment Extension in similar circumstances.
- 2.4 In all cases, care should be taken to prevent any student from obtaining an unfair advantage over other students by virtue of the availability of having a second examination.
- 2.5 Students with a record of repeated applications for Assessment Extensions, due to inability to complete a final examination may receive appropriate academic counselling and be refused further approvals.

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

Assessment Extension Procedure

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

STUDENT ACCESS TO EXAMINATION ANSWER BOOKLETS

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

- 2.1 During the retention period, if requested, Unit Coordinators (or authorised officer) will provide students access to their examination answer booklet(s).
- 2.2 A staff member will be present in all cases when a student is provided with access to their examination answer booklet(s).
- 2.3 Students will not be permitted to copy or remove examination answer booklet(s) from the location at which supervised access is provided. The examination answer booklet(s) will remain in the possession of a staff member (or authorised officer) at all times.
- 2.4 For students who reside remotely from the campus (e.g. external students), the relevant Recognised Examination Centre (REC) or Nominated Invigilator (NI), is to be contacted and requested to allow the student to view the examination answer booklet(s) under supervision.
- 2.5 Subsequent to the REC or NS approval, the examination answer booklet(s) is photocopied and the copy faxed or scanned and emailed to the REC or NI. The REC or NI is required to delete the email and destroy the printed examination booklet copy after it has been reviewed by the student.
- 2.6 The REC will be considered as the first option when nominating a place for the external student to access their examination booklet(s).

Retention and Disposal of Examination Answer Booklets

- 2.7 Examination answer books will be retained within the School for a minimum of at least 12 months after the conclusion of any examination appeals deadline (WAUSDA17.8.7).
- 2.8 Curtin Singapore examination booklets will be retained for a period of five years under EduTrust regulations (The EduTrust certification scheme is a voluntary certification scheme administered by the Council for Private Education for private education institutions in Singapore).

Retention and Disposal of Examination Attendance Cards

- 2.9 Examination attendance cards will be kept for at least 12 months after the conclusion of any examination appeals deadline (WAUSDA17.8.4).

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

Records and Information Management Policy

Records and Information Management Procedures

Western Australian University Sector Disposal Authority (WAUSDA)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

RELEASE OF EXAMINATION PAPERS

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

- 2.1 Past examination papers may be released to the University Library by the area managing the examination.
- 2.2 The area managing the examination may forward the examination paper(s) to the University Library unless advised that a sample paper is to be provided.
- 2.3 Where it is determined by an assessor (examiner) that a past examination paper will not be released to the University Library, they will notify the area managing the examination.
- 2.4 Examination papers may be deemed inappropriate to release if:
 - 2.4.1 There is limited scope for developing questions in the content area;
 - 2.4.2 The optimal assessment method to meet the learning outcomes limits the scope for questions; or
 - 2.4.3 The questions are developed over an extended time period.
- 2.5 Access to past examination papers will be available to current students and staff via the University Library website.
- 2.6 The University Library will maintain a Past Examination Papers database and will retain papers for a period of five years.
- 2.7 If a student notifies their Unit Coordinator that a past examination paper is misleading or confusing, the Unit Coordinator may submit a request to the University Librarian that the paper be removed from the database.
- 2.8 The University Library is not responsible for obtaining examination or sample papers.
- 2.9 Additional assessment examples and access to the University Library's past examination papers may be provided through the University's learning management system.

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

[Curtin University Library Catalogue](#)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

BOARD OF EXAMINERS

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

- 2.1 The Board of Examiners will be constituted for each award course and will meet, at a minimum, at the end of each study period.
- 2.2 The Board of Examiners is responsible for:
 - 2.2.1 Ratification of final results;
 - 2.2.2 Determination of each student's academic status;
 - 2.2.3 Approval of;
 - a. Conversion of Deferred assessment interim grades;
 - b. Further assessment (see *Further Assessment Procedure*); and
 - 2.2.4 Determination of;
 - a. Awards with distinction (see *Award with Distinction Procedure*, *Awards and Graduation Manual*); and
 - b. Awards with honours and the level of honours.
 - 2.2.5 Review of the ratification of results and identification of trends where statistics suggest areas of concern and/or scope for development.

Composition of the Board of Examiners

- 2.3 The Chair of a Board of Examiners will be the Head of School (or authorised officer), or may be the Manager, Examinations for a non-award Board of Examiners in accordance with clause 2.16 of this procedure.
- 2.4 For double degree courses, the Owing Organisational Unit/School of the course is responsible for convening the Board of Examiners and will consider the academic results and make decisions on academic status for all students enrolled in the Double Degree course.
- 2.5 Members will be as determined by the Chair of the Board of Examiners. Appropriate members may include Course Coordinators, Unit Coordinators and/or teaching staff of units that comprise of part of the course (including where applicable, Unit Coordinators and/or teaching staff from other Schools for service taught units and double degree courses).
- 2.6 Nominated Unit and Course Coordinators are expected to attend the Board of Examiners to provide an analysis of results and academic advice on the student progress as required by the Chair. In the event the nominated party is unable to attend, they may authorise a staff member to attend on their behalf.

Powers of Chair after Meetings

- 2.7 After a Board of Examiners has met, the Chair is responsible for reconvening the Board at such time(s) as considered necessary to finalise outstanding matters that are the responsibility of the Board.
- 2.8 Where outstanding matters are not considered sufficient to warrant re-convening the Board of Examiners, the Chair may carry out all functions and make all decisions of a Board of Examiners without re-convening the Board.
- 2.9 In determining the Academic Status of students who have been granted approval for a deferred or Further Assessment, this decision will be made as soon as practicable after the assessment is complete and a recommended final result for the student in the unit is known.

Record of Decisions

- 2.10 The collation sheets, duly authorised by the Chair of the Board of Examiners, will represent the official record of the decisions taken in respect of the student at the meeting of the Board of Examiners.

- 2.11 The rationale for the decision taken by the Board of Examiners will be recorded on, or form part of, the collation sheets.
- 2.12 The written authorisation for change of academic status or change of results will constitute the official record of decisions taken by the Chair.

Post Publication Variation of Results

- 2.13 Where a student's result is varied after official results publication, the student will be informed of the decision by the Owing Organisational Unit/School.
- 2.14 Where the variation is a reduction in marks, the student will be notified in writing and provided with an explanation of the reason for the change.

Composition of the Board of Examiners - Non Award Enrolment

- 2.15 Where a student is enrolled in a unit on a non-award basis but has been assessed and can be given a result, the results for that student will be ratified by the Board of Examiners in the Owing Organisational Unit/School in which the student is enrolled. The circumstances under which students may be enrolled in units on a non-award basis include:
- 2.15.1 Not-for-Degree enrolment;
- 2.15.2 Inbound cross institutional enrolment;
- 2.15.3 Inbound international study exchange or study abroad enrolment; or
- 2.15.4 Enrolment in units being service taught by Curtin for another institution.
- 2.16 Where it is not practical to have results for non-award students determined and ratified by a School-based Board of Examiners, a Non-Award Board of Examiners may be convened by the Manager, Examinations. The Manager, Examinations will be the Chair and members will comprise Unit Coordinators and/or teaching staff of units in which the students are enrolled.

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

[Further Assessment Procedure](#)

[Awards with Distinction Procedure \(Awards and Graduation Manual\)](#)

[Academic Status Procedure](#)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

UNIVERSITY GRADING SYSTEM

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

- 2.1 Under the Curtin University Grading System, units are classified as either pass/fail or grade/mark.
- 2.2 For pass/fail units there is no mark recorded.
- 2.3 For grade/mark units, the mark is from the scale 0-100.
- 2.4 The result type (either pass/fail or grade/mark) will be specified at the time the unit is initially approved.
- 2.5 The result type may only be changed in accordance with the University Course Approval Process.

Pass/Fail Units – Final Grades

Grade	Description	Application
PASS	Pass	Student has passed a unit classified as a Pass/Fail unit.
FAIL	Fail	Student has failed a unit classified as a Pass/Fail unit.
PX	Pass After Further Assessment	Student has passed the unit following a Further Assessment. PX will replace the previously recorded X.
FX	Fail After Further Assessment	Student has failed the unit following a Further Assessment. FX will replace the previously recorded X.
F-IN	Fail – Incomplete/ Insufficient Assessment	May be used as an alternative to FAIL at the discretion of the Board of Examiners where a student has not completed or submitted all required assessable work for the unit.
ANN	Result Annulled Due to Academic Misconduct	Student has been found guilty of academic misconduct and a penalty of an ANN grade has been imposed.

