

Version	11.0
Short description	This procedure outlines the assessment processes and the grading scheme used for higher education coursework units.
Relevant to	All students enrolled in higher education coursework All staff with responsibility for or involvement in the administration of higher education coursework units and assessment
Authority	Academic Board
Policy Owner	Provost
Responsible office	Office of the Provost
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Related Avondale documents	Assessment Policy (HE Coursework) Academic Integrity Policy
Related Legislation	Higher Education Standards Framework (Threshold Standards) 2021
Key words	assessment, extension, grades, late submission, marks, student, task

1. PURPOSE

- 1.1 This procedure supports the Assessment Policy (HE Coursework) by outlining processes for assessment design, submission, extensions, marking, feedback, and grade resolution.

2. SCOPE

- 2.1 This procedure applies to all students enrolled in, and all staff with responsibility for, undergraduate and postgraduate coursework units.
- 2.2 This procedure applies to all assessment tasks except examinations which are covered by the Examination Procedure, and placements.

3. DEFINITIONS

- 3.1 **Academic Integrity:** undertaking academic activity in a responsible manner so as to ensure that information and ideas are generated and communicated in an honest and ethical way and that use of the ideas and/or writing of others is acknowledged.
- 3.2 **Academic Misconduct:** undertaking academic activity, either deliberately or imprudently, that can result in unmerited advantage. This can include, but is not limited to: cheating, collusion, plagiarism, fraud, falsification of data, and incorrectly ascribing authorship in group projects.
- 3.3 **Administrative encumbrance:** a sanction placed in a student's record which prohibits access to certain services, usually due to a financial debt with Avondale. May also be due to the existence of a requirement to 'show cause' as to why enrolment should not be discontinued, or having not completed the Academic Integrity Module (AIM).
- 3.4 **Assessment task:** a learning activity which students are required to submit for grading as part of the total marks obtained for a unit. Each assessment task is intended to measure the aptitude or attainment of students in meeting specified learning outcomes in a unit of study.
- 3.5 **Close personal relationship:** a relationship between family members or of a significant personal nature.
- 3.6 **Criteria:** performance attributes to which the assessor refers when forming a judgment about the student's response to the different aspects of the assessment task.
- 3.7 **Criterion-referenced assessment:** students' work is assessed with reference to written criteria derived from explicit learning outcomes. Each student's mark in a unit is determined by the extent to which they have demonstrated achievement of the intended learning outcomes.
- 3.8 **Examination:** an assessment task, normally in written form, which is scheduled under the jurisdiction of the Exam Centre during the official examination period on behalf of the Faculty or School.
- 3.9 **Extension:** approval by the Faculty Office for a student to submit an assessment after the due date and time.
- 3.10 **Extenuating circumstances:** serious circumstances beyond a person's control that provide excuse for an outcome. In the context of this Procedure, the decision-maker reviewing the circumstances will determine if they are considered extenuating.

- 3.11 **Grade or Final Grade:** the final result derived from a student's combined marks for the assessment tasks for a unit. See Appendix 1 for a list of possible grades.
- 3.12 **Grounds for re-mark:** acceptable reasons for requesting a review of an assessment mark.
- 3.13 **In-class quiz or test:** a time-limited assessment task normally completed by students during a timetabled class session.
- 3.14 **Late submission penalty:** a deduction applied to the final assessment mark for assessment tasks that are submitted after the due date and time.
- 3.15 **Mark:** the result expressed as a percentage which a student receives for an individual learning task.
- 3.16 **Marking criteria:** an outline of the standards or conditions on which a student will be assessed.
- 3.17 **Marking guide:** a set of instructions to support assessment marking and advice to markers on how students can demonstrate achievement in their assessment task.
- 3.18 **Marking rubric:** a matrix used to assess a student's level of achievement against the assessment criteria and learning outcomes.
- 3.19 **Medical certificate:** a certificate provided by a medical practitioner as evidence of a person's illness and/or incapacity to work or study.
- 3.20 **Placement:** also referred to as a professional experience, internship or clinical, is a practical, real-world, workplace-based experience, that may form a part or whole of an assessment task or unit of study.
- 3.21 **Professional practitioner certificate:** a form that can be completed in the place of a medical certificate, which can be authorised by a health practitioner or registered counsellor.
- 3.22 **Quiz:** a time-limited assessment task which is scheduled by the Unit Coordinator and/or lecturer outside the examination period and which is not administered by the Exam Centre.
- 3.23 **Reschedule:** approval by the Faculty Office for a student to complete a quiz, test, or transient assessment task either in advance of or after the scheduled time and or date as set by the Unit Coordinator.
- 3.24 **Review of mark or re-mark:** a request for an assessment mark to be reviewed, and for the mark to be adjusted accordingly.
- 3.25 **Special provision:** approval for an amendment to be made to quiz, test, or transient assessment conditions for an individual student with the aim of minimising or eliminating the impact of a disability and/or health condition on the outcome of the assessment, while maintaining academic standards.
- 3.26 **Standards:** the quality of student performance in relation to the criteria in any assessment task.
- 3.27 **Statutory declaration:** A statutory declaration is a written statement which a person swears, affirms or declares to be true in the presence of an authorised witness – usually a Justice of the Peace (JP), a lawyer or a notary public. A NSW statutory declaration is made under the Oaths Act 1900.
- 3.28 **Student:** a person officially enrolled in a unit.

