

2008 ASSESSMENT MANUAL

CONSOLIDATED POLICIES AND PROCEDURES

ISSUED BY STUDENT CENTRAL

Commencement Date: 1 January 2008

Category: Students
Teaching & Learning

Section	Page
1. Introduction	3
2. Exceptions	4
3. University Assessment Policy and Principles	5
4. University Grading System	6
5. Responsibility for Academic Results	12
6. Role and Responsibilities of Board of Examiners	13
7. Calculation of SWA and CWA	15
8. Satisfactory Course Progress	17
9. Determining Academic Status	18
10. Conditional Status	19
11. Termination from Course	20
12. Academic Status Appeals	23
13. Deferred Assessment	26
14. Supplementary Assessment	29
15. Inability to Complete a Final Examination	32
16. Conceded Passes	33
17. Examinations Policy and Procedures	34
18. Security of Examination Papers	39
19. Regulations for the Conduct of Examinations	40
20. Student Access to Examination Answer Booklets	43
21. Supervised Online Assessment	44
22. Penalties for Late Submission	45
23. Feedback on Assessment	46
24. Assessment Appeals	47
25. Awards with Distinction	50
26. Awards with Honours	51
27. Vice-Chancellor's List	52
28. Unit Outlines	53
29. Provision of Final Results to Students	55
30. Academic Transcript	56
31. Recognition of Prior Learning	57
32. Time Limit on Recognition of Units in a Course of Study	58
33. Exclusion of Students from Clinical and Practical Placements	59
34. Academic Integrity, Plagiarism and Academic Misconduct	61
35. Double Degree Students	62
36. Ownership of Project Work and Essays	63
37. Definitions	64
38. Summary of Changes From 2007 Edition	68

This manual sets out Curtin University of Technology policies and procedures related to assessment and student progress.

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 contained in the booklet "Teaching and Learning at Curtin – 2008" issued by the Office of Teaching and Learning.

The 2008 Assessment Manual is the second edition of the manual and replaces the 2007 edition.

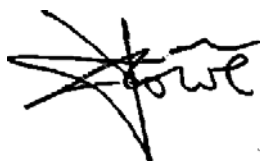
The 2007 edition is rescinded and is no longer to be used.

The policies and procedures contained in the 2008 edition are effective for all study periods commencing on or after 1 January 2008.

The Manual is written and produced by Student Central, endorsed by University Teaching and Learning Committee (UTLC) and was approved by Academic Board on 28 March 2008.

The Assessment Policy and Principles in Section 2 were developed by the Office and Teaching and Learning (Director of Teaching and Learning) in consultation with members of UTLC and other key stakeholders. All other Sections were written or developed by Student Central (Director, Student Services) in consultation with members of UTLC and other key stakeholders.

The input of the Curtin Student Guild and all Curtin staff who have contributed to the development of the policy and procedures contained in this manual and provided feedback and suggestions is appreciated.



John Rowe

Director
Student Services

March 2008

2

EXCEPTIONS

The policies and procedures in this manual do not apply to:

- students studying at VTEC, Kalgoorlie
- students enrolled in a pre-tertiary unit or course
- Higher Degree by Research students except with respect to coursework units undertaken as part of the research degree. For HDR students, please refer to the specific rules, policies or procedures applying to research degrees.

Open Universities Australia (OUA) Students

The policies and procedures in this manual apply to OUA students unless otherwise specified.

3

UNIVERSITY ASSESSMENT POLICY AND PRINCIPLES

Outcomes Focussed Teaching and Learning

Curtin has an outcomes focussed teaching and learning framework and aims to provide excellent teaching and learning opportunities at all times.

Excellent teaching and learning includes:

- Intellectually challenging learning outcomes
- Engaging learning environments
- Flexible learning opportunities
- Assessment that aligns with learning outcomes
- Systematic evaluation of teaching and learning

Learning outcomes indicate what successful students can do as a result of their learning experiences.

Learning outcomes must be clearly stated, demonstrable, achievable and measurable. Assessment tasks are opportunities for students to demonstrate their achievement of learning outcomes.

Assessment Principles

In an outcomes framework, assessment is criterion-referenced. That is, assessment is made on the basis of performance defined by pre-specified criteria, rather than norm-references where assessment is made on the basis of performance relative to that of other members of the class or cohort.

Practices such as scaling marks and grading students to fit a normal distribution curve are inappropriate. Student achievement of the outcomes at the level specified in the unit outline is the chief determinant of final results.

Within this outcomes framework, the following principles apply to all assessment:

Assessment within a course

1. Within a course, assessment tasks:
 - are developmental to ensure incremental achievement of the course learning outcomes which are derived from Curtin's Graduate attributes
 - provide evidence of students' development of higher order thinking skills such as analysis, synthesis and evaluation.
2. Evaluations of overall student progress are based on multiple and diverse sources of evidence gathered from formative and summative assessment tasks.

Assessment within a unit

1. Assessment tasks are linked directly to the unit learning outcomes.
2. All details of assessment tasks, including their weighting, marking criteria, and penalties for late submission are explained clearly in the unit outline.
3. The assessment load is determined by whatever is reasonable to assess students' achievement of the learning outcomes. As a general guide, a 25 credit unit should have a maximum of four assessment tasks, including an examination (if appropriate).
4. Students are entitled to clear, constructive and timely feedback on their learning after each assessment task.
5. Fair assessment is assured through:
 - Marking and grading in accordance with clearly communicated criteria.
 - Appropriate moderation procedures.
 - An appropriate range of types and modes of assessment (such as individual assignments, examinations, group-based activities and peer-assessment). The use of only one type or mode of assessment is not appropriate and care should be taken to ensure a range of techniques is employed so that any single type or mode does not excessively dominate.
 - Equivalence of assessment tasks when the unit is offered on more than one campus or in more than one mode of study (such as face to face and online). This means that assessment tasks may be adapted to suit the needs of campuses or modes of study, but they must be of equivalent complexity and nature, and they must always directly assess the unit learning outcomes.
 - Reasonable accommodations for students with a verified disability, medical or other condition.
 - As a general guide, a final examination should not be worth more than 50% of the unit mark in order to give students the opportunity to improve their performance based on feedback from previous assessments.

4

UNIVERSITY GRADING SYSTEM

Under the Curtin University Grading system, units are classified as either **Pass/Fail** or **Grade/Mark**.

For **Pass/Fail** units there is no mark recorded.

For **Grade/Mark** units, the mark is from the scale 0-100.

A **Semester Weighted Average (SWA)** is a calculation of a student's 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 any other non-semester study period. (e.g. Trimester)

A **Course Weighted Average (CWA)** is a calculation of a student's average of results for Grade/Mark units for all units in a course, including units credited as Automatic Credit or Designated Credit.

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.

Unit Result Type

The result type (either **Pass/Fail** or **Grade/Mark**) must be specified at the time the unit is initially approved.

The result type may only be changed in accordance with the University Course Approval Process.

University Grading System Summary on Academic Transcript

A summary of the University Grading System, as it appears on the reverse of the Academic Transcript (as at March 2008), appears on page 11.

The format of the reverse of the Academic Transcript may be changed at any time at the discretion of the Director, Student Services.

Date of Effect of Current University Grading System

The date of effect of the Grading System described in this Section is 1 January 2007.

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.
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 the learning outcomes.
PX	Pass After Supplementary Assessment	Student has passed the unit following a Supplementary Assessment. PX shall replace the previously recorded X.
FX	Fail After Supplementary Assessment	Student has failed the unit following a Supplementary Assessment. FX shall 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 <u>where a student has not completed or submitted all required assessable work for the unit.</u> <u>See note on page 10.</u>
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. An ANN grade shall remain on the student's academic record, as a minimum, for a period of 12 months or until the student completes the course he or she is enrolled in or otherwise ceases to be an enrolled student at Curtin, whichever occurs later. An ANN grade may be converted to a FAIL with the approval of the Director, Student Services in the following circumstances: A minimum period of 12 months has elapsed since the ANN grade was imposed. AND The student is no longer enrolled as a student at Curtin. AND The student applies to the Director, Student Services to have the ANN grade converted to a FAIL. The Director, Student Services shall take into account the views of the Head of School in making a decision whether to convert the ANN to a FAIL. The Director, Student Services may refuse to convert an ANN grade to a FAIL if the student has been found guilty of more than one instance of academic misconduct for which an ANN grade or grades have 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 Supplementary Assessment or without a pass having been conceded.
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
PC	0-100	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 the learning outcomes. The originally assigned mark shall not be changed.
PX	0-100	Pass After Supplementary Assessment	Student has passed the unit following a Supplementary Assessment. PX shall replace the previously recorded X and the mark will remain the same as that originally recorded.
FX	0-100	Fail After Supplementary Assessment	Student has failed the unit following a Supplementary Assessment. FX shall 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 <u>where a student has not completed or submitted all required assessable work for the unit.</u> See note on page 10.
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. An ANN grade shall remain on the student's academic record, as a minimum, for a period of 12 months or until the student completes the course he or she is enrolled in or otherwise ceases to be an enrolled student at Curtin, whichever occurs later. An ANN grade may be converted to an F:0 with the approval of the Director, Student Services in the following circumstances: A minimum period of 12 months has elapsed since the ANN grade was imposed. AND The student is no longer enrolled as a student at Curtin. AND The student applies to the Director, Student Services to have the ANN grade converted to an F: 0. The Director, Student Services shall take into account the views of the Head of School in making a decision whether to convert the ANN to an F:0. The Director, Student Services may refuse to convert an ANN grade to an F:0 if the student has been found guilty of more than one instance of academic misconduct for which an ANN grade or grades have been imposed.

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

Grade	Description	Application
GNS	Grade Not Submitted	<p>A result in a unit is not available to the Board of Examiners because marking is not complete.</p> <p>A GNS is an interim grade and must be converted to a final grade within 1 month after the Board of Examiners.</p> <p>Any extension must be approved by the Director, Student Services (or delegate).</p>
X	Outstanding Supplementary Assessment	<p>Student, who otherwise would be awarded a grade of F or FAIL, is granted a Supplementary Assessment by a Board of Examiners.</p> <p>Once the supplementary assessment is completed, the student shall be awarded a grade of either PX (Pass After Supplementary Assessment) or FX (Fail After Supplementary Assessment).</p> <p>In both cases, for Grade/Mark units the original mark shall be retained.</p> <p>An X grade must 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 must be approved by the Director, Student Services (or delegate).</p>
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 must 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 must be approved by the Director, Student Services (or delegate).</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).</p> <p>The OA grade may be used as an interim (holding) grade until the assessment tasks and assessment are completed.</p> <p>An OA grade must 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 must be approved by the Director, Student Services (or delegate).</p>

Universities Australia (UA) Standard Grade Descriptors

Universities Australia (previously AVCC) standard grade descriptors shall not be used for reporting results on the Academic Transcript.

The Academic Transcript shall include a legend to allow a conversion from the University grade to the equivalent UA descriptor.

Grade	Mark	Equivalent UA Descriptor
10	100	High Distinction
9	90 - 99	High Distinction
8	80 - 89	High Distinction
7	70 - 79	Distinction
6	60 - 69	Credit
5	50 - 59	Pass
F		Fail

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

A withdrawal from a unit after a census date shall be recorded on the Academic Transcript as a “**WD**”.

Indicator	Description
WD	Withdrawal

The WD shall remain on the Academic Transcript irrespective of whether a fee refund or remission of debt is approved.

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

This grade is intended for use as an alternative to an F or FAIL grade where a student has failed to submit or attempt a significant proportion (by value) of the assessment tasks for a unit.

Failure to submit or attempt all assessment tasks is in itself not necessarily sufficient justification to use the F-IN grade.

Where the student has submitted or attempted sufficient assessment tasks to enable successful completion of the unit, an F or FAIL grade is more appropriate.

An F-IN grade must not be used as an alternative to an F or FAIL grade when all, or a significant proportion (by value), of assessment tasks have been submitted or attempted.

UNIVERSITY GRADING SYSTEM

FINAL GRADES - Effective 1 January 2007

PASS/FAIL UNITS		GRADE/MARK UNITS		UA/AVCC EQUIVALENTS (Grade/Mark Units)											
PASS	Pass Grade Only	10	Pass - Mark of 100	10	High Distinction										
		9	Pass - Mark of 90-99	9	High Distinction										
		8	Pass - Mark of 80-89	8	High Distinction										
		7	Pass - Mark of 70-79	7	Distinction										
		6	Pass - Mark of 60-69	6	Credit										
		5	Pass - Mark of 50-59	5	Pass										
FAIL	Fail Grade Only	F	Fail - Mark of 00-99	F	Fail										
PC	Conceded Pass	PC	Conceded Pass	<table border="1"> <thead> <tr> <th colspan="2">INTERIM GRADES</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>Outstanding Supplementary Assessment</td> </tr> <tr> <td>DA</td> <td>Deferred assessment</td> </tr> <tr> <td>OA</td> <td>Ongoing Assessment</td> </tr> <tr> <td>GNS</td> <td>Grade Not Submitted</td> </tr> </tbody> </table>		INTERIM GRADES		X	Outstanding Supplementary Assessment	DA	Deferred assessment	OA	Ongoing Assessment	GNS	Grade Not Submitted
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X	Outstanding Supplementary Assessment														
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OA	Ongoing Assessment														
GNS	Grade Not Submitted														
PX	Pass After Supplementary Assessment	PX	Pass After Supplementary Assessment												
FX	Fail After Supplementary Assessment	FX	Fail After Supplementary Assessment												
F-IN	Fail - Incomplete/Insufficient Assessment	F-IN	Fail - Incomplete/Insufficient Assessment												
ANN	Result Annulled Due to Academic Misconduct	ANN	Result Annulled Due to Academic Misconduct												
WD	Withdrawn Late	WD	Withdrawn Late												

DISCONTINUED GRADES - Effective 1 January 2007

D	Deferred assessment	OR	Ongoing Research
DNA	Did Not Attend	PA	Pass Grade Only
DNC	Did Not Complete	W	Withdrawn Late

The **Vice-Chancellor's List** is for academic excellence and comprises students who have been selected from the top one per cent (1%) of a course for a given study period. More information on the Vice-Chancellor's List can be found at <http://vclist.curtin.edu.au/>

An award with **Distinction** is granted by the Board of Examiners in recognition of outstanding performance in the course and shall normally not be awarded to more than ten per cent (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 or as the outcome of an honours program that is studied concurrently with a normal pass degree of four years or more.