Grade/Mark Units – Final Grades

Grade	Mark (Range)	Description	Application
10	100		Student has passed a unit classified as a grade/mark unit and achieved a percentage mark in the range specified without Further Assessment.
9	90 -99		As above
8	80 – 89		As above

7	70 – 79		As above
6	60 – 69		As above
5	50 – 59		As above
F	0 – 99		Student has failed a unit classified as a grade/mark unit
PX	0-99	Pass After Further Assessment	Student has passed the unit following a Further Assessment. PX will replace the previously recorded X and the mark will remain the same as that originally recorded.
FX	0-99	Fail After Further Assessment	Student has failed the unit following Further Assessment. FX will replace the previously recorded X and the percentage mark will remain the same as that originally recorded.
F-IN	0-99	Fail – Incomplete/ Insufficient Assessment	May be used as an alternative to F at the discretion of the Board of Examiners where a student has not completed all required assessable work for the unit.
ANN	0	Result Annulled Due to Academic Misconduct	Student has been found guilty of academic misconduct and a penalty of an ANN grade has been imposed.

Interim Grades (used for both Pass/Fail and Grade/Mark units)

Grade	Description	Application
GNS	Grade Not Submitted	A result in a unit is not available to the Board of Examiners because marking is not complete. A GNS is an interim grade and will be converted to a final grade within one month after the Board of Examiners. Any extension will be approved by the Academic Registrar (or authorised officer).
X	Outstanding Further Assessment	Student, who otherwise would be awarded a grade of F or FAIL, is granted Further Assessment by a Board of Examiners. Once the Further Assessment is completed, the student will be awarded a grade of either PX (Pass After Further Assessment) or FX (Fail After Further Assessment). In both cases, for grade/mark units the original mark will be retained. An X grade will be converted to a final result by no later than the end of the next study period that the student would normally enrol in. Any extension will be approved by the Academic Registrar (or authorised officer).

DA	Deferred Assessment	<p>Where an assessment task within a unit of study is approved to be done at a later date, but not later than the end of the next study period that the student would normally enrol in.</p> <p>A DA grade will be converted to a final result by no later than the end of the next study period that the student would normally enrol in.</p> <p>Any extension will be approved by the Academic Registrar (or authorised officer).</p>
OA	Ongoing Assessment	<p>This interim grade may be used where assessment tasks and assessment for a unit cover more than one study period (the study period of enrolment and the subsequent study period of enrolment).</p> <p>The OA grade may be used as an interim (holding) grade until the assessment tasks and assessment are completed for both study periods.</p> <p>An OA grade will be converted to a final result by no later than the end of the next study period that the student would normally enrol in.</p> <p>Any extension will be approved by the Academic Registrar (or authorised officer).</p>

Discontinued Grades (effective from 16 July 2018)

Pass/Fail Units – Final Grades

Grade	Description	Application
PC	Conceded Pass	The Board of Examiners has conceded a pass for the unit even though the student's percentage mark is less than the deemed pass mark for the unit indicating that the student has not achieved all of the learning outcomes.

Grade/Mark Units – Final Grades

Grade	Mark (Range)	Description	Application
PC	0-100	Conceded Pass	<p>The Board of Examiners has conceded a pass for the unit even though the student has not achieved all of the learning outcomes.</p> <p>The originally assigned mark will not be changed.</p>

Discontinued Grades (effective 1 January 2007)

Grade	Description
D	Deferred Assessment
DNA	Did Not Attend
DNC	Did Not Complete
OR	Ongoing Research
PA	Pass Grade for Pass/Fail Unit

Unit Withdrawal

- 2.6 A withdrawal from a unit after a census date will be recorded on the Academic Transcript as a “WD”.

Indicator	Description
WD	Withdrawal

- 2.7 The WD will remain on the Academic Transcript irrespective of whether a fee refund or remission of debt is approved.
- 2.8 Up until 1 January 2007, a withdrawal from a unit after a census date was recorded on the Academic Transcript as either a “W” or a “WD”.

F-IN Fail – Incomplete/Insufficient Assessment

- 2.9 The F-IN grade (Fail as a consequence of incomplete or insufficient assessment) is a Fail grade but may be used in lieu of a normal FAIL or F:00 grade to show that the reason the student has failed is due to non-completion of a significant or compulsory assessment task.
- 2.10 Examples of where an F-IN **may** be appropriate are:
- 2.10.1 Failure by a student to complete all compulsory assessment tasks. For example if a student must complete certain assessment tasks (or all assessment tasks) in order to pass a unit (irrespective of their mark they obtain on the assessment tasks they complete), and the only reason for the unit fail is that they did not complete that assessment task or tasks, then awarding an F-IN in lieu of a FAIL or F:00 may be appropriate.
 - 2.10.2 Failure by a student to sit a final examination where that examination is worth a significant proportion of the final mark **and the failure to sit the examination is considered the reason for the unit fail.**
- 2.11 If however, it is considered that the student would not have passed the unit even if he or she had sat the examination, it would not be appropriate to award an F-IN. Rather, a FAIL or F:00 may be awarded instead. An example would be where the student would have to obtain a mark in the examination significantly higher than their past results would indicate was likely.
- 2.12 The intent of the F-IN grade is to indicate that the student has failed **as a consequence of not completing all assessment tasks** rather than as a consequence of actual marks obtained.
- 2.13 It is therefore important not to use the F-IN grade in circumstances where a student has attempted sufficient assessment tasks to enable successful completion of the unit.

ANN Grades (Result Annulled Due to Academic Misconduct)

- 2.14 An ANN grade will remain on the student’s academic record for a minimum period of 12 months after the student ceases study at Curtin University. After this period, a student may apply to the Academic Registrar (or authorised officer) to have the ANN grade converted to a FAIL (Pass/Fail units) or an F:00 (grade/mark units).
- 2.15 The application to have the ANN grade converted to a FAIL or F:00 will be in writing and provide an explanation of the circumstances of the original offence and justification for converting the ANN grade.
- 2.16 The Academic Registrar (or authorised officer) will take into account the views of the relevant Head of School in making a decision whether to convert the ANN to a FAIL or F:00. In deciding whether to approve the conversion of an ANN grade to a FAIL or F:00, the Academic Registrar (or authorised officer) may take into account any relevant factors including:
- 2.16.1 The circumstances of the original offence and the level of seriousness of the academic misconduct that led to the imposition of the ANN grade or grades;
 - 2.16.2 Whether the student was found guilty of more than one instance of academic misconduct; or
 - 2.16.3 The period of time that has elapsed since the ANN grade or grades were imposed.

2.17 The Academic Registrar (or authorised officer) may refuse to convert an ANN grade to a FAIL or F:00 where a student has been found guilty of more than one instance of academic misconduct or where the offence was of such magnitude that conversion to a FAIL or F:00 is considered inappropriate.

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

[Examinations website](#)

[Course Approval and Quality Manual](#)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

CALCULATION OF SWA AND CWA

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

2.1 Calculation of the Semester Weighted Average (SWA) includes:

2.1.1 Marks for any grade/mark unit (including units that are Failed);

2.1.2 Marks (if any) for any unit with a result of F-IN (Fail - Incomplete/Insufficient Assessment); and

2.1.3 Zero marks (0) for any grade/mark unit with a result of ANN (Result Annulled due to Academic Misconduct).

2.2 Calculation of the Course Weighted Average (CWA) includes:

2.2.1 Marks for any grade/mark unit credited towards the course as Automatic Credit or Designated Credit;

2.2.2 Marks for any grade/mark unit (including units that are Failed);

2.2.3 Marks (if any) for any unit with a result of F-IN (Fail - Incomplete/Insufficient Assessment);

2.2.4 Zero marks (0) for any grade/mark unit with a result of ANN (Result Annulled due to Academic Misconduct).

2.3 Exclusions from the calculation of SWA and CWA include:

2.3.1 Pass/Fail Units;

2.3.2 Units recorded as a Withdrawal (WD);

2.3.3 Units with a Deferred Assessment interim result (DA);

2.3.4 Units with an Ongoing Assessment (OA) interim result.

2.4 The formula for calculating SWA and CWA is at Schedule 2.

Grade Point Average (GPA)

2.5 Curtin University does not use or calculate a Grade Point Average (GPA). However, under the Curtin University Grading system, a CWA of 0.00 is the minimum, a CWA of 50.00 is the mid-point and a CWA of 100.00 is the maximum, and this scale may be used to calculate an equivalent GPA.