- 3.29 **Take-home test:** a time-limited assessment task normally completed by students outside of timetabled class sessions but with specified conditions.
- 3.30 **Test:** a time-limited assessment task which is scheduled by the Unit Coordinator and/or lecturer outside the examination period and which is not administered by the Exam Centre.
- 3.31 **Unit (or unit of study):** a self-contained collection of learning activities, assessment tasks, and learning outcomes normally equivalent to 0.125 EFTSL.
- 3.32 **Working day:** any day other than:
- Saturday and Sunday;
 - any public holiday which is observed by Avondale; and
 - Avondale's nominated Christmas and New Year shut down period.
- 3.33 **Working hours:** on a working day are normally Monday to Thursday 8.30am-5pm; Friday 8am-12pm.

4. ASSESSMENT DESIGN

Assessment Overview

- 4.1 Assessment tasks can be designed in a variety of formats including but not limited to written essays and case studies, quizzes or tests taken in class or at home, portfolios, physical creative works, presentations or performances, placements and internships.
- 4.2 When setting an assessment task, careful consideration should be given to:
- a) the time required to complete the task in relation to the learning outcomes and the overall volume of learning for the unit;
 - b) the relative weighting of the assessment task;
 - c) the relative timing and due dates of tasks; and
 - d) the impact on student and staff workload.
- 4.3 Where possible, due dates for assessment tasks in a course will be coordinated to ensure students are not unreasonably overloaded at any one time during a teaching period.

Assessment Items

- 4.4 The total word limit for all assessment tasks in a unit, including the examination, should normally have an upper limit of 5,000 words.
- 4.5 Each unit should normally include three assessment tasks, except in the case of units that have a 100 percent project assessment (for example thesis or zero credit point units).
- 4.6 Each unit should normally include at least two different types of assessment task, except in the case of subjects that have a 100 percent project assessment.
- 4.7 Each assessment task should normally be worth no more than 60 percent of the total unit mark, except in the case of units that have a 100 percent project assessment.
- 4.8 Final examinations will not normally be worth more than 50 percent of the total unit mark.

- 4.9 School Committees may grant an exception to clauses 4.4 to 4.8 for a particular unit on the basis of a sound pedagogical reason or accreditation requirements. It is not necessary for School Committees to repeatedly approve the same exception in subsequent semesters.
- 4.10 Early assessment opportunities, including informal formative ones, should be included within units to enable students to appraise their level of understanding, and staff to identify areas in which individual additional academic support or curricula emphasis are required.
- 4.11 Assessment tasks for which most work is carried out outside class may include an in-class or other invigilated component to confirm the integrity of student work. Students should be advised in the Unit Information of the broad type of task for the invigilated component (for example oral, written) and any assigned weighting.
- 4.12 Participation in in-class and online activities may be encouraged with a 10% maximum mark. Participation must be more than just attendance and assessed against specified criteria derived from the learning outcomes.