A normal full-time study load is 100 credits per semester (200 credits per year).

For Research Students, a study rate of 1.0 is equivalent to 1 year of full-time study (200 credits).

More information on the University Grading System can be found at <http://students.curtin.edu.au/administration/unigradingsystem.html>

Policies of the University can be found at www.policies.curtin.edu.au.

5

RESPONSIBILITY FOR ACADEMIC RESULTS

Responsibilities of Head of School

The Head of School shall normally undertake the role of Chair of the Board of Examiners.

A nominee of the Head of School, or nominee of the relevant Pro-Vice Chancellor, may undertake the role of Chair of the Board of Examiners at the discretion of the Head of School or Pro-Vice Chancellor.

The Head of School is responsible for ensuring all results are accurately recorded for all students enrolled in courses owned by that School.

The Head of School is also responsible for ensuring that outstanding interim results (Grade Not Submitted, Deferred assessment, Supplementary Assessment and Ongoing Assessment) are converted to final results within the prescribed timeframes (or for requesting approval for an extension).

The Head of School may approve Deferred Assessment for any student enrolled in a course owned by that School prior to the Board of Examiners. The Board of Examiners shall note the approval.

Unit Coordinator and Examiner

The Unit Coordinator is the Examiner for the unit unless otherwise specified by the Head of School.

The Examiner is responsible for submitting the grades and marks for students in a unit to the Board of Examiners.

The 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 Director, Student Services.

Co-Examiner

The Examiner shall be assisted by a Co-examiner appointed by the Head of School.

The Co-examiner's role is to support the Examiner.

Responsibilities of the Co-Examiner include checking draft exam papers and documentation for other assessment tasks and confirming the accuracy of final marks.

Final Results

All results must be determined and ratified by a Board of Examiners.

Change of Results

Results may only be changed on the written authority of the Head of School or Chair of the Board of Examiners or by the Director, Student Services as set out below.

The Director, Student Services may change results in the following circumstances:

- Where a request is made to change an ANN grade to an F:0 or FAIL.
- Where as an outcome of disciplinary action, it is determined that an ANN grade is to be recorded.
- Where a student has an outstanding interim grade beyond the allowable timeframe (see **Section 4**) and the Director, Student Services determines that a final result must be recorded (for example, by converting a GNS to an F:0, FAIL or F-IN). The Head of School shall be notified of this action.
- Where a student has lodged a formal assessment appeal to the Pro Vice-Chancellor and the outcome of the appeal is that the student's result should be changed.
- Where a student has lodged a formal grievance and the outcome of the grievance is that the student's result should be changed.

In any instance where a result is changed by the Director, Student Services, the Head of School will be notified.

6

ROLE AND RESPONSIBILITY OF BOARD OF EXAMINERS

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

The Board of Examiners is responsible for:

- Ratification of final results
- Determination of each student's academic status at the end of each study period
- Approving or noting the approval of Deferred Assessment by the Head of School and notifying relevant Schools of all Deferred Assessment decisions
- Approving Supplementary Assessment and notifying relevant Schools of all Supplementary Assessment decisions
- Approving Conceded Passes
- Determining Awards with Distinction
- Determining an Award with Honours and the level of honours

The Board of Examiners must meet at the end of each study period.

Composition of Board of Examiners

Award Courses

The Chair of the Board of Examiners shall be the Head of School or nominee.

Members shall be as determined by the Head of School or Chair of the Board of Examiners.

Appropriate members include Course Coordinators, Unit Coordinators and/or teaching staff of units that comprise part of the course (including where applicable, Unit Coordinators and/or teaching staff from other Schools for service taught units).

Students Enrolled in Units on a "Non Award" Basis

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 should be ratified by the Board of Examiners that "owns" the unit in which the student is enrolled.

The circumstances under which students may be enrolled in units on a "non-award" basis include:

- extension enrolment
- inbound cross institutional enrolment
- inbound international study exchange or study abroad enrolment
- enrolment in units being "service taught" by Curtin for another institution

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 shall be Chair and members shall comprise Unit Coordinators and/or teaching staff of units that the students are enrolled in.

Powers of Chair after Meetings

After a Board of Examiners has met, the Chair shall be responsible for reconvening the Board at such later times as are considered necessary to finalise outstanding matters that are the responsibility of the Board.

Alternatively, where outstanding matters are not considered sufficient to warrant re-convening the Board, the Chair may carry out all functions and make all decisions of a Board of Examiners without re-convening the Board.

Decisions on Academic Status After Completion of Deferred Assessment or Supplementary Assessment

A key responsibility of the Chair after the Board of Examiners has met is to determine the Academic Status of students who have been granted approval for Deferred Assessment or Supplementary Assessment.

This decision must be made as soon as possible after the Deferred Assessment or Supplementary Assessment is completed and a final result for the student in the unit is known.

Record of Decisions

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

Minutes of the proceedings are not required.

The written authorisation for change of academic status or change of results shall constitute the official record of decisions taken by the Chair.

Downgrading of Results

Where a student's original result is downgraded following the publication of results, the School shall notify the student in writing within 5 working days and provide an explanation of why the result has been downgraded.

7

CALCULATION OF SWA AND CWA

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 **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.

The calculation (weighting) is based on the percentage mark and the credit value of the unit.

See example of calculating a SWA or CWA on the next page.

The SWA and CWA are automatically calculated by the student records system (Student One).

Calculation of Semester Weighted Average (SWA)

Calculation of the SWA includes:

- Marks for any Grade/Mark unit (including units that are Failed)
- Marks (if any) for any unit with a result of F-IN (Fail – Incomplete/Insufficient Assessment)
- Zero marks (0) for any Grade/Mark unit with a result of ANN (Result Annulled due to Academic Misconduct).

Calculation of Course Weighted Average (CWA)

Calculation of the CWA includes:

- Marks for any Grade/Mark unit credited towards the course as Automatic Credit or Designated Credit
- Marks for any Grade/Mark unit (including units that are Failed)
- Marks (if any) for any unit with a result of F-IN (Fail – Incomplete/Insufficient Assessment)
- Zero marks (0) for any Grade/Mark unit with a result of ANN (Result Annulled due to Academic Misconduct).

Exclusions from Calculation of SWA and CWA

- Pass/Fail Units
- Units recorded as a Withdrawal (WD)
- Units with an outstanding Supplementary Assessment (X)
- Units with an outstanding Deferred assessment (DA)
- Units with an Ongoing Assessment (OA) interim result

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 must 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

$$12.5 \times 57 = 712.5$$

$$25.0 \times 60 = 1500$$

$$25.0 \times 63 = 1575$$

$$25.0 \times 67 = 1675$$

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.

Grade Point Average (GPA)

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.

8

SATISFACTORY COURSE PROGRESS

Achieving Satisfactory Course Progress

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

A student is considered to be achieving satisfactory course progress if he or she (as a minimum), obtains a SWA of at least 50.00 and passes more than 50% of enrolled units each study period.

If the student does not meet these criteria, generally he or she will be placed on Conditional status.

The purpose of placing a student on Conditional status is to identify the student as being at risk of not achieving satisfactory course progress.

Any student placed on Conditional status must be:

- given an opportunity to improve their performance and regain a status of Good Standing
- provided with appropriate advice on University support services
- advised of any specific requirements that must be complied with in order to return to Good Standing and achieve satisfactory course progress (ie conditions)
- advised of other strategies relevant to their situation that will assist them to return to Good Standing and achieve satisfactory course progress

This advice must be provided in writing via the Official Communications Channel.

It is the responsibility of the Head of School to ensure that this information is provided.

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.

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.

Requirement for Documented Intervention Strategy

It is a requirement under the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (the National Code 2007), that a documented intervention strategy be in place for International students who are at risk of not achieving satisfactory course progress requirements. Refer to Standard 10.4.

The intervention strategy must specify:

- a) procedures for contacting and counselling identified students
- b) strategies to assist identified students to achieve satisfactory course progress; and
- c) the process by which the intervention strategy is activated.

At Curtin, the intervention strategy is activated when the student is placed on Conditional status (c).

Students will be notified of their status as detailed above (a).

Strategies to assist identified students to achieve satisfactory course progress shall be advised to the students in the notification (b).

Irrespective of the fact that the National Code only applies to International onshore students, this process applies to all students, International or domestic, onshore or offshore.

9

DETERMINING ACADEMIC STATUS

Requirement to Determine Academic Status

The Board of Examiners shall determine a student's academic status at the end of each study period for each student enrolled in an award course.

Categories of Academic Status:

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.
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 approval from the Director, Student Services.

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).

Determining a Student's Academic Status

Determining a student's academic status at the end of each study period is critical to ensure that the academic performance of each student is properly monitored and that "at risk" students are identified at an early stage.

Termination should only occur after the student has previously been placed on Conditional status at some point in the course and should not be based on results achieved in a single study period.

A decision to terminate a student must be based on academic performance over at least two, and generally three, study periods – usually the most recent study periods in which the student had an enrolment.

A student will not normally be terminated on academic performance grounds on the basis of their results in their first and second study periods alone.

This recognises that some students have difficulty adapting to the requirements of university study and may not achieve satisfactory results in their first year.

The exception is where the student has performed so poorly that it is clear their continuation in the course should not be permitted. This would normally occur where a student fails all enrolled units in both their first and second study periods.

Consideration of Personal Circumstances

The personal circumstances of the student must be taken into account when determining academic status.

Any exceptional circumstances, such as illness or bereavement, which may have impacted on a student's ability to achieve satisfactory course progress, should be given due consideration.

Generally, such circumstances should not be used to alter a decision to place a student on Conditional status, but may have a significant bearing on whether the student is terminated from the course.

10

CONDITIONAL STATUS

Any student placed on Conditional status is considered to be at risk of not achieving satisfactory course progress.

Criteria for Determining Conditional Status

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

Criteria	Decision
In the study period just ended, one or more of the following applies: <ul style="list-style-type: none">the student has attained a SWA of less than 50.00, orthe student has failed a core unit, orthe student has failed to satisfactorily complete a practical or clinical placement	Student <u>MAY</u> be placed on Conditional status
In the study period just ended: <ul style="list-style-type: none">the student has failed 50% or more of the units the student was enrolled in	Student <u>MUST</u> be placed on Conditional status

Counselling and Support for Students on Conditional Status

Students placed on Conditional status must be provided with appropriate support and assistance.

It is the responsibility of the Head of School to ensure that all students placed on Conditional status are given advice on the support services that are available.

Any conditions or requirements the student must comply with in order to maintain his or her enrolment in the course and achieve satisfactory course progress must be communicated to the student in writing by the Head of School or nominee.

These may include a requirement to meet with the Course or Unit Coordinator or other staff member or to attend counselling or undertake remedial studies.

Individual Faculties and Schools may implement their own strategies to assist “at risk” students to achieve satisfactory course progress provided these comply with the minimum requirements set out in **Section 8**.

11

TERMINATION FROM COURSE

A student may only be terminated from a course due to failure to achieve satisfactory course progress after first receiving a warning through being placed on Conditional status.

Criteria for Termination

The criteria for course termination (failure to achieve satisfactory course progress) for all courses are as set out below:

Period of Enrolment *	Termination
Student enrolled for only one study period	<p>NO</p> <p>Student cannot be terminated on basis of only one study period</p>
Student enrolled for two study periods	<p>USUALLY NO</p> <p>Student should normally not be terminated on the basis of only two study periods</p> <p>EXCEPTION</p> <p>The exception is where the student has failed every unit (or a significant proportion of units) he or she was enrolled in over the two study periods (normally where the student was enrolled on a full time basis).</p> <p>A significant proportion of units would be 7 out of 8 or the equivalent.</p> <p>The student must have a current status of Conditional.</p>
Student enrolled for three or more study periods	<p>TERMINATION MAY OCCUR</p> <p>The student <u>MAY</u> be terminated if one or more of the following conditions apply:</p> <ul style="list-style-type: none"> • the student has a current status of Conditional <u>and</u> in the study period just ended, attained a SWA of less than 50.00 or failed 50% or more of the units the student was enrolled in, or • the student has been on Conditional status at least once previously within the course (but may not currently be on Conditional status), and in the study period just ended: <ul style="list-style-type: none"> ○ the student failed a core unit for a second time, or ○ the student failed to satisfactorily complete a practical or clinical placement for a second time <p>TERMINATION MUST OCCUR</p> <p>The student <u>MUST</u> be terminated in the following circumstances:</p> <ul style="list-style-type: none"> • any of the conditions above apply, and • over the three most recent study periods in which the student had an enrolment, the student attained a SWA of less than 50.00 in all three study periods AND in at least two of the study periods, attained a SWA of less than 40.00, or over the three most recent study periods, the student failed 50% or more of the total units the student was enrolled in.