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

University Grading System Procedure

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

ACADEMIC STATUS

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

2.1 Academic status for enrolled students will be determined by the Board of Examiners at the end of each study period and records of reasons for their decision will be maintained.

2.2 Academic status will be one of the following three categories:

Academic Status	Description
Good Standing	The student is achieving satisfactory course progress and is permitted to continue in the course and to re-enrol.
Conditional	The student is at risk of not achieving satisfactory course progress but is permitted to continue in the course and to re-enrol, under such conditions as may be determined by the Head of School or Student Progress Appeals Committee.
Terminated	The student has not achieved satisfactory course progress and is terminated from the course. The student is not permitted to continue in the course or to re-enrol in the course without appropriate approval.

2.3 The entitlement to continue in a course and to re-enrol is, in all cases, subject to any other restrictions or prohibitions imposed on the student (for example, a prohibition on enrolment due to outstanding fees or misconduct, requirement to sign and adhere to a student agreement regarding conditions).

2.4 Where a course has additional requirements for progression, the School will document these requirements and provide them to all students prior to enrolment. Within this documentation, the School will outline how the additional requirements will be assessed over the duration of the course and will explain the impact these requirements may have upon student progression. The School will ensure compliance with the progression criteria outlined in the *Academic Status* procedure.

2.4.1 If there are reasonable grounds to believe that a student is (or will be) unable to complete the inherent (specific) requirements of a course, the student will be advised of the potential issue and given the opportunity to make an informed decision with respect to course/unit selection and onward progression. Whilst it is recognised that reasonable adjustments to assessment tasks (set out in Clause 2.8, Assessment Design) will be sought wherever possible, there are some situations where such adjustments are not possible (e.g. as a consequence of accreditation requirements). In this case, the School will identify potential alternative course pathways and/or exit awards and will confirm these in writing with the student.

Academic Status: Good Standing

2.5 All students enrolled in a course are expected to achieve satisfactory course progress.

2.6 A student is considered to be achieving satisfactory course progress if they, (as a minimum), obtain a SWA of at least 50.00 and pass more than 50% of enrolled units each study period.

Academic Status: Conditional

2.7 The criteria for determining Conditional status for all courses are as set out below:

Criteria	Decision
<p>In the study period just ended, one or more of the following applies:</p> <ul style="list-style-type: none"> • the student fails 50% or more of enrolled units or • the student attains SWA of less than 50 	<p>Student <u>WILL</u> be placed on Conditional status</p>

- 2.8 A student may be placed on Conditional status at the discretion of the Board of Examiners if they fail a core unit in the study period just ended. Their status of Conditional may be continued in subsequent study periods until the failed core unit is passed.
- 2.9 If prior to the completion of the first study period of enrolment, a student is identified as “At Risk” of not achieving satisfactory course progress the Head of School (or authorised officer) is responsible for contacting the student in writing regarding their progress as part of an early intervention strategy. Students are responsible for seeking advice and support to engage in the intervention strategy.
- 2.10 Where a student meets the criteria for Conditional status for a second consecutive study period and is at risk of being terminated from the course, it is essential that the student be provided with appropriate academic counselling. It is the responsibility of the Head of School to ensure that this occurs.
- 2.11 A documented intervention strategy will be in place for all students who are at risk of not achieving satisfactory course progress requirements.
- 2.12 A documented intervention strategy may be implemented during the first study period of a student's enrolment prior to the student being given an academic status of Conditional or when a student is placed on Conditional status.
- 2.13 Individual Faculties and Schools may implement their own intervention strategies to assist “Conditional” students to achieve satisfactory course progress, provided these comply with the Minimum Requirements provided at 2.14 below.
- 2.14 The Head of School (or authorised officer) will ensure that students placed on Conditional status will be communicated to in writing and be:
- 2.14.1 notified of their status;
- 2.14.2 provided with appropriate guidance in relation to support and academic advice. This will, as a minimum address the following elements:
- specific conditions to maintain enrolment (e.g. counselling, remedial courses, meeting with Unit Coordinator or Course Coordinator, requirement to pass specific core units, enrolment advice);
 - follow up responsibilities of the student throughout the study period; and
 - additional support strategies the student may choose to utilise.

Return to Good Standing

- 2.15 A student with an academic status of Conditional will be returned to Good Standing in the subsequent study period if they meet all of the following criteria:
- 2.15.1 Pass any previously failed core units that resulted in their status remaining Conditional (see 2.8 above);
- 2.15.2 Meet all conditions that may have been set down in relation to Conditional status;
- 2.15.3 No longer meet the criteria for Conditional or Terminated.

Academic Status: Terminated

- 2.16 The act of terminating a student from a course on academic performance grounds constitutes the decision that the student has not achieved satisfactory course progress.
- 2.17 The criteria for Terminated academic status (failure to achieve satisfactory course progress) for all courses are as set out below. Normally a student will not be terminated unless they have an academic status of Conditional in the study period just ended. The only exception is if a student is terminated after one study period (see below).

Terminated after One Study Period

- 2.18 A student will not be terminated from a course after being enrolled in only one study period unless the student has failed all enrolled units and there is documented evidence that an appropriate early intervention strategy was implemented during the study period in sufficient time for the student to undertake the necessary action to avoid failing all units.
- 2.19 The Head of School (or authorised officer) is responsible for activating an appropriate early intervention strategy prior to a student completing their first study period of enrolment.

Terminated after Two or More Study Periods*

- 2.20 A student may be given an academic status of Terminated if they have a current academic status of Conditional **and** one or more of the following Terminated Status criteria are met:

Criteria

- Fail 50% or more of enrolled units
- SWA of less than 50
- Fail any unit a second time

- 2.21 Where a student has met the criteria outlined above on more than one occasion, it would normally be expected that the student will be terminated.

**Note: The study period requirement is simply “enrolment” – it does not need to be in the course in which the student is currently enrolled (for example, it could be in another course or on a Not-For-Degree basis), it does not need to be full time, and it does not need to be in continuous study periods.*

Advice of Terminated Status

- 2.22 Any student terminated from a course will receive formal notification of this decision via an Official Communication Channel message. The Official Communication will be sent by the Examinations Office.

Student Agreement Regarding Conditions

- 2.23 The University may place conditions associated with course progression upon a student and specify these conditions in a student agreement.
- 2.24 When required, students will sign and adhere to a student agreement outlining conditions for continued enrolment.
- 2.25 Any student who has been terminated from their course, then allowed to re-enrol as a result of a review or appeal, will be terminated again immediately if they fail to sign and adhere to any of the conditions outlined in the student agreement.

Consideration of Personal Circumstances

- 2.26 Where students have identified to staff personal circumstances that may have impacted their academic progression, these may be taken into account when determining an academic status of terminated.
- 2.27 Any exceptional circumstances, such as illness or bereavement, which may have impacted on a student’s ability to achieve satisfactory course progress, will be given due consideration.

Application of Academic Status for Students who Switch Course

- 2.28 In all cases, where a student has a status of Conditional in their previous course, if accepted into a new course, they will enter with an academic status of Conditional.
- 2.29 It is the responsibility of the Head of School (or authorised officer) of the new course to ensure the appropriate academic status is applied in the first study period of enrolment for all students who switch courses. An academic support plan for the student may be implemented.