Group Work

- 4.13 A maximum of 30 percent of the total mark awarded in a unit can be allocated to group work. This does not necessarily include individually marked components of group tasks.
- 4.14 Group tasks must be structured in such a way that all students will be able to demonstrate attainment of all the learning outcomes mapped to the task.
- 4.15 Appropriate guidance for working in groups should be provided to students at the course level when setting group tasks.

Marking Rubrics and Marking Guides

- 4.16 Where appropriate to assessment design, a marking rubric or guide must be developed, linking the assessment criteria to the grading standards (for example High Distinction through to Fail).
- 4.17 The marking rubric or guide must be applied by all markers to enhance the consistency of marking and quality of feedback across markers, cohorts and teaching locations.

Communication to Students and Markers

- 4.18 The Unit Outline and access to the unit Moodle site must be available to students at least two weeks before the commencement of the semester.
- 4.19 Details about each assessment task in any given unit, including the due dates, word limits (if applicable), assessment task weighting, and rubric must be included in the Unit Information provided for the unit and must be available to students by the first day of class.
- 4.20 Assessment tasks, marking rubrics, marking guides and accompanying instructions must clearly outline what is expected of students, and what is required to demonstrate their knowledge and skill at each grade level.
- 4.21 Lecturers should provide opportunity for students to discuss unit expectations and assessment requirements with them.
- 4.22 While clarification of the assessment task and requirements may be sought as part of learning, students should not expect lecturers to provide feedback on an actual draft submission.

5. CHANGES TO THE ASSESSMENT PLAN FOR FUTURE OFFERINGS

- 5.1 When reviewing the assessment plan and design, Unit Coordinators must consult the Unit Self-Review which was completed after the unit was last offered, for any changes recommended or issues raised.
- 5.2 A proposal to alter the assessment plan for a future offering of a unit must be submitted by the Unit Coordinator to the School Committee for approval. Where changes made to the unit impact a course delivered in another School, consultation and approval must also be sought from that School. The changes must then be submitted via a unit proposal through the Curriculum Management System.

6. CHANGES TO THE ASSESSMENT PLAN DURING THE CURRENT TEACHING PERIOD

- 6.1 If a Unit Coordinator needs to alter an assessment plan in a teaching period where the unit is being offered, they must request endorsement from the relevant Course Convenor. Proposed changes to the assessment plan will only be approved in exceptional cases.
- 6.2 The request is to be submitted to the relevant Head of School (HOS) by the relevant Course Convenor.
- 6.3 The HOS may approve a variation of detail in the assessment plan of a unit, providing any such variation maintains the relationship between the assessment methods and the learning outcomes expected for the course. In giving approval for a change, the HOS must be satisfied that students are not disadvantaged by the change or its timing.
- 6.4 If a change to the assessment plan is approved:
 - 6.4.1 Written notification of the change to the assessment plan must be provided to students through the Learning Management System (LMS) site for the unit, by the Unit Coordinator.
 - 6.4.2 Changes made to the assessment plan must be reported and minuted at the next meeting of the relevant School Committee by the Unit Coordinator.

7. IN-PERSON ASSESSMENT REQUIREMENTS

- 7.1 In-person assessments can be designed in a variety of formats, and may include text-based or non-text-based assessment, face to face or virtual participation, that is scheduled and assessed in real-time e.g. quizzes, tests, performances, presentations. Unit Coordinators must ensure that the assessment format and conditions are published in the Unit Information.
- 7.2 Where a time is stated for attending or completing an assessment task, the time stated is Australian Eastern Standard Time (AEST) or Australian Eastern Daylight Time (AEDT) during the months when daylight saving is in place.
- 7.3 Students must be available at the date and time at which their in-person assessment has been scheduled.
- 7.4 Students must attend and/or complete the in-person assessment as per the instructions and format outlined in the Unit Information, and any additional information provided by the lecturer through the Learning Management System (Moodle).

- 7.4.1 Lecturers are responsible to ensure that in-class assessments are conducted with vigilance and that due process is applied to maintain equity.
 - 7.4.2 For an in-class quiz/test students must supply their own writing instruments, and any additional material (e.g. calculator) as permitted by the lecturer.
 - 7.4.3 Unauthorised use of mobile phones and other electronic devices is prohibited during a quiz/test.
 - 7.4.4 Students who leave the quiz/test for a toilet break will not be provided any additional time to complete their quiz/test.
 - 7.4.5 Students are required to record their name and/or student ID on their quiz/test, as per instructions from the lecturer. Note that Moodle will record this detail automatically.
- 7.5 Any suspected breach of academic integrity during the assessment is to be managed by the relevant School, in line with the Academic Integrity Policy.