***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.

In any situation where a Board of Examiners must terminate the student (as per above), exceptions may be approved by the Director, Student Services as detailed below.

Approval to Continue In Course When Criteria for Mandatory Termination Have Been Met

Where the criteria for mandatory termination have been met, the student is not permitted to continue in the course and must be terminated unless approval to continue on Conditional status is obtained from the Director, Student Services.

Any request to allow a student to continue in a course in these circumstances must be submitted in writing by the Head of School to the Director, Student Services within 5 working days of the date of the Board of Examiners (or the date on which a decision on the student’s academic status by the Head of School must be made: for example, following the result of a Deferred or Supplementary Assessment)

Approval to continue in the course will only be given in exceptional circumstances and where the student is able to demonstrate that their study has been severely affected by exceptional circumstances outside their control.

Full documentation supporting any request must be submitted as required by the Director, Student Services.

Any student terminated from a course has a right of review and appeal as set out in **Section 12**.

The student must be notified in writing of the termination (via the OCC).

If the student is not successful in their request for review or appeal against the termination decision, the student is not permitted to continue in the course from which he or she has been terminated.

Course Switching Following Termination

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.

Approval for admission to the second course may be given by the Head of School for the new course.

If the student is subsequently terminated from the second course on academic performance grounds, the student is not permitted to be admitted to a third course unless approval is obtained from the Director, Student Services.

Any request to allow a student to be admitted to a third course must be submitted in writing by the Head of School to the Director, Student Services.

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 their control.

Full documentation supporting any request must be submitted.

If approved, admission may be subject to such conditions as are reasonably imposed by the Head of School and/or Director, Student Services.

It would be expected that as a minimum, the student would be admitted to the new course on Conditional status.

Future Re-Admission to a Course

A student who has been terminated from a course due to failure to achieve satisfactory course progress may apply for re-admission to the course after a minimum period of 12 months since the last enrolment.

If approved, re-admission may be subject to such conditions as are reasonably imposed by the Head of School.

If the 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 Director, Student Services.

Approval to allow the 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.

Full documentation supporting any request must be submitted.

If approved, re-admission may be subject to such conditions as are reasonably imposed by the Head of School and/or Director, Student Services.

It would be expected that as a minimum, the student would be re-admitted to the course on Conditional status.

Re-Admission Within 12 Months

In exceptional circumstances, the Director, Student Services may approve re-admission within 12 months to a course that the student has been terminated from on academic performance grounds.

Approval to allow the 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.

Full documentation supporting any request must be submitted.

If approved, re-admission may be subject to such conditions as are reasonably imposed by the Director, Student Services.

It would be expected that as a minimum, the student would be re-admitted to the course on Conditional status.

Termination on other than Academic Performance Grounds

Note that students may also be terminated (cancelled) from a course due to non-payment of fees or terminated from a course due to misconduct under the student disciplinary provisions.

Different criteria apply to these situations.

General Principles

Any student terminated from a course due to failure to achieve satisfactory course progress has a right of appeal against that decision.

A student who is terminated from a course may choose to apply to change courses as an alternative to lodging an appeal. This process is outlined in **Section 11**.

The student has four options:

- accept the termination decision and cease studying
- accept the termination decision and apply to switch courses
- appeal against the termination decision and simultaneously apply to switch courses (as a fall back option)
- appeal against the termination decision and make no attempt to switch courses

If the student wishes to appeal, the appeal must be lodged no later than 20 working days (see below) after the date on which the student was first formally advised that they have been terminated from the course.

The basis for an appeal is “exceptional circumstances”. The student will normally need to demonstrate that their results have been affected by circumstances outside their control.

In considering appeals, the decision maker shall take into account the student’s personal circumstances and explanation for poor academic performance, as well as the student’s overall academic record and the criteria for course termination.

The existence of exceptional circumstances, does not in itself mean that the appeal will be successful.

Advice of Termination and Request for Review

Any student terminated from a course will receive formal notification of this decision via an OCC message.

The OCC will be sent by the Examinations Office.

Lodgement of Appeal

On receipt of the formal notification, if the student wishes to appeal against the decision, he or she must submit a written appeal within 20 working days.

A working day is any weekday (Monday to Friday), excluding any University-observed Public Holidays and the specified two-week University close-down each Christmas/New Year.

The appeal must be submitted in accordance with any procedures prescribed by the Director, Student Services.

All appeals must be sent or delivered to the Manager, Examinations.

Grounds For Appeal

Students appealing against termination will normally be required to demonstrate that their results have been affected by circumstances outside their control.

Circumstances that may warrant a review of the decision to terminate, include, but are not limited to:

- Student injury, illness or medical condition
- Family issues (family injury or illness, bereavement etc)
- Commitments to participate in elite sport or other activities that warrant favourable consideration

- Commitments to assist with community service activities (for example, bushfire protection)
- Unavoidable and unexpected work commitments (for example, relocation)

Documentation

All appeals must be accompanied by appropriate documentation. Failure to provide documentation may result in the appeal being rejected.

Referral to Head of School

On receipt of the appeal, the Manager, Examinations shall register the appeal and forward it as soon as practicable to the relevant Head of School.

The Head of School shall review the original decision, taking into account the information contained in the student's appeal, in particular any information that may not have been known at the time the original decision was made.

On receipt of the appeal, the Head of School shall assess the student's claims and determine that either:

- The original decision to terminate the student shall stand.
- The original decision shall be varied and the student's academic status changed to Conditional.
- The original decision shall be varied and the student's academic status changed to Good Standing

This decision must be made within 10 working days of receipt of the appeal.

Once the decision has been made, the Head of School must immediately notify the Examinations Office of the decision and the reasons for the decision.

This shall be done on the form as prescribed by the Director, Student Services

The Examinations office shall then notify the student in writing of the outcome and the reasons for decision via the OCC.

Further Appeal

If the student is not satisfied with the outcome of the initial review of their appeal by the Head of School, the student may request that the appeal be referred to the Director, Student Services (or delegate) for determination.

A request to have the appeal determined by the Director, Student Services (or delegate), must be lodged by the student within 10 working days of the date of notification of the outcome of the review by the Head of School.

The request must be submitted in accordance with any procedures prescribed by the Director, Student Services.

All requests must be sent or delivered to the Manager, Examinations.

Consideration of Appeal by Director, Student Services

The Director, Student Services (or delegate) will assess the appeal and determine that either:

- The original decision to terminate the student shall stand.
- The original decision shall be varied and the student's academic status changed to Conditional.
- The original decision shall be varied and the student's academic status changed to Good Standing

To enable the appeal to be properly assessed, copies of all paperwork associated with the original review by the Head of School must be provided to the Director, Student Services (or nominee) by the Head of School. The Head of School shall also be invited to provide additional comments on the appeal.

The decision on the appeal must be made within 10 working days of receipt of the appeal.

Once the decision has been made, the Director, Student Services (or nominee) shall notify the student of the outcome and the reasons for the decision via the OCC.

External Right of Complaint or Appeal

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.

Students will be notified of the process for lodging an appeal to the external person or body in the advice provided to the student of the outcome of their appeal to the Director, Student Services (only required where the outcome is not favourable to the student).

The University has reached agreement with the Western Australian Ombudsman for that office to take on the role of external appeals body.

Advice to Students of External Right of Complaint or Appeal

The following information will be provided to students who are unsuccessful in their appeal to the Director, Student Services:

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: 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.

This text may be changed at the discretion of the Director, Student Services.

Deferred assessment

Deferred assessment (a "DA" interim result) is the formal approval by a Board of Examiners for a student to complete an outstanding assessment task for a unit at a later date.

Outstanding assessment tasks can include an examination or assignment or other work.

Approval for deferred assessment should only be given in circumstances where the specified criteria are met (see below).

Application for Deferred assessment

A student must apply for deferred assessment on the form prescribed by the Director, Student Services.

The student will normally be expected to lodge the form with the Unit Coordinator before the date or due date of the assessment task.

In exceptional circumstances, a request may be accepted up to 5 working days after the date or due date of the assessment task. Such requests will only be accepted where the student is able to provide the Unit Coordinator with a satisfactory explanation of why he or she was not able to submit the application for deferred assessment by the date or due date of the assessment task.

Criteria For Deferred assessment

The student must satisfy the Unit Coordinator and Board of Examiners that the reason the assessment task was not able to be completed was due to exceptional circumstances outside his or her control.

Circumstances that may warrant approval of deferred assessment include, but are not limited to:

- Student injury, illness or medical condition
- Family issues (for example, family injury or illness, bereavement etc)
- Commitments to participate in elite sport or other activities that warrant favourable consideration
- Commitments to assist with community service activities (for example, bushfire protection)
- Unavoidable and unexpected work commitments (for example, relocation)

Documentation Requirements

Where the grounds for applying for deferred assessment are injury, illness or medical condition of the student (or a family member), the student may be required to provide a signed statement from a medical practitioner registered by the relevant State Medical Board, in the form as prescribed by the Director, Student Services.

Any exceptions must be approved by the Director, Student Services.

A School or Faculty may require students to provide a medical certificate or signed statement as described above from a specific medical practitioner or range of medical practitioners where this is considered warranted.

Where the grounds for applying for deferred assessment are work commitments, a letter from the employer clearly supporting the student's request is required.

In other situations, documentation appropriate to the circumstances will be required as determined by the Unit Coordinator or Board of Examiners.

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) shall be determined by the Director, Student Services.

Assessment and Recommendation by Unit Coordinator

Any request for deferred assessment shall be considered by the Unit Coordinator.

The Unit Coordinator shall recommend approval or non-approval of the request to the Head of School and provide reasons for the recommendation.

Decision by Board of Examiners

Taking into account the recommendation of the Unit Coordinator and the circumstances of the student, the Head of School shall determine whether to approve deferred assessment.

Timeframe for Deferred assessment

The Head of School or Board of Examiners shall determine the timeframe in which the student must complete the deferred assessment.

Deferred assessments should be finalised as soon as possible and preferably before the commencement of the student's next study period.

If the deferred assessment cannot be completed before the commencement of the student's next study period, consideration should be given to the student's study load in that study period.

Other than where exceptional circumstances exist, a deferred assessment must be completed no later than the end of the next study period that the student would normally enrol in.

This is the maximum period that may be approved by Head of School or the Board of Examiners.

If an extension beyond this time is required (for example, due to continuing exceptional circumstances outside the student's control), this must be approved by the Director Student Services (or delegate).

Any extension must be requested in writing by the Head of School prior to the end of the study period in which the original deferred assessment was due to be completed.

Normally, a student with a deferred assessment should not be permitted to take a Leave of Absence.

Where the circumstances warrant a Leave of Absence being approved after a deferred assessment has been approved, approval must be sought from the Director, Student Services (or delegate).

Advice to Student

It is the responsibility of the Head of School (or delegate) to advise a student that an application for deferred assessment has been approved or rejected and if approved, the arrangements for the deferred assessment (including, where applicable, the date, time and location of a deferred assessment examination).

This advice must be sent in writing (hard copy or OCC) to the student within 3 working days of the decision.

If an application for deferred assessment is rejected, the Head of School must provide reasons for his or her decision.

In this situation, the Head of School must also advise the student of his or her further appeal rights (appeal to Director, Student Services).

Deferred Assessment Examinations

Where the final assessment task is an examination:

- The deferred assessment Examination shall be held no later than the end of the next study period and shall be of the same duration and format as the original examination.
- The examination paper must be different to the paper sat by other students in the unit in the study period in respect of which deferred assessment was approved.
- Unless the deferred assessment Examination is to be included in the next Centrally Scheduled Examinations period, the School shall be responsible for providing all the required administrative support, appropriate conditions and supervision for a deferred examination. The School-run examination must be conducted in accordance with the Regulations for the Conduct of Examinations set out in **Section 19**.
- If the deferred assessment examination is to be included in the next Centrally Scheduled Examinations period, the School must notify the Examinations Office so that the student can be accommodated in the venue.

Scheduling of Deferred Assessment

The School shall advise all students of the dates of deferred assessment at least 4 weeks prior to the commencement of the relevant examinations period for the unit.

Students must be advised not to make any other arrangements during the deferred assessment period which would prevent them from completing a deferred assessment.

A student who commits to other arrangements that prevent him or her from completing a deferred assessment is not entitled to another opportunity to complete the deferred assessment and will forfeit the right to Deferred assessment.

Right of Appeal

A student who is denied deferred assessment may appeal to the Director, Student Services.

The appeal must be lodged in writing within 5 working days of being advised that deferred assessment has not been approved.

Responsibilities of Schools/Regular Review of Outstanding Deferred assessments

Unless otherwise approved by the Director, Student Services (or delegate), all deferred assessment grades must be converted to a final result within 6 months of being granted.