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

Board of Examiners Procedure

Academic Status Appeals Procedure

Education Services for Overseas Students (ESOS) Act

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

COURSE SWITCHING FOLLOWING TERMINATION

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

- 2.1 A student who is terminated from a course due to failure to achieve satisfactory course progress may apply for admission to an alternate course (course switch).
- 2.2 If an International Onshore student is terminated from their course, the University will, in accordance with the relevant legislation, provide the student an opportunity to appeal the decision. If an appeal is not submitted or is unsuccessful, the student will be reported to the relevant government department as being terminated from their course due to a failure to achieve satisfactory course progress.
- 2.3 Acceptance into a new course is at the discretion of the relevant Head of School (or authorised officer).

International Onshore Students - Course Switching after Termination

- 2.4 Irrespective of whether the student is admitted to a second course, an International Onshore student on a student visa will still be reported to the relevant government agency for a breach of student visa condition 8202 (achieving satisfactory course progress).
- 2.5 If visa cancellation occurs and as a consequence, a student is not permitted to continue study in Australia, the student will receive no credit for any uncompleted units at the time the visa is cancelled. Any entitlement to a fee refund will be in accordance with the University fee refund policy.
- 2.6 Switching to another course is not considered to be a valid appeal reason when appealing against termination from a course.
- 2.7 A student who has been terminated from a course due to failure to achieve satisfactory course progress (first instance of termination from a course) may apply for admission to another course.
- 2.8 Approval for admission into the second course may be given by the Head of School (or authorised officer) for the new course.
- 2.9 If a Head of School (or authorised officer) is prepared to accept a previously terminated student into their course, it will be on Conditional status, a new support plan for the student will be implemented, and it is recommended that a maximum enrolment of 75 credits per study period be required.
- 2.10 If a student is subsequently terminated from their second course on academic performance grounds, the student is not permitted to be admitted to a third course unless approval is obtained from the Academic Registrar.
- 2.11 Any request to allow a student to be admitted to a third course will be submitted in writing by the new Head of School (or authorised officer) to the Academic Registrar.
- 2.12 Approval to allow the student to be admitted to a third course will only be given in exceptional circumstances and where the student is able to demonstrate that their study in the two previous courses was severely affected by exceptional or extenuating circumstances outside of their control and not addressed in any relevant Return to Good Standing Plan.
- 2.13 Full documentation supporting any request will be submitted.
- 2.14 If approved, admission may be subject to such conditions as are reasonably imposed by the Head of School (or authorised officer) and/or Academic Registrar.

2.15 The table below outlines the approval authority for admission into a new course following termination.

No. of Terminations From a Course	Action	Approval
First Termination (from any course)	Admission to a second course on Conditional status	Head of School (or authorised officer)
Second Termination (from any course)	Admission to a third course on Conditional status	Academic Registrar

2.16 Course switching may not apply to enabling and foundation programs. Advice to students will be provided as required by the Head of Area.

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

Admission Procedure (Admissions and Enrolment Manual)

Academic Status Procedure

Education Services for Overseas Students (ESOS) Act

Academic Status Appeals Procedure

Refund and Remission of Fees

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

FUTURE RE-ADMISSION TO THE SAME COURSE FOLLOWING TERMINATION

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

- 2.1 A student who has been terminated from a course due to failure to achieve satisfactory course progress may apply for re-admission to the same course after a minimum period of 12 months since the last enrolment. If approved, re-admission to the same course may be subject to such conditions as are reasonably imposed by the Head of School (or authorised officer) and Academic Registrar.
- 2.2 If a student is subsequently terminated from the course a second time on academic performance grounds, the student is not permitted to be re-admitted to the course unless approval is obtained from the Academic Registrar.
- 2.3 Approval to allow a student to be admitted to the same course a third time will only be given in exceptional circumstances and where the student is able to demonstrate that their study in the two previous attempts was severely affected by exceptional or extenuating circumstances outside their control and not addressed in any relevant Return to Good Standing Plan.
- 2.4 Full documentation supporting any request will be submitted.
- 2.5 If approved, re-admission may be subject to such conditions as are reasonably imposed by the Head of School (or authorised officer) and/or Academic Registrar.
- 2.6 Unless otherwise approved by the Academic Registrar, the student will be re-admitted to the course on Conditional status.
- 2.7 Should a student previously terminated apply for re-admission to the same course and have their application rejected by the School, they can appeal directly to the Manager University Admissions Centre. Refer to *Admission Appeals Procedure* in the *Admission and Enrolment Manual*.

Re-Admission Within 12 Months

- 2.8 In exceptional circumstances, the Academic Registrar may approve re-admission to a course that the student has been terminated from (due to failure to achieve satisfactory course progress), within a period of 12 months since the last enrolment.
- 2.9 Approval to allow a student to be re-admitted to the course within 12 months will only be given where the student is able to demonstrate that their study in the previous attempt was severely affected by exceptional or extenuating circumstances outside their control and not addressed in any relevant Return to Good Standing Plan.
- 2.10 Full documentation supporting any request will be submitted, the Head of School (or authorised officer) will be required to provide support for any re-admission request and may recommend conditions to be imposed if the re-admission request is approved by the Academic Registrar.
- 2.11 If approved, re-admission may be subject to such conditions as are reasonably imposed by the Academic Registrar.
- 2.12 Unless otherwise approved by the Academic Registrar, the student will be re-admitted to the course on Conditional status.

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

Admissions Appeals Procedure (Admissions and Enrolment Manual)

Academic Status Procedure

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

RESPONSIBILITY FOR ACADEMIC RESULTS

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

Head of School Responsibilities

- 2.1 The Head of School will normally undertake the role of Chair of the Board of Examiners.
- 2.2 The Head of School or relevant Pro-Vice Chancellor, may authorise a staff member to undertake the role of Chair of the Board of Examiners.
- 2.3 The Head of School is responsible for ensuring all results are accurately recorded for all students enrolled in courses owned by that School.
- 2.4 The Head of School is also responsible for ensuring that outstanding interim results (Grade Not Submitted, Deferred Assessment, Further Assessment and Ongoing Assessment) are converted to final results within the prescribed timeframes (or for requesting approval for an extension).

Unit Coordinator Responsibilities

- 2.5 The Unit Coordinator is the assessor (examiner) for the unit unless otherwise specified by the Head of School.
- 2.6 The assessor (examiner) is responsible for submitting the grades and marks for students in a unit to the Board of Examiners.
- 2.7 The assessor (examiner) is responsible for ensuring, on behalf of the Head of School, that results are correctly recorded on the student records system by the deadline prescribed by the Academic Registrar.

Co-Assessor (co-examiner) Responsibilities

- 2.8 The assessor (examiner) will be assisted by a co-assessor (co-examiner) appointed by the Head of School.
- 2.9 The co-assessor's (co-examiner's) role is to support the assessor (examiner).
- 2.10 Responsibilities of the co-assessor (co-examiner) include checking draft examination papers and documentation for other assessment tasks and confirming the accuracy of final marks.

Final Results

- 2.11 All results will be determined and ratified by a Board of Examiners.

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

[Curtin Learning and Teaching website](#)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

CHANGE OF RESULTS

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

2.1 Results may only be changed on the written authority of the Head of School, Chair of the Board of Examiners or by the Academic Registrar.

2.2 The Academic Registrar may change results in the following circumstances:

2.2.1 Where a request to change an ANN grade to an F:0 or FAIL is approved;

2.2.2 Where, as a consequence of disciplinary action, it is determined that an interim or final grade is to be recorded;

2.2.3 Where a student has an outstanding interim grade beyond the allowable timeframe and the Academic Registrar determines that a final result will be recorded (for example, by converting a GNS to an F:0, FAIL or F-IN);

2.2.4 Where a student has lodged a formal internal or external complaint and the outcome of the complaint is that the student's result will be changed.

2.3 In any instance where a result is changed by the Academic Registrar, the Head of School will be notified.

3. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

4. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. RELATED DOCUMENTS/LINKS/FORMS

Curtin Learning and Teaching website

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Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

ACADEMIC TRANSCRIPT

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

Provision of an Academic Transcript

- 2.1 The Academic Registrar is responsible for determining the content of the Academic Transcript.
- 2.2. Students will be provided with an Academic Transcript, free of charge, in the following circumstances:
 - 2.2.1 On graduation, following the conferral of an academic award by Council.
 - 2.2.2 In such other circumstances as approved by the Academic Registrar.
- 2.3 In all other circumstances, an Academic Transcript will be provided to a student on payment of the prescribed fee.