The Head of School is responsible for the regular review of deferred assessments to ensure that they are converted to a final result within 6 months of being granted.

If an extension of the DA interim grade beyond 6 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 6 months period, must be submitted by the Head of School to the Director, Student Services.

If the circumstances warrant the requested extension, the DA may be maintained for such longer period as approved by the Director, Student Services (or delegate).

Deferred assessment Not to Be Used to Allow Student to Repeat Units

Deferred assessment must not be used to allow a student to repeat a unit in a future study period.

Where the personal circumstances of the student are such that deferred assessment would have been warranted but the student is unable to complete the unit and needs to re-commence it at a later time, consideration should be given to allowing a late withdrawal from the unit with remission of debt or a fee refund.

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 approved so the student is not financially disadvantaged and can re-enrol in the unit and repeat it at a later date.

This is a more acceptable outcome than having the student effectively repeat the unit while on a Deferred assessment as the Academic Transcript will accurately record the study period in which the unit was attempted and the student will correctly appear on class lists, examination scheduling lists etc and will receive all services through OASIS relevant to that enrolment (for example, quick access to book lists, unit outlines etc).

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

OUA Students

Open Universities Australia (OUA) students who are unable to complete a unit for reasons that would warrant granting a Deferred assessment, may be permitted to repeat the unit in a subsequent study period.

Approval and administration of these arrangements will be in accordance with policy and procedures approved between OUA and the OUA Distance Education Office within the Curtin Office of Teaching and Learning.

Supplementary Assessment

Supplementary Assessment (an “X” interim result) is the formal approval by a Board of Examiners for a student to undertake an additional assessment task in order to provide an opportunity for the student to pass the unit.

The additional assessment task could be an examination or assignment or other work.

Approval for Supplementary Assessment should only be given where the Board of Examiners believe that taking into account a student’s academic record and personal circumstances, that providing the student with a second chance to pass the unit is warranted.

Approval by Board of Examiners

Supplementary Assessment may be approved by a Board of Examiners where:

- the student has attempted all assessment tasks for a unit (including any final examination, if applicable)
- the student has failed the unit with a mark of at least 45
- the Board of Examiners believes that taking into account a student’s academic record and personal circumstances, that providing the student with a second chance to pass the unit is warranted.

In exceptional cases, taking into account the academic record and personal circumstances of a student, Supplementary Assessment may be approved by a Board of Examiners where a student has received a grade of less than 45.

Requirement to Notify Exceptional Cases

In any case where a Board of Examiners approves Supplementary Assessment for a student with a grade of less than 45, advice of this decision must be provided to the Director, Student Services within 5 working days of the Board of Examiners.

Personal Circumstances of Student

Personal circumstances of the student that may warrant approval of Supplementary Assessment include, but are not limited to:

- Student injury, illness or medical condition
- Family issues (family injury or illness, bereavement etc)
- Commitments to participate in elite sport or other activities that warrant favourable consideration
- Commitments to assist with community service activities (for example, bushfire protection)
- Unavoidable and unexpected work commitments (for example, relocation)

Documentation Requirements

Where the grounds for approving Supplementary Assessment are injury, illness or medical condition of the student (or a family member), the student may be required to provide a signed statement from a medical practitioner registered by the relevant State Medical Board, in the form as prescribed by the Director, Student Services.

Any exceptions must be approved by the Director, Student Services.

A School or Faculty may require students to provide a medical certificate or signed statement as described above from a specific medical practitioner or range of medical practitioners where this is considered warranted.

Where the grounds for approving Supplementary Assessment are work commitments, a letter from the employer clearly supporting the student’s request is required.

In other situations, documentation appropriate to the circumstances will be required as determined by the Unit Coordinator or Board of Examiners.

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) shall be determined by the Director, Student Services.

Scheduling of Supplementary Assessment

Other than as provided for below, Supplementary Assessment (a Supplementary Assessment Examination or deadline for a Supplementary Assessment Assignment) must be within 2 weeks of the Board of Examiners.

Students must be given at least 5 working days notice of the date of the Supplementary Assessment Examination or deadline for a Supplementary Assessment Assignment.

Where it is not desirable or practical to schedule a Supplementary Assessment Examination or deadline for a Supplementary Assessment Assignment within 2 weeks of the Board of Examiners (for example, because it is known a significant number of students will not be available), Schools may instead schedule the Supplementary Assessment for another time, including where appropriate, during Orientation Week of the subsequent semester.

Schools should specify a specific week for Supplementary Assessment Examinations for each study period and include this information in the Unit Outline.

Responsibility of Students to Be Available for Supplementary Assessment

Timings for Supplementary Assessment must be included in the Unit Outline.

It is the responsibility of students to be available to complete the Supplementary Assessment at the notified time.

Students should not make travel arrangements or commit to work at that time if this will prevent them from, for example, sitting a Supplementary Assessment Examination.

A student who commits to other arrangements that prevent him or her from completing a Supplementary Assessment despite having been notified that he or she needs to be available at that time is not entitled to another opportunity to complete the Supplementary Assessment and will forfeit the right to Supplementary Assessment.

In all cases, however, the personal circumstances of the student will be taken into account. Where the student can demonstrate that the reasons he or she was not available were beyond his or her control, sympathetic consideration may be given to allowing the student to complete the Supplementary Assessment at another time.

Extension to Normal Timeframe

The Board of Examiners may permit a student to complete a Supplementary Assessment after the commencement of the next study period but no later than 6 months from the date of the assessment of the original work.

Where a Supplementary Assessment goes beyond the start of the next study period, the School should advise the student to consider adjusting their study load accordingly.

A Supplementary Assessment interim result must be converted to a final result by no later than the end of the subsequent study period in which the student is enrolled.

Any extension must be approved by the Director, Student Services (or delegate).

Advice to Student

It is the responsibility of the Head of School (or delegate) to formally advise a student that Supplementary Assessment has been approved and the arrangements for the Supplementary Assessment (including, where applicable, the date, time and location of a Supplementary Assessment Examination).

This advice must be sent in writing (hard copy or OCC) to the student within 3 working days of the Board of Examiners.

Supplementary Assessment Process

Normally, the Supplementary Assessment shall be of the same duration and format as the original final assessment, however Unit Coordinators or Heads of School may set any type of assessment provided it is consistent for all students in the same situation in the same unit.

Supplementary Assessment Examinations

Where the Supplementary Assessment is an examination:

- The Supplementary Assessment Examination shall normally be of the same duration and format as the original examination.
- The examination paper must be different to the paper sat by other students in the unit in the study period in respect of which Supplementary Assessment was approved.
- Unless the Supplementary Assessment Examination is to be included in the next Centrally Scheduled Examinations period, the School shall be responsible for providing all the required administrative support, appropriate conditions and supervision for a deferred examination. The School-run examination must be conducted in accordance with the Regulations for the Conduct of Examinations set out in **Section 19**.

- If the Supplementary Assessment examination is to be included in the next Centrally Scheduled Examinations period, the School must notify the Examinations Office so that the student can be accommodated in the venue.

Recording a Supplementary Assessment on the Academic Transcript

Where a student is granted a Supplementary Assessment in a unit, the result is recorded as an “X” (Outstanding Supplementary Assessment]). For example: X-47.

If the student passes the Supplementary Assessment, the original mark shall remain the same, however the grade will be changed to PX (Pass After Supplementary Assessment). For example: X-47 to PX-47.

If the student does not pass the Supplementary Assessment, the original mark shall remain the same, however the grade will be changed to FX (Fail After Supplementary Assessment). For example: X-47 to FX-47.

The natural progression of converting an Outstanding Supplementary Assessment grade to a Pass or Fail grade (i.e. converting X to PX or FX), means that the percentage mark cannot change.

For example, a change from X-47 to 5-50 as an outcome of a Supplementary Assessment is not possible.

Responsibilities of Schools/Regular Review of outstanding Supplementary Assessments

Schools are responsible for the regular review of outstanding Supplementary Assessments that have been granted to ensure that they are all converted to a final result within the required timeframe.

Supplementary Assessment or Conceded Pass

Approving Supplementary Assessment is an alternative to approving a Conceded Pass.

The circumstances under which Supplementary Assessment or Conceded Passes may be approved are very similar but the choice of which approach to take will depend on the unit, the student’s academic record and his or her point in the course (for example, a conceded pass may be a more appropriate option in the final study period).

15

INABILITY TO COMPLETE A FINAL EXAMINATION

Where a student has attempted to sit a final examination in a unit but has not been able to complete the examination or perform as expected due to illness or some other valid reason, it will generally be more appropriate to consider granting approval for supplementary assessment rather than deferred assessment.

The exception would be where a student with a good academic record has in good faith attempted to sit the examination but has found this impossible and as a consequence, failed the examination (in other words, the result they obtained is clearly below the standard that would have been expected).

In these cases, approval for deferred assessment to re-sit the examination may be appropriate.

This will enable the fail mark in the examination to be discarded and replaced with the result of the second examination.

In all other circumstances, approval of supplementary assessment rather than deferred assessment should be considered.

In these cases, if supplementary assessment is approved, the mark obtained in the second examination will be added to the marks obtained for other assessment tasks in the unit to determine if the student passes the unit, however the fail mark in the original examination will be retained and form part of the final published mark for the unit.

In considering whether to approve deferred assessment or supplementary assessment in these circumstances, consideration will generally only be given to students who:

- do not remain in the examination venue for the full duration
- do not complete the examination paper
- report to the examination supervisor and have their departure from the venue noted, including time of departure and reason for inability to continue

The report of the examination supervisor will be taken into account when assessing whether to approve deferred assessment or supplementary assessment.

Other factors to be taken into account are:

- the student's academic record up to this point
- any previous instances of applying for deferred assessment or being granted supplementary assessment

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 deferred assessment or supplementary assessment.

Students with a record of repeated applications for deferred assessment should receive appropriate academic counselling and may be refused further approvals.

Conceded Passes

A conceded pass in a unit may be approved by a Board of Examiners where:

- the student has attempted all assessment tasks for a unit (including any final examination, if applicable)
- the student has not obtained a sufficiently high mark to demonstrate that he or she has achieved all the learning outcomes and passed the unit
- the Board of Examiners believes that taking into account a student's academic record, personal circumstances and point in the course, that allowing the student to complete the unit with a conceded pass is warranted.

Circumstances Potentially Warranting a Conceded Pass

Conceded passes should generally be limited to students with good academic records.

A conceded pass may be particularly appropriate for a student with a good academic record in their final study period.

The personal circumstances of the student must be taken into account. The student's performance in the unit should have been adversely affected by their personal circumstances.

Circumstances that may warrant approval of a conceded pass include, but are not limited to:

- Student injury, illness or medical condition
- Family issues (family injury or illness, bereavement etc)
- Commitments to participate in elite sport or other activities that warrant favourable consideration
- Commitments to assist with community service activities (for example, bushfire protection)
- Unavoidable and unexpected work commitments (for example, relocation)

Restrictions on Granting Conceded Passes

Other than where exceptional circumstances exist:

- A student may not be granted a conceded pass with a mark of less than 45.
- A student may not be granted more than one conceded pass in any one study period.

In no circumstances may a student be granted a conceded pass with a mark of less than 40.

Individual Schools may choose to place additional restrictions on approval of conceded passes. For example, limiting the number that may be granted to less than outlined above or restricting conceded passes to the final study period or to undergraduate students only.

Conditions on Conceded Passes

Where a conceded pass is approved, the Board of Examiners may impose such conditions as are considered reasonable and relevant to the decision.

For example, a student may not be allowed to continue in a particular major or may not be permitted to continue in an honours program.

Recording a Conceded Pass on the Academic Transcript

A conceded pass is recorded on the Academic Transcript as a PC.

For a Grade/Mark unit, the actual mark obtained is recorded on the transcript (for example, 45).

Basic Principles

An **Examination** means a formal, supervised assessment activity used to assess student learning outcomes which comprises at least 30% of the overall mark and which normally takes place at the end of a study period.

Any formal supervised assessment activity of this nature that comprises less than 30% of the overall mark is defined as a “test”.

The **University Standard Examination Periods** are the two-week periods specified at the end of each standard semester (Semester 1 and Semester 2 of the Academic Calendar).

Examinations held during the University Standard Examination Periods are **Centrally Scheduled Examinations** and will be scheduled and managed by the University Examinations Office, provided deadlines for submission of scheduling requirements and examination papers are met.

All other examinations (including OUA examinations) are **School Scheduled Examinations**.

With the exception of OUA examinations, School Scheduled Examinations are the responsibility of the School. The School is responsible for scheduling and providing all the necessary administrative support including a suitable venue and supervision of students.

Scheduling and administrative support for OUA examinations is provided by the OUA Distance Education Office within the Curtin Office of Teaching and Learning.

Conduct of Examinations

All examinations, whether Centrally Scheduled or School Scheduled, must be conducted in accordance with the Regulations for the Conduct of Examinations set out in **Section 19**.

Scheduling of Centrally Scheduled Examinations

Examinations may be scheduled on any day or evening during the 2 week examination period, with the exception of Sundays. Students should not make commitments to any other activities over this period.

Students may be required to sit back-to-back examinations but shall not be made to take more than two examinations per day or other assessment activity whether centrally administered or not, on the same day.

Examination periods should be dedicated to examination purposes. Examinations held in non-standard study periods or outside the standard examination period shall be the responsibility of the individual School unless otherwise negotiated with the University Examinations Office.

Some students may require alternative arrangements for their examinations. This may be as a result of a disability, a medical condition, or for a religious reason.

Duration of Examinations

Examinations should, wherever possible, be limited to a maximum of two hours duration. No examination shall be of more than three hours duration.

If a Unit Coordinator wishes an examination to be of more than two hours duration, this must be approved by the Faculty Academic Board, or Faculty Teaching and Learning Committee if so authorised.

The examination duration shall be stated in the unit outline.

Limitation on Examinations

Units should, wherever possible, only have one Centrally Scheduled Examination.

If a Unit Coordinator wishes a unit to have more than one Centrally Scheduled Examination, this must be approved by the Faculty Academic Board, or Faculty Teaching and Learning Committee if so authorised.

Examination Timetable

A draft examination timetable shall be produced by the University Examinations Office for all Centrally Scheduled Examinations and be published 6 weeks prior to the examination period. Students have 1 week to provide feedback to their Schools/Faculties, if necessary.

A final timetable is published 4 weeks prior to the examination period with venue allocations designated by the student's surname that students must attend.

Students undertaking units by distance education shall be notified of their examination details in writing.

Students will not be notified directly of the examination timetable. Each student must consult the timetable for each examination period. Staff are not responsible for providing individual advice to students on examination times and venues.

Students who fail to attend an examination because they misread the timetable or accept incorrect information on the timetable from another person, are not entitled to sit the examination at another time, and are not entitled to any other concession.

Examiners forced by exceptional circumstances to make changes to the final timetable after it has been published must ensure that all affected students are notified of and can accommodate any new examination arrangements. The Examinations Office must be consulted on all proposed changes to ensure that they can be accommodated in the final timetables.

Responsibilities of Examiners

The Unit Coordinator shall normally be the examiner for the unit.

The examiner shall be assisted by a co-examiner, appointed by the Head of School.

When requesting the examination to be centrally scheduled, the examiner may wish to request a date/time preference for their examination. The Examinations Office will endeavour to meet this request where venues and other student examinations allow.

The examiner is responsible for the format and content of examination papers in accordance with the policy of the subject committee as set out in the unit outline provided to students at the beginning of the study period.

The examiner is responsible for ensuring that the examination paper is hand-delivered to the University Examinations Office by the specified deadline.

Late Delivery of Papers

If a paper is not delivered to the University Examinations Office by the specified deadline, the examination may be removed from the Centrally Scheduled Examination timetable.

Catering for Different Time Zones

Off-shore partners may wish to hold their examination at a different time to the Bentley timetable. Schools should liaise with these stakeholders prior to submitting examination request and papers to the Examinations Office. CBS International supply the Examinations Office with a schedule of examination dates/times for offshore location that do not conform to the Bentley timetable, changes which are included in the Final Examination Timetable.

A different examination paper must be written when the difference between the commencement times of the two examinations exceeds the duration of the examination itself. Time zone differences (if any) must be taken into account when determining the commencement times of the examinations.

Please refer to the examples below on how commencement times and time zones differences can affect the requirement for a different paper.

- For example (A), **different** commencement times but in the **same** time zone:

3 hour examination, commencing Bentley 09:00, commencing Hong Kong 11:00 – the same paper may be used as the difference between commencement times is less than the duration of the examination

3 hour examination, commencing Bentley 09:00, commencing Hong Kong 13:00 – a different paper must be used as the difference between commencement times is more than the duration of the examination
- For example (B), **same** commencement time but in **different** time zones:

3 hour examination, commencing Bentley 09:00, commencing Sydney 09:00 – the same paper may be used as the time zone difference is less than the duration of the examination.

3 hour examination, commencing Bentley 09:00, commencing Mauritius 09:00 – a different paper must be used as the time zone difference (i.e. 5 hours) exceeds the duration of the examination.

Examination Papers

The co-examiner 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 of proper standard. Any unresolved differences of opinion on this issue shall be referred to the Head of School for resolution.

The grades and marks for students in a unit shall be determined by the examiner, in consultation with the co-examiner, and shall be entered on the result sheet. All such grades and marks shall be consistent with the University Grading System (Refer **Section 4**). Recommended grades and marks are subsequently ratified by the Board of Examiners.

The result sheets for supplementary (X) and results outstanding (GNS) shall normally be approved by the examiner, co-examiner and Head of School, and submitted prior to the commencement of the next study period.

Alternative Examination Conditions

Students shall be provided with the opportunity to identify clashes, and situations of extreme hardship or equity grounds may be considered for a timetable change. Students who have been identified as “Elite Athletes” by both the University and by a professional sports organisation may also be given consideration for changes to their examination timetable.

In a situation of extreme hardship students shall contact their Schools and Unit Controllers. The School may request a timetable change to the Examinations Office within one week after the draft examination timetable has been published.

In a situation of equity grounds, students shall contact University Counselling Services to seek approval and determination of appropriate reasonable accommodations.

A student is entitled to sit an alternative examination when a student has:

- More than two (2) examinations scheduled on the same day, or
- two (2) examinations running at the same time (in part or in full), or
- a disability or medical condition.

Students with Examination Clashes or Three Examinations in one Calendar Day

A student with three or more examinations scheduled on one calendar day may elect to sit one of the examinations at a time prior to the official scheduled time, upon consultation and approval from their School.

For Centrally Scheduled Examinations, the University Examinations Office will facilitate the alternate examination. If a student finds examination clashes in the Draft timetable, they should await the publication of the Final timetable before reporting these clashes as amendments to the Draft timetable may affect the examinations that have clashed.

If a student has an examination clash after the publication of the final timetable, a clash form is to be completed by the student, authorised by the School and forwarded to the Examination Office for appropriate alternative examination arrangements to be made. The student shall sign a Statutory Declaration to ensure confidentiality of the examination paper.

The Examinations Office shall notify the student of their amended timetable and inform the relevant School that an alternative examination has been scheduled.

The deadline for the submission of the authorised clash form to the Examinations Office is 2 weeks prior to the commencement of the Centrally Scheduled examination period.

For school scheduled examinations, the school shall assess and approve requests and reschedule one examination to an alternate day or time, usually earlier than the original examination.

The school shall notify the student of their amended timetable and that an alternative examination has been scheduled.

Examinations for Students with a Disability or Medical Condition

Equity examinations are facilitated each semester for students who have a disability or a medical condition that would disadvantage them should they sit the examination in standard conditions.

A notice for students who require an alternative examination with specific conditions shall be displayed with the draft and final examination timetable for centrally scheduled examinations.

There will be two (2) centrally scheduled examination sessions per day throughout the standard examination period.

If a student sits an alternative examination with a specific condition that varies from the scheduled examination timetable, that student shall sign a Statutory Declaration to ensure confidentiality of the examination paper.

The University Examinations Office will send an amended final examination timetable to students sitting alternative examinations.

The University Examinations Office will inform the appropriate Unit Coordinator that the student is sitting the examination under alternative arrangement conditions.

Where an examination is to be conducted by the School, the alternative examination with reasonable accommodations (as determined by the University Counselling Services in consultation with the student) will be discussed directly with the Unit Coordinator. The School shall be responsible for providing administrative support, appropriate conditions and supervision.

A student with a disability or medical condition must apply, each semester, for alternative examinations or other assessment arrangements.

Alternative examination arrangements for centrally scheduled examinations must, unless in exceptional circumstances, be completed 3 weeks prior to the commencement of the formal examination period.

Alternative examinations or other assessment arrangements for school scheduled assessments must, unless in exceptional circumstances, be completed 5 working days prior to the assessment.

It is the responsibility of the student to ensure that arrangements have been made prior to the deadline.

University Counselling Services, in consultation with the student with a disability or medical condition, will determine the appropriate reasonable accommodations for both centrally and school scheduled examinations. This is done by individual appointment at the University Counselling Services.

At the meeting with the Disability Counselling Officers, students are required to provide medical documentation to substantiate their condition and to provide advice of unit enrolments.

When a request is supported:

- University Counselling Services will forward the appropriate request form to the University Examinations Office, or
- the University Counselling Services will provide the student with the appropriate request form for the student to take to the Unit Coordinator, if the examination is school scheduled.

Examinations for Students identified as “Elite Athletes”

Under the *Elite Athletes Friendly University Program*, of which the University is a recognised participant, students that have been suitably identified as “Elite Athletes” may be allowed alternative examination arrangements.

Campus and Community Life shall act as an authorised body on behalf of the students to request alternative examination arrangements.

As a general rule, a nominated contact at the office of Campus and Community Life shall assess the request of a student for alternative examination arrangements, based on:

- formal recognition of the student as an “Elite Athlete”
- official documentation produced by the student in relation to their sporting responsibilities and why alternative arrangements are required; and
- an interview with the student.

Acting on the formal request by Campus and Community Life, the relevant School shall attempt to accommodate the request and may award the student the opportunity to sit their examination on campus at a date alternate to the scheduled timetable; and/or to sit the examination off campus, whichever is deemed appropriate to the needs of the individual student.

If a student sits an alternative examination on a date and time that varies from the scheduled examination timetable, the student shall sign a Statutory Declaration to ensure confidentiality of the examination paper.

Where the date of the alternative examination falls within the formal examination period for the semester, the Examinations Office will organise and coordinate the administrative process for the examination.

Where the date of the alternative examination falls outside of the formal examination period for the semester, the School will organise and coordinate the administrative process for the examination.

In cases where the student may also require equity arrangements, they will be referred to University Counselling Services by Campus and Community Life. The Examinations Office or the School will then organise and coordinate the administrative process for the examination as recommended by University Counselling Services.

Examinations for External Students

Students residing within the metropolitan area:

External students residing **within 60 kilometres of the Bentley Campus** must sit their examinations at the Bentley Campus, unless exceptional circumstances apply due to a disability or a medical condition.

Students residing outside the metropolitan area:

Students **outside 60 kilometres of the Bentley Campus** will be advised to sit their examinations at a recognised examination centre.

Students residing **outside 60 kilometres of a recognised examination centre** have the option of:

- Sitting their examination at Bentley Campus
- Nominating an recognised examination centre
- Nominating their own individual supervisor (e.g. a local school, police station etc), where the individual supervisor is not a partner, relative, close friend or another student.

With the exception of OUA students, the University will incur the cost of examination supervision for external students.

OUA students are required to pay the cost of invigilation of their examinations.

The University Examinations Office reserves the right to reject any nominated venue.

The University Examinations Office will inform the supervisor in the nominated venue of the alternative examination conditions which have been determined by the University Counselling Service in consultation with a student with a disability or medical condition.

School Scheduled Examinations

Students must be advised of the details of the examination (date, time, location) by the School at least 3 weeks in advance of the examination.

School scheduled examinations must not be held during study week.

Maintaining the integrity of examinations and assessment processes is critical to the University's operations.

It is essential that the security and confidentiality of examination papers be maintained at all times and that unauthorised access does not occur.

All staff in Faculties and Schools involved in the handling of examination papers are required to be aware of the confidentiality principles and sign *Confidentiality Agreement* forms. The forms need to be signed on one occasion only and be lodged with the Head of School.

It is the responsibility of the relevant Head of School to ensure that appropriate procedures 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.

- Computers with examination paper data files must not be left unattended. Examination papers must not be stored on shared drives accessible to unauthorised persons.
- Examination papers must be printed and photocopied in a secure room. Papers initially held in a School must be kept in a safe, strongroom or locked metal cabinet or cupboard. Only authorised staff should have access to the storage unit.
- After hours security of data and hard copy examination papers must be implemented.
- Copies of examination papers must not be emailed other than where encrypted and the process has been approved by the Manager, Examinations. Replacement examination cover sheets may be emailed to the Examinations Office under prior arrangement.
- Copies of examination papers must not be sent through the University internal mail system under any circumstances.

Where examination papers are required to be sent offshore to partners (or to any other location away from the Bentley Campus), Schools must ensure that access to the papers is properly controlled. Access to examination papers prior to the date and time of the exam should be limited to those staff who are specifically approved to have prior access by the Head of School.

This approach is necessary in order to minimise opportunities for unauthorised or inappropriate access and potential disclosure to students.

19

REGULATIONS FOR THE CONDUCT OF EXAMINATIONS

These regulations apply to the conduct of all examinations, whether Centrally Scheduled or School Scheduled.

- **Venue for Examination**
- **Commencement of the Examination**
- **Food and Drink in Examinations Venues**
- **Approved Examination Aids**
- **Mobile Phones**
- **Other Items**
- **Reading Time**
- **Reporting of Errors in Examination Papers**
- **Availability of Examiner and Co-Examiner**
- **Conduct in the Examination**
- **Late Arrival/Early Departure From an Examination**
- **Irregular Practices During an Examination**
- **Conclusion of the Examination**

Venue for Examination

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

Commencement of the Examination:

Students shall be permitted entry to the examination room five (5) minutes prior to the time of commencement upon instruction from the examination supervisor.

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

In all examinations, the Student Identification Card must be placed on the desk where it may be clearly seen by supervisors. All students are expected to provide their Student ID card at all examinations. It is mandatory for all students sitting examinations at Bentley Campus to be in possession of their ID card.

If the examination is held at a location other than Bentley, a driver's license or passport may be provided as photographic identification until an ID card can be obtained.