Content of Academic Transcript

- 2.4 The following information is included on the Academic Transcript:
 - 2.4.1 Student name, address and Student ID number
 - 2.4.2 Date of Issue
 - 2.4.3 Course code and title
 - 2.4.4 Grade and mark achieved for each unit (or "Pass/Fail" for any unit classified as a "Pass/Fail" unit)
 - 2.4.5 Total credits accrued
 - 2.4.6 Course Weighted Average
 - 2.4.7 Academic Status
 - 2.4.8 Major and minorand where applicable:
 - 2.4.9 The Completion Date and Conferral Date
 - 2.4.10 The Award Number
 - 2.4.11 Details of Credit for Recognised Learning
 - 2.4.12 Details of Automatic and Designated Credit
 - 2.4.13 Notation that the student has been granted an Award with Distinction
 - 2.4.14 Notation that the student has been granted an Award with Honours and the level obtained
 - 2.4.15 Notation that the student has been included on the Vice-Chancellor's List (including year and study period).
 - 2.4.16 Notation of language of instruction if any parts of the course of study or units of study or assessment were conducted in a language other than English.
- 2.5 The reverse of the Academic Transcript will include details of the University Grading System and such other explanatory information as deemed necessary by the Academic Registrar.

Issuing of Academic Transcripts

- 2.6 Academic Transcripts will be issued by or as authorised by the Academic Registrar.

Security of Academic Transcript Paper

- 2.7 Academic Transcript paper will be stored in a secure manner. Only authorised staff will be permitted access to Academic Transcript paper.

Students with Sanctions or Outstanding Debt

2.8 Any student with a sanction preventing access to results or who has outstanding debt to the University is not entitled to receive an Academic Transcript unless approved by the Academic Registrar.

Recording of Cross Institutional (Outbound) Enrolments

2.9 Any approved cross institutional enrolment of a Curtin student at an external institution will be recorded on the Curtin Academic Transcript as a generic Cross Institutional enrolment (i.e. not by individual unit title) and with a Pass/Fail grade irrespective of the grading system used at the external institution.

Recording of Collaborative Awards

2.10 All collaborative awards will bear the following notation under the "Course Code and Title".

"The program of study for this degree was undertaken in association with [insert institution/s]"

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

[Examinations website](#)

[Awards and Graduation Manual](#)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

FINAL RESULTS TO STUDENTS

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

- 2.1 All final results will be available to students at the time and date and in the manner prescribed by the Academic Registrar.
- 2.2 Access to final results (final grade and mark [where applicable]), for each unit completed will be provided after ratification and at the time specified for results publication, by the Academic Registrar.
- 2.3 All assessment marks provided through any means (e.g. Blackboard) are provisional and are not regarded as final until ratified by the Board of the Examiners and the result publication date for the study period has passed.

Students with Sanctions or Outstanding Debt

- 2.4 Any student with a sanction preventing access to results or who has an outstanding debt to the University is not entitled to their results unless approved by the Academic Registrar (or authorised officer).

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

Curtin Learning and Teaching website

Examinations website

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

ASSESSMENT APPEALS

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

Assessment Appeal - Marks Awarded for Assessment Tasks

Review of Assessment

- 2.1 Any student who has evidence that the mark or result awarded for an assessment task is inaccurate is encouraged to raise their concern with the Unit Coordinator in the first instance. If appropriate, the Unit Coordinator may refer the student to the member of staff responsible for marking the work.
- 2.2 Where this seems warranted, the Unit Coordinator will arrange for the work to be re-marked and the outcome notified to the student.

Formal Assessment Appeal

- 2.3 Students wishing to submit a formal appeal to the Head of School (or authorised officer) will do so within 10 working days of the date the mark for the assessment task was notified to the student.

Assessment Appeal - Final Results

Review of Assessment

- 2.4 Any student who has evidence that their final result is inaccurate is encouraged, in the first instance, to raise their concerns with the Unit Coordinator.
- 2.5 Where this seems warranted, the Unit Coordinator will arrange for the student's work to be re-marked as appropriate and notify the outcome and change of result, if applicable, to the Head of School.
- 2.6 The Chair of the Board of Examiners will approve any change of result.

Formal Assessment Appeal

- 2.7 Students wishing to submit a formal appeal to the Head of School (or authorised officer) will do so within 10 working days of publication of the final result.

Grounds for a Formal Assessment Appeal

- 2.8 Inaccurate assessment is the criterion for a review or for an appeal.
- 2.9 Students requesting a review or lodging a formal assessment appeal will document the grounds on which they feel they were inaccurately assessed.

Determination of Appeal by Head of School (or authorised officer)

- 2.10 Where the Head of School (or authorised officer) has been involved in the original assessment in respect of which the appeal has been lodged, they will not be involved in determining the appeal. The appeal will be determined by the relevant Faculty Pro Vice-Chancellor (or authorised officer).
- 2.11 On receipt of a formal assessment appeal, the Head of School (or authorised officer) will immediately provide the Unit Coordinator with a copy of the appeal and request the Unit Coordinator to provide the following:
 - 2.11.1 Comments on the appeal including any information on discussions already conducted with the student;
 - 2.11.2 A recommendation as to how the matter will be determined;
 - 2.11.3 A copy of the assessed work that is the subject of the appeal if this has not been returned to the student;
 - 2.11.4 Details of the criteria used to assess the student's work; and
 - 2.11.5 Any other information relevant to the appeal.

- 2.12 If the Head of School (or authorised officer), believes there are sufficient grounds for further review of the mark awarded or the final result, they will arrange for the work in question to be re-marked by a person or persons not previously involved in assessing the student's work.
- 2.13 Where possible, the re-marking will be conducted anonymously with the student identity not disclosed to the marker or markers.
- 2.14 Where work is subject to re-marking, the following applies:
- 2.14.1 If the percentage mark awarded by the two markers differs by less than 10, the mark is determined by simply averaging the two marks.
- 2.14.2 If the percentage mark awarded by the two markers differs by 10 or more, both markers should be advised and they should attempt to reach a consensus decision about the mark.
- 2.14.3 If a consensus can be reached this new mark will stand as the mark. If a consensus cannot be reached, a third marker will be appointed. In this case the mark will be the average of the two closest marks from the three markers.
- 2.15 Where a student has raised valid concerns about possible bias in the original marking, the Head of School (or authorised officer) may provide the student with a list of staff able to re-mark the work and allow the student to select a marker from this list. Where this option is taken, the Unit Coordinator will also be given the opportunity to select a marker from the list and the re-marking will be done by both selected markers. In this case the mark will be the average of the two closest marks from the three markers.
- 2.16 Where suitable staff eligible to re-mark work are not available within the University, the Head of School (or authorised officer), may nominate an external marker and will be responsible for negotiating payment, if applicable.
- 2.17 The appeal will be determined within 10 working days of it being received by the Head of School (or authorised officer).
- 2.18 The decision of the Head of School (or authorised officer) is final.

Notification to the student

- 2.19 Once a decision has been made on the appeal by the Head of School (or authorised officer), the student will be advised of the outcome immediately and in any case, no later than three working days from the date of the decision.
- 2.20 It is the responsibility of the Head of School (or authorised officer), to ensure the student is advised in writing of the outcome of the appeal and the reasons for the decision. The decision of the Head of School (or authorised officer), is final.

Change of Results

- 2.21 Where an appeal has been upheld and the final result for a student requires amendment, it is the responsibility of the Head of School (or authorised officer) to arrange the change of result on the student records system.
- 2.22 The change of result may also require the student's academic status to be reviewed.

Variation to Appeal Timeline

- 2.23 Where a student is subject to misconduct investigations during an Assessment Appeal, the Assessment Appeal will be set aside until the misconduct is finalised.
- 2.24 The timelines for responding to an Assessment Appeal may be varied at the discretion of the Academic Registrar. If applicable, the School is responsible for notifying the student in writing of this variation.

Student Assistance

- 2.25 A student is encouraged to seek assistance and advice from Student Assist or academic staff, in preparing an Assessment Appeal.
- 2.26 In any discussions regarding review of marks or final results, the student is entitled to be accompanied and assisted by a support person, but the support person will not act as an advocate unless invited to do so.

Staff Assistance

- 2.27 In any discussions regarding review of marks or final results, a staff member may be accompanied by any other staff member of the University.

Grievance Resolution

2.28 Students may lodge a grievance/complaint once all applicable dispute resolution or appeals processes have been exhausted and if they believe that a step in the process has not been followed.

3. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. RELATED DOCUMENTS/LINKS/FORMS

Conflict of Interest Procedures

Complaints Procedures

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

ACADEMIC STATUS APPEALS

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

Request for Review

- 2.1 A student terminated from a course due to failure to achieve satisfactory course progress has a right of review and a right of appeal regarding that decision.
- 2.2 On receipt of formal notification of termination from a course, if the student wishes to request a review of the decision, they will submit a written request within 20 working days as specified in the Official Communication.
- 2.3 The basis for a Request for Review is exceptional circumstances. The student will need to demonstrate that their results have been affected by circumstances outside their control. The existence of exceptional circumstances does not in itself mean that a Request for Review will be successful.
- 2.4 In considering the Request for Review, the decision maker will take into account the student's exceptional circumstances, explanation for poor academic performance, the student's overall academic record and the criteria for course Termination.
- 2.5 Circumstances that may warrant a review of the decision to terminate, include, but are not limited to:
 - 2.5.1 Student injury, illness or medical condition of such magnitude that the student's results were significantly impacted;
 - 2.5.2 Family issues (family injury or illness, bereavement etc.) of such magnitude that the student's results were significantly impacted;
 - 2.5.3 Commitments to participate in elite sport or other activities that warrant favourable consideration;
 - 2.5.4 Commitments to assist with community service activities (e.g. bushfire protection);
 - 2.5.5 Unavoidable and unexpected work commitments (e.g. relocation);
 - 2.5.6 Commitments to participate in military services.
- 2.6 All Requests for Review will be accompanied by appropriate documentation. Failure to provide documentation may result in the request being rejected.
- 2.7 The Request for Review will be submitted in accordance with these procedures and on the form prescribed by the Academic Registrar. Failure to submit a request within the required timeframe will result in the request being rejected. If warranted by demonstrated and unavoidable exceptional circumstances, discretion may be exercised by the Manager, Examinations (or authorised officer) to accept a late request.

Referral to Head of School (or authorised officer)

- 2.8 On receipt of the Request for Review, the Manager, Examinations (or authorised officer) will register the request and forward it as soon as practicable to the relevant Head of School (or authorised officer).
- 2.9 On receipt of the Request for Review, the Head of School (or authorised officer) will review the original decision, taking into account the information contained in the student's request, and any information that may not have been known at the time the original decision was made.
- 2.10 The Head of School (or authorised officer) will determine that either:
 - 2.10.1 The original decision to discontinue the student will stand;
 - 2.10.2 The original decision will be varied and the student's academic status changed to Conditional;
 - 2.10.3 The original decision will be varied and the student's academic status changed to Good Standing.

- 2.11 This decision will be made within 10 working days of receipt of the Request for Review.
- 2.12 Once the decision has been made, the Head of School (or authorised officer) will immediately notify the Examinations Office of the decision and the reasons for the decision.
- 2.13 The Examinations Office will then notify the student in writing of the outcome and the reasons for decision via the Official Communication Channel.

Appeal to Student Progress Appeals Committee

- 2.14 If a student is not satisfied with the outcome of the Request for Review, the student may request that the matter be determined by the Student Progress Appeals Committee as a formal appeal.
- 2.15 The Student Progress Appeals Committee will typically comprise the following members:
 - 2.15.1 Student Discipline and Appeals Officer, Office of the Academic Registrar (Chair);
 - 2.15.2 A staff member from Counselling and Disability Services;
 - 2.15.3 A staff member from Student Assist; and
 - 2.15.4 An academic staff member from a Faculty.
- 2.16 Participating staff members will be nominated by their area for approval by the Academic Registrar (or authorised officer), who may change the composition of the Student Progress Appeals Committee at their discretion.
- 2.17 Quorum of the Student Progress Appeals Committee is the Chair and two other members.
- 2.18 Any person involved in determining the Request for Review is not eligible to participate as a member in the Student Progress Appeals Committee.

Lodgement of an appeal to the Student Progress Appeals Committee

- 2.19 An appeal will be lodged by the student within 10 working days of the date of notification of the outcome of the Request for Review by the Head of School (or authorised officer).
- 2.20 The appeal will be submitted in accordance with these procedures and on the form prescribed by the Academic Registrar. Failure to submit a request for an appeal to be referred to the Student Progress Appeals Committee for further consideration within the required timeframe will result in an appeal being rejected. If warranted by demonstrated and unavoidable exceptional circumstances, discretion may be exercised by the Academic Registrar (or authorised officer) to accept a late appeal.
- 2.21 All appeals will be sent or delivered to the Manager, Examinations.

Consideration of Appeal by Student Progress Appeals Committee

- 2.22 Copies of all paperwork associated with the original review by the Head of School (or authorised officer) will be provided to the Chair, Student Progress Appeals Committee.
- 2.23 Normally, the Committee will only consider material from the first review, but where warranted the Chair, Student Progress Appeals Committee may permit the submission of additional material.
- 2.24 The Student Progress Appeals Committee will assess the appeal and determine that either:
 - 2.24.1 The original decision to terminate the student will stand;
 - 2.24.2 The original decision will be varied and the student's academic status changed to Conditional; or
 - 2.24.3 The original decision will be varied and the student's academic status changed to Good Standing.
- 2.25 The decision on the appeal will be made within 10 working days of receipt of the appeal.
- 2.26 Once the decision has been made, the Academic Registrar (or authorised officer) will notify the student of the outcome and the reasons for the decision via the Official Communication Channel.

External Right of Complaint or Appeal

- 2.27 Any student that is not satisfied with the result or conduct of the formal appeal process described above may request that their appeal be considered by an external person or body independent of and external to the University.

- 2.28 Students will be notified of the process for lodging appeals to these entities in the advice provided with the outcome of their appeal to the Student Progress Appeals Committee (only required where the outcome is not favourable to the student).

Advice to Students of External Right of Complaint or Appeal

- 2.29 The following information will be provided to students who are unsuccessful in their appeal to the Academic Registrar. This Advice to Students text may be changed at the discretion of the Academic Registrar.

Advice to Students

If you are not satisfied that the University's internal complaint and appeal process has been conducted fairly, you can make a complaint to the Western Australia Ombudsman. The Ombudsman is independent and external to the University and does not charge any fees for their services.

Please note that the Ombudsman will normally only consider whether the University has followed its own policies and procedures and whether the handling of your case has been fair and reasonable. The Ombudsman does not make a new decision, however, as a result of an investigation the Ombudsman may recommend that the University reconsider your case.

You will need to make a complaint in writing if you would like the Ombudsman to examine your case.

Contact details for the Ombudsman are:

Mail: Ombudsman Western Australia
PO Box Z5386
St Georges Terrace
Perth WA 6831

Facsimile: 08 9325 1107

Email: mail@ombudsman.wa.gov.au

Website: <http://www.ombudsman.wa.gov.au>

If you have any queries about making a complaint to the Ombudsman, please ring the Office of the Western Australia Ombudsman on 9220 7555 or freecall 1800 117 000 (outside the metropolitan area) and ask to speak to an Enquiry Officer.

3. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

4. SCOPE OF PROCEDURES

All students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. RELATED DOCUMENTS/LINKS/FORMS

[Examinations Procedure](#)

[Complaints Procedure](#)

[Education Services for Overseas Students \(ESOS\) Act](#)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

ADDITIONAL INFORMATION

INTERPRETATION

Where there is any doubt as to the interpretation or administration of any of the policies and procedures contained within the *Assessment and Student Progression Manual*, the Academic Registrar is responsible for determining the correct or intended interpretation.

SCHEDULES

Schedule 1: Definitions

The following definitions apply to all sections of this manual.

Academic Status (Good Standing, Conditional or Terminated) is determined by a Board of Examiners for each student enrolled in an award course at the end of each study period.