If students at Bentley Campus do not have their Student ID card, they may still sit the examination but must accompany the supervisor to the Student Central Administration building at the completion of the examination to complete a student declaration to affirm they are the student enrolled in the unit examined. The examination paper will be forwarded to the school and will identify the student as not having been in possession of their Student ID card during the examination.

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

If, for some reason, the examination is delayed or interrupted for more than forty-five (45) minutes, then 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

No food or drink, other than water, is to be brought into the venue or consumed without the permission of the Supervisor.

Approved Examination Aids

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

Where an examination aid has been authorised, it is the responsibility of the examiner and not the supervisor-in-charge to validate its appropriateness e.g. model of calculator, type of notations in books.

If unauthorised material is found in the possession of a student during an examination, they may face disciplinary action. "In possession" means on the desk or writing surface, in or on their clothing, on their body, or in any other location specifically prohibited.

Mobile Phones

Mobile phones or any other communication devices must be turned off or switched to silent and placed in the student's bag prior to the commencement of the examination.

Any student whose mobile phone rings during an examination may be fined such an amount as approved by the Director, Student Services.

Other Items

All hats and caps are to be removed and placed in bags.

Unless otherwise directed by the Supervisor, all unauthorised materials (e.g. mobile phones, textbooks, notes etc), must be placed in bags and placed in an approved location within the venue.

Reading Time

There is a mandatory ten-minute reading time for each examination in addition to the duration of the examination.

The reading time is to enable students to think, plan and organise their response to the examination paper.

During reading time a student may make notes on the examination paper or otherwise, as directed on the front cover of the examination paper.

Reporting of Errors in Examination Papers

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

Availability of Examiner and Co-Examiner

The examiner and/or co-examiner must be contactable for the duration of the Centrally Scheduled Examination. Examiners should be present during the reading time in examinations for student queries on the paper and to validate the appropriateness of calculators, notes and textbooks.

Verification of the appropriateness of calculators, notes and textbooks will not be undertaken by Examination invigilators under any circumstances.

Examiners must provide their staff ID card to identify themselves to the Examination Invigilators at the venue and when collecting completed examination papers.

The Examiner is responsible for arranging the collection of the examination answer books/papers from the Examinations Office or the venue as soon as possible 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.

Conduct in the Examination

Students must obey the Supervisor's instructions throughout the examination.

Students requiring an examination supervisor's attention should raise a hand until attended.

During an examination a candidate shall not:

- communicate with any other student
- by any improper means obtain, or endeavour to obtain, assistance in their work
- give, or endeavour to give, assistance to any other students
- commit any breach of good order, or
- behave in such a manner as to disturb other students or the proper conduct of the examination.

Late Arrival/Early Departure From an Examination

No student shall:

- be admitted to the room after the first hour has expired
- leave the room until one hour of the examination has expired
- leave the room during the last fifteen minutes of the examination, or
- be re-admitted to the examination room after they have left unless, during the full period of their absence, they have been under approved supervision.

Irregular Practices During an Examination

Irregular practices by a student in an examination may result in one or more of the following immediate actions:

- unauthorised materials being confiscated
- being allowed to continue the examination but required to remain for discussion after the examination
- being removed from the examination venue

Subsequent to the examination, the matter must be dealt with as alleged academic misconduct and may result in:

- a zero or reduced mark for the examination
- an ANN grade for that unit
- an ANN grade for other unit(s) undertaken in that study period
- expulsion from the University

The student shall be given the opportunity to submit in writing an explanation as to why the alleged irregular practices were undertaken.

The student shall be reminded of the availability of the University Counselling Service and Grievance Resolution Officer.

Immediately the examination is over, the student's examination paper and book, a full written report and any confiscated materials must be forwarded to the Manager Examinations by the examination supervisor.

The report, together with the examination answer book(s), shall then be submitted to the relevant Head of School by the Manager Examinations in the case of Centrally Scheduled Examinations, or the examiner in the case of School Scheduled Examinations.

The Head of School or nominee shall within 5 working days of the examination contact the student regarding the alleged irregular practice and request an explanation. The student shall be advised, in writing, of the outcome within 10 working days.

Conclusion of the Examination

Students must hand in an examination answer book with their name written on it even if the student has not attempted any section of the examination.

Where a student has been provided with additional examination answer books, all examination answer books must be handed in at the conclusion of the examination.

At the conclusion of the examination, all students must remain seated until all answer books and attendance cards have been collected and counted.

Students may not leave the examination venue until advised by the Supervisor.

20

STUDENT ACCESS TO EXAMINATION ANSWER BOOKLETS

Retention and Disposal of Examination Answer Booklets

Examination answer book(s) and attendance cards shall be retained for a minimum period of 16 weeks after the date of the Board of Examiners meeting.

After this time, they should be disposed of.

Access to Examination Answer Books By Students

During the retention period, students have right of access to their examination answer book(s) on formal request, in writing, to the Head of School.

However, examiners (for example, Unit Coordinators) may provide students with access to their examination book(s) at any time without a formal request.

A staff member shall be present in all cases when a student is provided with access to their examination answer book(s).

Students must not be permitted to remove examination answer books from the location at which supervised access is provided. The examination answer books must remain in the possession of a staff member at all times.

Supervised Online Assessment

Any supervised online assessment (for example, an online examination) must be conducted in an environment appropriate to the assessment activity and, where applicable, conducive to the examination process.

if attending a specific venue for supervised online assessment, arrangements must meet the following requirements:

- Security of content – the content of on line assessment tasks must be kept secure and only those staff with a need to see the content given access.
 - Verification of student identity – students must present a valid student ID card to prove their identity and must log in using a secure password (for example, through OASIS).
 - Security of responses – computer screens should be fitted with appropriate privacy screens to prevent the screen being seen from any direction other than directly in front.
 - Verification of student responses – any on line assessment must correctly match responses to the student and maintain a record of the responses.
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22

PENALTIES FOR LATE SUBMISSION

Accepting late submission of assignments or other work is a matter for each Unit Coordinator or School to determine.

Where late submission of assignments or other work is accepted, other than where exceptional circumstances apply, it would be expected that students will be penalised marks for the late submission.

Penalties for late submission must be consistent across the School.

In all cases, penalties should be fair and must be consistently applied. Students must be treated equally for identical assessment tasks.

Penalties for late submission must be clearly set out in the unit outline, either by providing specific details or a reference to a standard School approach.

23

FEEDBACK ON ASSESSMENT

It is the responsibility of the Unit Coordinator to ensure that students receive feedback on their performance in assessment tasks in a timely and effective manner.

Timely and effective feedback occurs when students are provided with feedback within a timeframe that will enable the student the opportunity to take action to address any deficiencies prior to completing the next related assessment task.

Feedback should be aimed at supporting the student's learning process and achievement of learning outcomes.

Where students submit work late and it is accepted, it may not be possible to provide feedback in a timely manner. Students must accept this as a consequence of late submission.

Assessment Appeals

Any student dissatisfied with the mark awarded for an assessment task or the final result for a unit because they feel the mark or result is unfair or incorrect, may request a review of the mark or final result and if still dissatisfied, may lodge a formal assessment appeal.

In all cases, the process involves an initial review by either the lecturer, marker or Unit Controller and if still dissatisfied, a formal appeal.

It is expected that most situations will be able to be resolved without the need for a formal appeal.

Marks Awarded for Assessment Tasks

Step 1 - Initial Request for Review

Any student who feels the mark awarded for an assessment task is unfair or incorrect should in the first instance raise their concern with the appropriate member of staff (lecturer or staff member responsible for marking the work).

Depending on the circumstances, the student may also need to raise the matter with the Unit Coordinator.

Where this seems warranted, the lecturer or Unit Coordinator will arrange for the work to be re-marked and the outcome notified to the student.

Step 2 – Formal Appeal

If after going through this process, the student is still dissatisfied with the mark awarded, the student may lodge a formal appeal.

The appeal must be in writing and submitted to the Head of School.

The appeal must be lodged within 14 calendar days of the date the mark for the assessment task was notified to the student or the final result was published.

Note: In any instance where a student is unable to make timely contact with the lecturer or staff member responsible for marking the work (or the Unit Coordinator), the student may go direct to a formal appeal to the Head of School.

Final Results

Step 1 - Initial Request for Review

Any student who feels their final result is unfair or incorrect should in the first instance raise their concern with the Unit Coordinator.

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.

The Head of School shall approve any change of result.

Step 2 – Formal Appeal

If after going through this process, the student is still dissatisfied with the mark awarded, the student may lodge a formal appeal.

The appeal must be in writing and submitted to the Head of School.

The appeal must be lodged within 14 calendar days of the date the mark for the assessment task was notified to the student or the final result was published.

Note: In any instance where a student is unable to make timely contact with the Unit Coordinator, the student may go direct to a formal appeal to the Head of School.

Grounds for Review or Formal Appeal

Grounds for requesting a review or lodging a formal assessment appeal are:

- the student believes his or her work has been assessed in an unfair or incorrect manner.

This is the sole criteria for review or an appeal.

Where a student wishes to “appeal” against a mark or final result on the grounds that personal circumstances have adversely affected his or her ability to perform well in the assessment task (for example, an illness or medical condition), this must not be dealt with as an assessment appeal.

In these circumstances, the appropriate approach is to consider allowing the student to re-submit work or sit some form of additional or supplementary assessment.

Determination of Appeal by Head of School

On receipt of a formal appeal, the Head of School shall immediately provide the Unit Coordinator with a copy of the appeal and request the Unit Coordinator to provide the following information:

- Comments on the appeal including any information on discussions already conducted with the student
- A recommendation as to how the matter should be determined
- A copy of the assessed work that is the subject of the appeal if this has not been returned to the student
- Details of the criteria used to assess the student’s work
- Any other information relevant to the appeal

Once in receipt of this information, the Head of School shall assess the appeal and determine if a change of mark or final result is warranted.

The appeal must be determined within 10 working days of it being received by the Head of School.

Advice to Student of Outcome of Appeal

Once a decision has been made on the appeal by the Head of School, the student must be advised of the outcome immediately and in any case, no later than 3 working days from the date of the decision.

It is the responsibility of the Head of School to advise the student in writing of the outcome of the appeal and the reasons for the decision.

Change of Results

Where an appeal has been successful and the final result for a student requires amendment, it is the responsibility of the Head of School to arrange the change of result on the student records system.

The change of result may also require the student’s academic status to be reviewed.

Head of School Ineligible to Determine Appeal

Where the Head of School has been involved in the original assessment of the student in respect of which the appeal has been lodged, he or she must not be involved in determining the appeal.

The appeal must be determined by either the relevant Pro Vice-Chancellor or another member of staff in the Faculty appointed by the Pro Vice-Chancellor to determine the appeal.

Further Appeal to Pro Vice-Chancellor

If a student believes their appeal has not been fairly assessed by the Head of School, the student may request further review by the Pro Vice-Chancellor.

This request must be in writing and must be lodged within 5 working days of the date on which the student was advised of the outcome of their appeal.

Review by Pro Vice-Chancellor

The Pro Vice-Chancellor shall request such information as is considered relevant from the Head of School and Unit Coordinator including all documentation relating to the original appeal.

If the Pro Vice-Chancellor believes there are sufficient grounds for further review of the mark awarded or the final result, he or she will arrange for the work in question to be remarked by a person or persons not previously involved in assessing that work in respect of the student.

Where the student requests this, the remarking may be conducted anonymously with the student identity not disclosed to the marker or markers.

Where a student is concerned about possible bias in the re-marking, the Pro Vice-Chancellor may provide the student with a list of staff competent to re-mark the work and allow the student to select a marker from this list. Where this option is taken, the Unit Coordinator must also be given the opportunity to select a marker from the list and the remarking will be done by both selected markers.

In any situation where more than one person is involved in remarking an item of work, the re-mark shall be the average of the marks awarded by the individual markers.

Where suitable staff eligible to re-mark work are not available within the University, the Pro Vice-Chancellor may nominate a person from outside the University.

Where this occurs and the external person is engaged to re-mark work, the School will be responsible for negotiating payment, if applicable.

Notification of Decision by Pro Vice-Chancellor

Once a decision has been made on the appeal by the Pro Vice-Chancellor, the student must be advised of the outcome immediately and in any case, no later than 3 working days from the date of the decision.

It is the responsibility of the Pro Vice-Chancellor to advise the student in writing of the outcome of the appeal and the reasons for the decision. The decision of the Pro Vice-Chancellor is final.

Student Assistance

A student may seek assistance and advice from the University Counselling Service, the Curtin Student Guild, academic staff, and/or Student Services, in preparing an assessment appeal.

In any discussions regarding review of marks or final results, the student is entitled to be accompanied and assisted by a support person.

The support person may be another student, a staff member or a person employed by the Student Guild.

Staff Assistance

Likewise, 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 Policy

If any student believes that they have been unfairly or improperly treated in respect of an assessment appeal, they have the right to lodge a grievance in accordance with the University Grievance policy.

Awards with Distinction

An Award with Distinction may be granted by the Board of Examiners to a graduating student in recognition of outstanding performance by the student in a course.

An Award with Distinction shall not be awarded to more than 10% of students completing the course in any study period.

Unless exceptional circumstances apply (see below), the minimum criteria for an Award with Distinction is a CWA of 75.00 or higher.

Selection of Students

The Board of Examiners shall select students for an Award with Distinction by reference to the CWA of the student.

Unless exceptional circumstances apply (see below), only students with a CWA of 75.00 or higher should be considered.

Up to 10% of students completing a course in any study period may be selected for an Award with Distinction, however it is not a requirement that 10% of students receive an Award with Distinction (for example, where less than 10% of students achieve a CWA of 75.00 or higher).

A student with a CWA of 75.00 or higher may be excluded from consideration for an Award with Distinction at the discretion of the School where the student's results contain a Conceded Pass or a pass after Supplementary Assessment or where the student's academic status at any time has been less than Good Standing.

If exclusion of students for any of these reasons is standard practice, these arrangements should be communicated to students in the course.

Exceptional Circumstances

A student with a CWA of less than 75.00 may be considered for an Award with Distinction where the student's overall performance on the course is considered to have been outstanding but exceptional, documented circumstances have prevented the student from achieving a CWA of at least 75.00.

An example would be where a student's CWA has been pulled below 75.00 due to exceptional circumstances in one study period (for example, a major illness that has impacted on results in that study period).

Academic Transcript

An award with distinction shall have the following notation on the Academic Transcript:

"Awarded with Distinction"

Awards with Honours

A bachelor degree may be awarded “with honours” on the basis of an embedded honours program or high academic performance over the duration of the course.

An Award with Honours is only available to students enrolled in courses that have a normal full time duration of four years or more.

The assessment of student performance for an award with honours must be in accordance with the “**Honours Degrees and Degrees with Honours**” policy.

Academic Transcript

An award with honours shall have the following notation on the Academic Transcript:

“Awarded with Honours”

Vice-Chancellor's List

The Vice-Chancellor's List recognises academic excellence and comprises students who have been selected on the basis of results from the top one percent (1%) of a course in a specified period (for example, study period or calendar period) and achieved a SWA of 85.00 or higher covering an enrolment of at least 75 credits.

The Vice-Chancellor's List is applicable only to undergraduate courses, including Honours.

To be eligible for the Vice-Chancellor's List, the student must attain a SWA of 85.00 or higher in the relevant study period and the SWA must relate to an enrolment of at least 75 credits.

A student who is studying part time and enrolled in less than 75 credits in a study period may still be eligible for the Vice-Chancellor's list provided he or she achieves consecutive SWAs of 85.00 or more covering at least 75 credits.

A study period during which a student is enrolled in less than 75 credits may not be used in isolation to determine eligibility for the Vice-Chancellor's List.

Determining Nominations for Membership of the Vice-Chancellor's List

The sole criterion for membership of the Vice-Chancellor's List is academic performance.

The Head of School is responsible for identifying and nominating the top 1% of students in the course in the specified period who have achieved a SWA of 85.00 or higher.

Students in a course comprise all enrolled students, irrespective of location or enrolment category (for example, full time or part time, domestic or international, onshore or offshore, internal or external).

Faculty Limit

The number of students nominated for the Vice Chancellor's list within each Faculty for a specified period shall not exceed 1% of the eligible students in the Faculty.

Nominations Where There Are Less Than 100 Students in a Course

Where there are less than 100 students enrolled in a course in the specified period, one student may be nominated for the Vice-Chancellor's list provided:

- he or she has a SWA of 85.00 or more; and
- this does not result in more than 1% of eligible students in the Faculty being nominated.

Approval of Nominations for Vice-Chancellor's List

The Director, Student Services, on the recommendation of the Manager, Graduations, shall be responsible for determining which students shall be admitted to membership of the Vice-Chancellor's list.

Purpose of a Unit Outline

The purpose of a unit outline is to provide students with essential administrative information about a unit of study and to guide them in achieving the learning outcomes for the unit.

Content of Unit Outlines

Unit Outlines must contain the following essential administrative information:

- the unit title
- the approved unit description (recorded in Student One as the unit syllabus)
- the unit study package code
- the area responsible for teaching the unit
- the credit value of the unit
- the mode or modes of study in which the unit can be studied
- all co-requisite, pre-requisite, and anti-requisite units
- any additional requirements that must be completed prior to commencing the unit (such as completion of a first aid certificate)
- whether or not the unit is a core unit for specific courses
- the result type (Pass/Fail or Grade/Mark)
- any approved ancillary charge(s) required to be paid by the student to undertake the unit or details of where this information is available

Unit outlines must also provide clear and detailed information to guide students in their learning, including but not limited to, a description of, or information on:

- the unit learning outcomes (or equivalent)
- the type of learning activities utilised and delivery mechanism (ie. lectures, tutorials, workshops, seminars and/or online learning activities)
- recommended textbooks and other reading, including information on whether or not readings are available in e-reserve/closed reserve
- any learning resources (for example, study aids) available for the unit and details of how to access them
- details of assessment including the criteria for successful completion of the unit. This would generally include:
 - the number, type and purpose of assessment tasks and the distribution of marks between them;
 - information on which learning outcomes are assessed within each assessment task;
 - the dates of tests and other scheduled assessment tasks;
 - due dates for assignments and information on when students can expect their assignments to be marked and/or returned;
 - the duration of any examination(s) for the unit
- details of any penalties for late submission of work (where late submission is accepted);
- where known, the dates of field work, clinical or practical placements and, where applicable, guest lectures and other special activities
- the required referencing style and where guidance on complying with this referencing style can be obtained
- contact details for teaching staff (including the Unit Coordinator) or details of where this information may be obtained
- scheduled dates for Deferred assessment and Supplementary Assessment

Unit outlines may also contain additional information as determined by the Unit Coordinator, Head of School or Pro Vice-Chancellor, including but not limited to:

- Faculty/School/Department/Faculty policies and other relevant information (or details of where this information can be found)
- Information (or references) to University policy on academic integrity, including plagiarism
- Information (or references) to University policy on copyright

It is suggested that all unit outlines include a reference to the University web page “**Student Rights and Responsibilities**” by incorporating the following text:

Student Rights and Responsibilities

It is the responsibility of every student to be aware of all relevant legislation and policies and procedures relating to their rights and responsibilities as a student. These include:

- the Student Charter
- the University’s Guiding Ethical Principles
- the University’s policy and statements on plagiarism and academic integrity
- copyright principles and responsibilities
- the University’s policies on appropriate use of software and computer facilities

Information on all these things is available through the University’s “Student Rights and Responsibilities” web page at: <http://students.curtin.edu.au/rights/>.

Responsibility for Preparing Unit Outlines

Unit Coordinators are responsible for preparing unit outlines and ensuring that the content is accurate.

Unit outlines must be finalised no later than 2 weeks prior to the commencement (Monday) of the first teaching week of the study period in which the unit will be delivered.

Provision of Unit Outlines to Students

Wherever possible, unit outlines should be made available to students on line and arrangements made to provide students with access before the commencement of the study period in which the unit will be delivered.

If the unit outline is not available on line, a hard copy must be provided to every enrolled student no later than the first scheduled class contact of the study period in which the unit will be delivered. If there is no scheduled class contact in the first week of the study period or the student is studying externally and will not have class contact, the unit outline must be provided to the student no later than the Monday of the first week of the study period in which the unit will be delivered.

If the unit outline is available on line, a hard copy does not have to be provided to every student, however any student who requests a hard copy must be provided with a hard copy free of charge. Schools and Unit Coordinators may choose to provide any or all students with hard copies irrespective of whether the unit outline is available on line.

The Head of School is responsible for ensuring that unit outlines are made available to students in accordance with this policy.

Annual Review of Unit Outlines

Unit outlines must be reviewed at least annually to ensure they remain current.

The Head of School is responsible for establishing an appropriate review process.

Varying a Unit Outline after Issue

After a unit outline has been made available to students studying the unit in a particular study period, the assessment details, criteria for successful completion of the unit, and due dates for assignments and other assessment tasks, may be altered only with the consent of the majority of the students enrolled in the unit.

The Head of School is responsible for developing a process to gain consent and approve any alterations.

Compliance with Policy

Pro Vice-Chancellors are responsible for ensuring Unit Outlines are prepared and made available to students in accordance with this policy.

Provision of Final Results to Students

Students will be provided with access to their final results (final grade and mark (where applicable) for each unit completed) after ratification by the Board of Examiners.

Access will be provided at the time specified for results publication by the Director, Student Services.

Access to results will be provided on line or through such other means approved by the Director, Student Services.

Access to results will include provision for students to print a copy of their results.

Students with Sanctions or Outstanding Debt

Any student with a sanction preventing access to results or who has outstanding debt to the University is not entitled to access to their results.

Students with a sanction or outstanding debt may only be provided with access to their results with the approval of the Director, Student Services. Approval will only be given in exceptional circumstances.

Academic Transcript

Students will be provided with an Academic Transcript, free of charge, in the following circumstances:

- On graduation, following the conferral of an academic award by Council.
- In such other circumstances as approved by the Director, Student Services.

In all other circumstances, an Academic Transcript will be provided to a student on payment of the prescribed fee.

Content of Academic Transcript

The following information is included on the Academic Transcript:

- Student name, address and Student ID number
- Date of Issue
- Course code and title
- Grade and mark achieved for each unit (or “Pass Fail” for any unit classified as a Pass/Fail” unit)
- Total credits accrued
- Course Weighted Average
- Academic status

and where applicable

- The Completion Date and Conferral Date
- The Award number
- Details of Recognition of Prior Learning (RPL)
- Details of Automatic and Designated Credit
- Notation that the student has been granted an Award with Distinction
- Notation that the student has been granted an Award with Honours and the level obtained
- Notation that the student has been included on the Vice-Chancellor’s List (including Year and Study Period).

The reverse of the Academic Transcript shall include details of the University Grading System and such other explanatory information as deemed necessary by the Director, Student Services.

Issuing of Academic Transcripts

Academic Transcripts shall only be issued by the Director, Student Services or as authorised by the Director, Student Services.

Security of Academic Transcript Paper

Academic transcript paper must be stored in a secure manner.

Only authorised staff shall be permitted access to academic transcript paper.

Students with Sanctions or Outstanding Debt

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.

Students with a sanction or outstanding debt may only be provided with an Academic Transcript with the approval of the Director, Student Services. Approval will only be given in exceptional circumstances.

Recognition of Prior Learning (RPL) may be granted:

- on the basis of prior studies
- on the basis of prior professional (work) or life experience

RPL may:

- provide a specified amount of credit towards completion of a Curtin award
- exempt the student from the requirement to complete a particular unit or units that comprise part of a Curtin course

The criteria for assessing RPL must be applied consistently and equitably to all applications.

Any RPL granted to a student must be academically defensible and take into account the student's assessed ability to successfully complete the requirements of the remainder of the course.

RPL should not be granted where this is likely to result in the student experiencing difficulty in making satisfactory academic progress in the remainder of the course. The student's point of entry to the course and assessed competency to commence studies at Curtin from that point must be taken into account.

For more details, please refer to Curtin's "[Recognition of Prior Learning](#)" policy.

32

TIME LIMIT ON RECOGNITION OF UNITS IN A COURSE OF STUDY

Any unit passed by a student as part of a course shall normally remain valid and able to be counted towards completion of that course for a period of 7 years from the date it was passed.

If a unit was passed more than 7 years ago, credit may be refused if there has been a significant advance in the relevant field of study.

The decision on whether to allow credit for a unit passed more than 7 years ago is a matter for the Head of School.

A shorter timeframe than 7 years may be applied where the field of study is subject to rapid advances. If this is the case, students must be notified of the "lifespan" of any unit in advance.

In making these decisions, the Head of School must consider developments in the relevant field of study and judge whether the student is able to demonstrate achievement of the overall learning outcomes for the course that apply at the time of completion.

If it is decided that a unit is no longer able to be counted towards the course, the Head of School must formally notify the student of this decision.

It would be expected that decisions to not recognise units passed more than 7 years earlier will generally be made in the context of students returning to a course after a break.

The notification of what units may or may not be able to be counted towards completion of the course shall be notified at the time admission or re-admission is approved and must be a condition of admission or re-admission.

Break in Continuity

Any student who breaks continuity of enrolment (generally by failing to enrol in a study period and not applying for Leave of Absence), may be required to repeat units (e.g. with updated content), or may be required to successfully undertake a challenge exam.

33

EXCLUSION OF STUDENTS FROM CLINICAL AND PRACTICAL PLACEMENTS

Exclusion of Students from Clinical and Practical Placements

A student may be excluded from a clinical or practical placement where it has been determined that:

- the student is a potential danger to him or herself or to the public, or
- urgent action to exclude the student is required due to the behaviour of the student or some other factor.

These provisions should not be used as a substitute for normal assessment and performance feedback arrangements (for example, to bring a placement to an early end), and should be limited to those situations where an immediate exclusion is considered necessary and the normal processes do not provide a means of resolving the matter in the timeframe required.

Initial Exclusion for Up to 24 Hours

The initial determination to exclude a student may be made by the Unit Coordinator, clinical or field education coordinator or equivalent member of staff.

The Unit Coordinator, clinical or field education coordinator or equivalent member of staff may approve an immediate exclusion for a period of up to 24 hours.

The Unit Coordinator, clinical or field education coordinator or equivalent member of staff must immediately report the exclusion to the Head of School. The report must document the reasons and/or incidents giving rise to the decision to exclude the student.

Further Exclusion for Up to 21 Days

If the Head of School agrees with the reasons provided for excluding the student, he or she may immediately exclude the student from attending the clinical or practical placement for a further continuous period not exceeding 21 calendar days.