An **Academic Transcript** is the official University record of a student's results and is printed on official University transcript paper.

An **Additional Requirement** is a prescribed additional requirement that will be completed or met before a student is allowed to commence a unit, such as a First Aid Certificate.

An **Alternative Examination** means any examination, that is scheduled separately from the centrally or school scheduled examinations in order to meet special requirements for an individual student or a group of students.

An **Anti-requisite Unit** is a unit that may not be enrolled in by a student who has already completed, or is currently completing a similar unit.

Assessment is the method(s) and processes by which a student's academic progress and performance is measured in a unit.

An **Assessment Extension** is a process involving the formal permission for a student to delay the completion or submission of an assessment task after the original date/time (e.g. examinations, tests) or due date/time (e.g. assignments).

An **Assessment Extension Task** is an assessment task a student granted an assessment extension is required to complete.

Assessment Tasks are any tasks or activities that may be used to gauge the progress of student learning and determine the student's result for the unit. Attendance at classes is not an allowable form of assessment.

Assurance of Learning in broad terms refers to demonstrating, through assessment processes that students achieve course and unit learning outcomes and with specific reference to the mitigation of assessment risk it refers to the degree of certainty that the work being assessed is the work of the student to which the marks will be allocated.

Assessment Risk indicates any potential threat to the integrity of assessment, with a particular focus on potential breaches of academic integrity (e.g. cheating, plagiarism). The level of risk is measured in terms of likelihood and consequences.

Availability indicates the location, study period and fee basis on which a unit or course is offered.

Automatic Credit is the transfer of equivalent/identical units from one Curtin course to another Curtin course.

An **Award Course** means a structured combination of units approved by the University Academic Board which when completed qualifies the student for an award from Curtin University.

An **Award Number** is the sequential number allocated to an award conferred by Council.

An **Award with Distinction** is granted by the Board of Examiners in recognition of outstanding performance in the course and will normally not be awarded to more than 10% of graduates in that course.

An **Award with Honours** can be earned either as the outcome of a year of study that is additional to a bachelor degree in a discipline or as the outcome of an honours program that is studied concurrently with a normal pass degree of four years or more in a discipline.

A **Board of Examiners** is a committee that is constituted for each award course to ensure that the assessment and determination of performance of each student enrolled in that course is conducted in a fair and equitable manner.

A **Centrally Scheduled Examination** is an examination which is managed by the University Examinations Office which normally takes place at the conclusion of a study period.

Check second marking is a moderation activity more limited in scope than second marking. In check second marking the second marker simply checks the marking procedure to ensure that administrative errors have not been made. Can be used where the subject matter involves right or wrong answers or where knowledge is so specific that a second marker cannot apply the marking criteria.

A **Completion Date** is the date on which a Board of Examiners determines that a student has completed all course requirements.

Conditional is an academic status determined by the Board of Examiners. The student is at risk of not achieving satisfactory course progress but is permitted to continue in the course and to re-enrol under such conditions as may be determined by the Head of School or Student Progress Appeals Committee. The entitlement to continue in a course and to re-enrol is in all cases subject to any other restrictions or prohibitions imposed on the student (for example, a prohibition on enrolment due to outstanding fees or misconduct, requirement to sign and adhere to a student agreement regarding conditions).

A **Conferral Date** is the date on which Council confers an award on a graduand.

A **Core Unit** is a unit that is compulsory for the student to complete within a particular course or major.

A **Co-requisite Unit** is a unit that will be enrolled in concurrently with another unit.

A **Course** is a structured combination of approved units which when completed qualifies the student for an award from Curtin University.

A **Course Weighted Average (CWA)** is a calculation of a student's weighted average percentage mark for all grade/mark units in which the student is enrolled in a course, including units credited as Automatic Credit or Designated Credit.

Credit for Recognised Learning (CRL) means credit that may be granted to a student in recognition of prior learning. This encompasses General Credit, Elective Credit, Credit Transfer, Designated Credit and Exemptions.

A **Curtin Access Plan (CAP)** is the official communication document used by Counselling and Disability Services to recommend 'reasonable adjustments' for students with disability/medical conditions.

Curtin-OUA refers to Curtin's programs of study offered through Open Universities Australia (OUA), which are managed by the Flexible Learning Support Office at Curtin.

Deferred assessment is the formal approval, by the Board of Examiners, to delay the determination of a student's final grade in a unit to permit the student to complete an assessment task(s) at a later date. A "DA" is used as the interim result.

Designated Credit is granted based on completion of an identical Curtin University unit through one of the partners of Curtin University. The identical unit will show on a student's Academic Transcript with the unit name, credit points and a grade/mark.

An **eAssessment** refers to any assessment task that makes use of information technology or an electronic device for the presentation of the assessment, the recording of responses, or in the marking process of the assessment.

An **Elite Athlete** identifies a student at Curtin University who is registered in the Elite Athlete Friendly University (EAFU) program in association with the Australian Sports Commission, of which Curtin University is a recognised participant.

Equity grounds, as defined in Curtin's Equal Opportunity Policy, includes: sex, marital status, pregnancy, potential pregnancy, breast feeding, sexual orientation, gender history, race, nationality, colour or ethnic origin, age, religious or political conviction, impairment or disability, family responsibility or family status.

An **Equivalent Unit** is a unit that is equivalent to another unit but not designated as an anti-requisite unit.

An **eQuiz** is any computer based or online test where the primary goal is to provide students with practice and feedback on their learning and is classified as a formative assessment (does not contribute to the unit mark).

An **eTest** refers to a computer based or online test used to assess learning outcomes and is classified as a summative assessment (contributes to the unit mark). There are two classifications: **Invigilated eTests** are delivered in a controlled testing environment (at a specific location) with an invigilator present or where an alternative form of invigilation is employed to monitor student behaviour for the purpose of detecting academic misconduct; and **Non-invigilated eTests** are delivered in an uncontrolled testing environment, without any form of invigilation.

An **Examination** type assessment task (Assessment Classification Level 1) includes all assessments where students are asked to respond to a fixed set of questions/stimuli. It typically occurs within a controlled environment (e.g. exam venue or in class) where the student's behaviour is monitored (invigilated). This includes centrally scheduled examinations, School Invigilated Examinations and School Invigilated Tests. The classification also includes eTests which may or may not deploy strict invigilation (see **eTest** definition).

An **Examination Answer Booklet** means a paper booklet, normally provided by the University, in which the student records answers to examination questions.

The **Examinations Office**, is the area responsible for the coordination of centrally scheduled examinations and the release of final results.

A **Formative** task is any learning or assessment task designed to provide students with feedback about their learning and does not contribute to the unit mark or unit outcome. (A formative task is not permitted to be a hurdle requirement.)

Further Assessment describes a process whereby, at the discretion of the Board of Examiners, an eligible student is offered an opportunity to undertake a Further Assessment Task in order to confirm that they have met the required learning outcomes for the unit.

Further Assessment Task is an additional assessment task which is used to determine whether a student has met the required learning outcomes for that unit.

Good Standing is an academic status determined by the Board of Examiners. The student is permitted to continue in the course and to re-enrol. The entitlement to continue in a course and to re-enrol is in all cases subject to any other restrictions or prohibitions imposed on the student (for example, a prohibition on enrolment due to outstanding fees or misconduct).

A **Grade** is either a numeric code used to signify the percentage range of the mark awarded (if applicable), or an alphabetic code used to indicate the outcome of unit or an interim status assigned by the Board of Examiners until such time as the unit outcome is determined.

A **Grade Descriptor** is an alphabetic code used to indicate the outcome of an assessment and may be mapped to a percentage range of the mark awarded.

Head of School means the senior academic position in charge of a School.

A **Hurdle Requirement** is a condition, linked to the unit learning outcomes, that will be met (other than the overall mark) in order to pass the unit. Formative tasks are not permitted to be identified as a hurdle requirement.

An **Incremental Assessment** task is a set or series of low stakes assessment tasks designed to provide students with opportunities to benchmark their learning progress, to practice skills/behaviours/thinking/communication approaches appropriate to the discipline and to improve their performance through the provision of feedback. To be grouped together as an incremental assessment task, each task in the series/set will be similar (i.e. have the same assessment classification at AC Level 1 and AC Level 2). The incremental assessment task will be counted as one summative assessment task.