This decision must not be made without first giving the student an opportunity to state why the exclusion should not be put into effect.

The Head of School must immediately report the exclusion to the Pro Vice-Chancellor. The report must document the reasons and/or incidents giving rise to the decision to exclude the student.

If the Head of School is not able to be contacted, the Pro Vice-Chancellor, or member of staff authorised by the Pro Vice-Chancellor, may undertake the role of the Head of School.

Exclusion Beyond 21 Days

If the Pro Vice-Chancellor believes the student should continue to be excluded from attending the clinical or practical placement, the matter must be referred to an assessment group.

The assessment group shall be comprised of at least three professional and competent persons and shall include a representative of the Student Guild and one other person external to the School. Neither the Head of School nor the staff member who initially excluded the student shall form part of the assessment group.

The Pro Vice-Chancellor shall notify the student immediately of the decision to convene an assessment group and the grounds for the proposed exclusion, and shall give the student at least 5 working days notice of the date, time and location at which the hearing shall take place. The student shall also be informed that he/she has the right to put the case against exclusion in person or in writing, and to be represented by any member of the University or of the Student Guild.

Decisions of the assessment group shall be by majority and must be notified to the Pro Vice-Chancellor within 5 working days. The Pro Vice-Chancellor shall then notify the student and the Head of School immediately of the assessment group's decision.

The assessment group may decide:

- that further exclusion is not warranted; or
- that continued exclusion is warranted and that the student should be withdrawn from the unit

The assessment group may advise the student to seek appropriate academic counselling, or such other measures as it deems appropriate.

If the assessment group decides that further exclusion is not warranted, the Head of School shall make appropriate arrangements for the student's completion of the unit and ensure the student is not disadvantaged by the exclusion.

Right of Appeal

A student who is excluded from a clinical or practical placement by the Head of School may appeal to the relevant Pro Vice-Chancellor.

The appeal must be lodged in writing within 5 working days of being advised of the exclusion.

A student has no right of appeal against the decision of an assessment group, but may lodge a grievance if he or she feels he or she has been unfairly or improperly treated.

34

ACADEMIC INTEGRITY, PLAGIARISM AND ACADEMIC MISCONDUCT

Academic Integrity

Academic Integrity is adherence to the principles underpinning the work of an academic community. It involves pursuit of knowledge through a commitment to such fundamental values as honesty, trust, fairness, respect and responsibility, and requires acknowledgement of the contribution of others.

Plagiarism

Plagiarism means presenting the work or property of another person as one's own, without appropriate acknowledgement or referencing. Plagiarism can also involve self plagiarism, that is, submitting one's own previously assessed or published work for assessment or publication elsewhere, without appropriate acknowledgement.

Academic Misconduct

Academic Misconduct means acting dishonestly or unfairly in connection with any examination or other assessment task, or other academic work.

University Policy

The University has detailed procedures for dealing with plagiarism.

More information is available on the Curtin **Academic Integrity and Plagiarism** website.

35

DOUBLE DEGREE STUDENTS

For every Double Degree course, one School is identified as responsible for the administration of the course.

This School is responsible for convening the Board of Examiners for the Double Degree course.

The Board of Examiners is responsible for academic results and decisions on academic status for all students enrolled in the Double Degree course.

36

OWNERSHIP OF PROJECT WORK AND ESSAYS

Ownership of Project Work and Essays

Students have the right of ownership of their own assessed project work and essays except:

- where the School has provided the materials for the project, the School shall exercise the first option to retain the project; or
 - where the project has been commissioned by an agency, ownership shall be in accordance with the terms of the commission, including the conditions on copyright and patents in accordance with University policy (see Ownership of Intellectual Property policy)
-

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 must 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. It must be approved either by the University Counselling Services or the University Examinations Office, and held wherever possible, within the standard University Examination periods.

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 procedures by which a student's academic progress and performance is measured in a unit.

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. Assessment tasks can include essays, student presentations, literature reviews, laboratory reports, examinations, computer based assessments, oral examinations, class quizzes, clinical experiences, individual projects, tests (written, practical and oral), formal examinations, field work, group projects and assignments, and may involve self and peer assessment. Attendance at classes is not an allowable form of assessment.

The **Australian Vice-Chancellors' Committee (AVCC)** is the Council of University Presidents, representing Australian Universities nationally and Internationally.

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 of Technology.

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 shall 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 **Board of Study** is a committee that is established, within a School, for each award course or group of award courses, to guide development and delivery of courses, propose changes, recommend the introduction of new and discontinuation of existing courses, and make recommendations to the relevant Faculty Boards of Study on course matters.

A **Centrally Scheduled Examination** is an examination which is scheduled and coordinated by the University Examinations Office.

Clinical and practical units are units which require clinical or practical work placements and/or participation in laboratories, plant visits and fieldwork.

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 permitted to continue in the course and to re-enrol under such conditions as may be determined by the Head of School. 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 **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 must be enrolled in concurrently with another unit.

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.

Deferred assessment (a "DA" interim result) is the formal approval by a Board of Examiners for a student to complete an outstanding assessment task for a unit at a later date.

A **Deferred assessment Examination** is an examination a student granted Deferred assessment is required to sit.

A **Deferred assessment Task** is an assessment task a student granted Deferred assessment is required to complete.

DEST is the Australian Government Department of Education, Science and Training.

Designated Credit is credit granted for studies provided through award courses, reciprocal exchange programs, extension and short courses registration and approved agencies and which are deemed to be equivalent in status to Curtin units.

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

An **Examination** means a formal, supervised assessment activity used to assess student learning outcomes, which comprises at least 30% of the overall mark and which normally takes place at the conclusion of a study period.

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

The **Examinations Office**, located within Student Central, is responsible for scheduling and coordination of centrally scheduled examinations and the release of final results.

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

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 percentile range of the mark awarded (if applicable), or an alphabetic code used to indicate the outcome of assessment or an interim status.

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

A **Letter of Course Completion** is an official document issued by the Director, Student Services stating that all academic requirements for the course have been met by the student.

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

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.

Non Standard Study Periods means those study periods outside the standard two (2) semesters as outlined in the University Academic Calendar.

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.

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

An **Open-Book Examination** means an examination where appropriate, prescribed materials are approved to be used in the examination.

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

OUA is an acronym for Open Universities Australia.

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

Recognition of Prior Learning (RPL) 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 **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.

A **School** is used in this manual as the generic term for an academic area, and covers Faculties (old usage), Schools and Departments.

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.

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 **Standard Semester** means a standard study period as outlined in the Academic Calendar, comprised of 12 teaching weeks, two one week periods free from class contact (including one study week during which no examinations shall be held) and a two week examination period.

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.

A **Study Period** is a period of time in which a unit is available for example, Semester 1, Semester 2, Trimester 1 etc.

Supplementary Assessment (an "X" interim result) is the formal approval by a Board of Examiners for a student to undertake an additional assessment task in order to provide an opportunity for the student to pass the unit.

A **Supplementary Assessment Examination** is an examination a student granted Supplementary Assessment is required to sit.

A **Supplementary Assessment Task** is an assessment task a student granted Supplementary Assessment is required to complete.

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 from the Director, Student Services.

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

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

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

The **University Academic Calendar** is comprised of two standard semesters of twelve (12) teaching weeks, two (2) one week periods free from class contact (teaching free weeks), a study week during which no examinations shall be held and immediately after study week, a two-week examination period.

The **University Standard Examination Period** means the 2-week examination period at the end of each semester as outlined in the University Academic Calendar.

The **Vice-Chancellor's List** recognises academic excellence and comprises students who have been selected on the basis of results from the top one percent (1%) of a course in a specified period (for example, study period or calendar period) and achieved a SWA of 85.00 or higher covering an enrolment of at least 75 credits.

(WD) Withdrawal 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 Public Holidays (either Academic or General Staff observed) and the defined two-week Christmas/New Year University close-down each year.

Section	Title	Degree of Change - Wording	Degree of Change - Policy or Procedure	Comments
1	Introduction	Significant	Nil	Re-written to suit 2008 edition
2	Exceptions	Insignificant - Minor	Nil	Reference to DOLIE pre-tertiary courses removed Wording regarding HDR students expanded to improve clarity
3	Assessment Policy and Principles	Minor	Minor	Wording updated to improve clarity Additional principal added regarding need to ensure equivalence of assessment tasks
4	University Grading System	Minor	Nil	Wording regarding conversion of ANN grades changed to improve clarity Reference to GPA added Explanation of F-IN grade added
5	Responsibility for Academic Results	Insignificant - Minor	Nil	Reference to GNS grades added Wording added to clarify that a Head of School can approve Deferred Assessment prior to a BoE
6	Role and Responsibilities of Board of Examiners	Insignificant - Minor	Nil	Reference to Head of School approval of Deferred Assessment prior to a BoE added
7	Calculation of SWA and CWA	Minor	Nil	Definitions of SWA and CWA updated to improve clarity Reference to GPA added
8	Satisfactory Course Progress	Significant	Minor	Section rewritten to provide additional guidance and information Additional wording relating to documented intervention strategies
9	Determining Academic Status	Minor	Medium - Significant	Wording updated (minor) to improve clarity Reference to new policy allowing termination after two study periods in certain circumstances
10	Conditional Status	Significant	Nil	Wording changed to improve clarity Wording relating to documented intervention strategies moved to Section 8
11	Termination from Course	Significant	Medium - Significant	Wording changed to improve clarity Policy change to provide additional flexibility (in some cases termination after two study periods may be approved)
12	Academic Status – Review and Appeals	Significant	Minor	Section rewritten to reflect changed process Appeal rights and method remain essentially the same but the process has been streamlined (first review by HoS, then escalate to Director, Student Services (or delegate) if student requests)
13	Deferred Assessment	Significant	Medium - Significant	New policy re students who attend examination – now in new Section 15 New provision for medical practitioner to be required to complete a Curtin form Clearer provision for HoS to approve DA before BoE Additional wording added covering requirement for reasons for decision and information on appeal rights to be provided to student under sub-section Advice to Student
14	Supplementary Assessment	Minor	Medium - Significant	New provision for medical practitioner to be required to complete a Curtin form
15	Inability to Complete A Final Examination	Significant	Significant	New Section (extracted from old Section 13) New policy – now possible to award a Supp instead of a DA
16	Conceded Passes	Minor	Nil	Wording added to clarify that a PC cannot be awarded on a mark of less than 40
17	Examination Procedures	Minor	Nil	Wording changes to improve clarity Sub-Section “Security of Examination Papers” moved to new Section 18 Wording regarding availability of examiner and co-examiner updated to provide additional guidance and information and moved to Section 19

18	Security of Examination Papers	Significant	Nil	Wording moved from old Section 16 and updated and expanded to provide additional guidance and information New wording regarding controls on release of examination papers prior to the exam
19	Regulations for the Conduct of Examinations	Minor	Nil	Wording changes to improve clarity Wording regarding availability of examiner and co-examiner updated to provide additional guidance and information and moved from old Section 16 Clarification that a student may be awarded a zero or reduced mark if found guilty of academic misconduct in the exam (already provided for in Statute 10)
20	Student Access to Examination Answer Booklets	Nil	Nil	No change
21	Supervised Online Assessment	Nil	Nil	No change
22	Penalties for Late Submission	Nil	Nil	No change
23	Feedback on Assessment	Nil	Nil	No change
24	Assessment Appeals	Nil	Nil	No change
25	Awards with Distinction	Nil	Nil	No change
26	Awards with Honours	Nil	Nil	No change
27	Vice-Chancellor's List	Nil	Nil	No change
28	Unit Outlines	Nil	Nil	No change
29	Provision of Final Results to Students	Nil	Nil	No change
30	Academic Transcript	Minor	Nil	Reference to Board of Study deleted
31	Recognition of Prior Learning	Nil	Nil	No change
32	Time Limit on Recognition of Units in a Course of Study	Minor	Minimal	Wording added regarding possible to need to repeat units or sit a challenge exam after a break in continuity
33	Exclusion of Students from Clinical and Practical Placements	Nil	Nil	No change
34	Academic Integrity, Plagiarism and Academic Misconduct	Nil	Nil	No change
35	Double Degree Students	Nil	Nil	No change
36	Ownership of Project Work and Essays	Nil	Nil	No change
37	Definitions	Minimal	Nil	Definitions of SWA and CWA updated to improve clarity Definitions of Pro Vice-Chancellor and Head of School updated to take into account change from Executive Dean to Pro Vice-Chancellor and Division to Faculty New term "Working Day" added with definition
1-37	All Sections	Insignificant	Nil	All references to Division changed to Faculty All references to Executive Dean changed to Pro Vice-Chancellor All uses of "eg" changed to "for example" Most instances of "calendar days" changed to "working days" with appropriate conversion (3 calendar days remains 3 working days, 7 calendar days becomes 5 working days etc)

RESPONSIBILITIES	
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Approval Authority	Academic Board
Review Date	1 December 2008

REVISION HISTORY:

Revision Ref. No.	Approved/ Rescinded	Date	Committee/ Board	Resolution Number	Document Reference
NEW	Approved	25/05/2007	Academic Board	AB 122/07 (i)	00533/07
	Amended	28/3/2008	Academic Board	AB 65/08	Attachment 1 to 00305/08