A **Mark** means the number used to signify the percentage awarded for the assessment.

Moderation refers to a holistic quality assurance process directed at ensuring that assessments are marked with accuracy, consistency and fairness. The process chiefly focuses on the development of robust assessment criteria and consistent application between assessors. At Curtin, moderation activities have been described in relation to the assessment lifecycle as Pre-marking moderation, Intra-marking moderation, and Post-marking moderation.

A **Nominated Invigilator (NI)** is an approved student-nominated invigilator who may conduct examinations on behalf of Curtin University.

A **Non-Award Course** means a program of study, which does not lead to a formal award. It may comprise a unit or units of study from an award course and may be counted as credit towards an award course in some cases.

OASIS is an acronym for Online Access to Student Information Services, the student portal, through which students are provided with access to a wide range of eServices.

OCC is an acronym for the Official Communication Channel.

An **OC** is an Official Communication sent via the Official Communications Channel.

The **Official Communications Channel** is the means by which official correspondence is delivered electronically to students within OASIS.

Open Universities Australia provides online higher education and is owned by a consortium of several Australian universities of which Curtin is a member.

OUA is an acronym for Open Universities Australia.

A **Performance** type assessment task (Assessment Classification Level 1) includes assessments where the performance is evaluated/graded by an assessor who was present and able to view/experience the performance or views a recording of the performance.

Post-marking moderation is the period from the determination of the raw mark to the communication of the result to the student.

Pre-marking moderation is the period leading up to the date of the assessment or due date for the submission of an assessment artefact.

A **Pre-requisite Unit** is a unit that will be passed before the student can enrol in another specified unit.

A **Pro Vice-Chancellor** is the senior academic position in charge of a Faculty.

A **Reasonable Adjustment** is a measure or action taken by Curtin that has the effect of assisting a student with a disability in relation to admission or enrolment, participation in a course or program, or to use facilities or services on the same basis as a student without a disability (*Disability Standards for Education 2005*). An adjustment is **reasonable** in relation to a student with a disability if it balances the interests of all parties affected (*Disability Standards for Education 2005*).

A **Recognised Examination Centre (REC)** is an approved facility that may conduct examinations on behalf of Curtin University.

A **Result** comprises a grade and, where applicable, a percentage mark.

A **Sanction** is a warning that is applied to a student's record to alert the student and staff to outstanding requirements, such as non-payment of fees or charges that may prevent the student from accessing results, re-enrolling or graduating.

Scaling refers to the process of adjusting the raw marks for a cohort of students (or all students) to change the mean or distribution of the marks. At Curtin, following thorough intra-marking or post-marking moderation, where marker bias is identified and it is not feasible to re-mark the work, the mean for a cohort may be shifted but the distribution should not be changed. At Curtin, marks are not scaled to a normal curve or any other specific distribution.

A **School** is used in this manual as the generic term for an academic area responsible for the delivery of units.

A **School Scheduled Examination** is an examination which is scheduled and coordinated by the School, not by the University Examinations Office. School scheduled examinations will normally be examinations held outside the University standard examination period.

Second marking is a moderation activity involving the remarking of a student's assessment artefact by a second marker. The second marker may be given a clean copy of the student's work (blind second marking) or be able to see the first marker's comments, and/or completed marking key/rubric.

A **Semester Weighted Average (SWA)** is a calculation of a student's weighted average percentage mark for all grade/mark units in which the student is enrolled in any one study period. The term Semester Weighted Average is used even if the study period is not a semester (for example, Trimester).

A **Student** means any person enrolled in a course/unit.

A **Student Identification Card (Student ID Card)** means a card issued by the University which provides a variety of access, library borrowing rights and proof of identity.

Student One is the University's central student records system in which records for all Curtin students will be maintained (with the exception of VTEC students and ELICOS students).

A **Study Period** is a period of time in which a unit is available (e.g. Semester 1, Trimester 1, Study Period 4 etc.).

A **Submission** type assessment task (Assessment Classification Level 1) includes all assessments where the work being assessed is an artefact submitted by the student (excluding exam/test scripts or where the submission is in combination with a performance).

Summative Assessment provides information to judge the extent to which a student has achieved the unit learning outcomes and to determine student progression within the course. The mark from a summative assessment task contributes to the final mark for the unit or in the case of pass/fail assessment tasks, contributes to the unit outcome.

Terminated is an academic status determined by the Board of Examiners. The student is terminated from the course and is not permitted to continue in the course or to re-enrol in the course without approval.

A **Unit** means a discrete entity of study within a subject area that is a component of a course.

A **Unit Coordinator** is the senior academic staff member responsible for a particular unit.

A **Unit Outline** is a document containing essential and administrative information about a unit of study, including details of learning outcomes, assessments and schedules.

Universities Australia is the Council of University Presidents, representing Australian Universities nationally and internationally (previously Australian Vice-Chancellors' Committee (AVCC)).

The **University Standard Examination Period** means the examination period managed by the Examinations Office at the end of each semester.

Withdrawal (WD) is a notation on the Academic Transcript to indicate that the student has withdrawn from a unit after the relevant census date.

A **Working Day** is any day, Monday to Friday other than University-observed holidays (including Academic and Professional staff observed public holidays) and formal close down periods of the University.

Schedule 2: Formula for Calculating SWA and CWA

The formula used is $[\text{Sum (Unit Credits x Mark)}] / [\text{Sum (Unit Credits)}]$.

The mark for each completed unit will be multiplied by the credit weighting of the unit.

For example:

Unit	Credits	Mark
Unit 1	12.5	57
Unit 2	25	60
Unit 3	25	63
Unit 4	25	67

$[\text{Sum (Unit Credits x Mark)}]$

Unit Credits x Mark

$$12.5 \times 57 = 712.5$$

$$25.0 \times 60 = 1500$$

$$25.0 \times 63 = 1575$$

$$25.0 \times 67 = 1675$$

$$\text{Therefore, } [\text{Sum (Unit Credits x Mark)}] = (712.5 + 1500 + 1575 + 1675) = 5462.5$$

$[\text{Sum (Unit Credits)}]$

$$12.5 + 25.0 + 25.0 + 25.0 = 87.5$$

Therefore, $[\text{Sum (Unit Credits x Mark)}] / [\text{Sum (Unit Credits)}]$

$$\text{Is } 5462.5/87.5 = 62.43$$

Calculated SWA in this example is 62.43.

Schedule 3: Examples - Time Zone Differences & Requirements for Different Examination Papers

EXAMPLE	EXPLANATION	OUTCOME
Different commencement times but in the same time zone	Two hour examination, commencing Bentley 09.00, commencing Hong Kong 10.00	The same paper may be used as the difference between commencement times (one hour) is less than the duration of the examination (two hours)
Different commencement times but in the same time zone	Two hour examination, commencing Bentley 09.00, commencing Hong Kong 13.00	A different paper will be used as the difference between commencement times (four hours) is more than the duration of the examination (two hours)
Same commencement times but in different time zones	Two hour examination, commencing Bentley 09.00, commencing Sydney 09.00	The same paper may be used as the time zone difference (two hours) is less than or equal to the duration of the examination (two hours)
Same commencement times but in different time zones	Two hour examination, commencing Bentley 09.00, commencing Mauritius 09.00	A different paper will be used as the time zone difference (four hours) exceeds the duration of the examination (two hours)

For an examination paper to be considered to be ‘different’, it should have substantial changes in the examination content such as (but not limited to) wording, values and formulae. Minor variations are not considered a ‘different paper’.

Example 1: Two examination papers are supplied as the examination is scheduled at different times within the same time zone. The examination papers consists of five short answer questions, and both examine the required learning outcomes. In each case, whilst the topics examined are similar (and therefore consistent), the question wording is different.

This would be considered to be a ‘different’ paper, because a student who obtained knowledge of the content of the earlier examination would not be advantaged.

Example 2: Two examination papers are supplied as the examination is scheduled at the same time but across different time zones. The papers are very similar with minor occasional changes to numerical values used within the question.

This would not be considered to be a ‘different’ paper, because a student who obtained knowledge of the content of the earlier examination would gain an advantage.