Rescheduling

- 7.6 If due to extenuating circumstances students are unable to attend an in-person assessment at the scheduled time, a request to complete the assessment at an alternative time is to be made using the [Extension Request Form](#) including appropriate supporting documentation.
- 7.7 The request for a rescheduled in-person assessment must be made as soon as practicable. Requests submitted more than 24 hours after the scheduled assessment time will not be considered, unless there are extenuating circumstances.
- 7.8 Requests will be approved only in extenuating circumstances, and where the supporting documentation satisfies the Faculty Office. Travel or holiday commitments are not normally acceptable reasons for the reschedule of an in-person assessment.
- 7.9 Requests for rescheduling will be handled in a way similar to extension requests as outlined in Section 11 below.
- 7.10 The Faculty Office will advise the student in writing of the outcome of a request to reschedule an in-person assessment, including a new time for the student to complete the assessment. A copy of this correspondence must also be sent to the relevant Unit Coordinator and (if a different person), the lecturer.

8. SPECIAL PROVISIONS

- 8.1 Students experiencing a **short-term or unexpected medical condition or injury** which may impact their ability when completing an in-person assessment task, and who therefore require special provisions, need to inform the Faculty Office as soon as practicable. The Faculty Office will determine what special provisions, if any, will be provided or if a reschedule would be appropriate.
- 8.2 Students who have a **disability or chronic medical condition** which may require that adjustments be made to assessment tasks, including in-person assessments, may apply to the Equity Officer for assessment adjustments as per the Disability Policy. Such applications must be made in a timely manner before the assessment deadline and must be supported by appropriate documentation from a relevant healthcare professional.

9. ACADEMIC INTEGRITY

- 9.1 Students are expected to complete all assessment tasks with academic integrity. Any perceived incidents of academic misconduct in any form will be handled in accordance with the Academic Integrity Policy.

10. SUBMISSION OF ASSESSMENTS

- 10.1 Students must submit the assessment tasks for each unit by the due date and time stipulated in the relevant Unit Information. See clauses in the sections that follow for information regarding extension requests and late penalties.
- 10.2 The time stated as the deadline for the submission of an assessment task is Australian Eastern Standard Time (AEST) or Australian Eastern Daylight Time (AEDT) during the months when daylight saving is in place.
- 10.3 Lecturers should direct students to Library guides for formatting and referencing text-based assessment tasks.
- 10.4 Text-based assessment tasks must be submitted through Turnitin unless the relevant School Committee has explicitly waived this requirement because the nature of the assessment task means it is not suitable for this form of submission. Any such exemption must be recorded in School Committee minutes.
- 10.4.1 A draft assessment task can be submitted several times to Turnitin before the due date and time in order that the student has the opportunity to obtain early similarity feedback.
- 10.4.2 An assessment task cannot be resubmitted to Turnitin after the due date and time.
- 10.5 Lecturers will inform students on the relevant method of assessment submission, including, where relevant for hard copies or physical pieces of work, a secure collection point.
- 10.6 At the time of submission students will be required to confirm that the assessment task is their own work, and that the assessment task in its entirety was completed with academic integrity. Refer to Academic Integrity Policy for further information regarding student responsibilities in this area.
- 10.7 Students are to keep a copy/photocopy/photo of all work submitted until the final unit grade is recorded and published.
- 10.8 Once an assessment task has been officially submitted it is deemed to have been presented for grading and cannot be resubmitted to improve the grade. A resubmission of an assessment task may be required but for educative purposes only. In these circumstances the initial grade will remain unchanged.

11. EXTENSION REQUEST

- 11.1 If, in extenuating circumstances, a student requires an extension to the assessment submission date, the student must apply using the [Extension Request Form](#).
- 11.1.1 Requests submitted more than 1 week before or 24 hours after the assessment due date will not be considered unless there are extenuating circumstances.
- 11.1.2 A request for an extension does not guarantee it will be granted.

- 11.1.3 The request must be justified on the basis of circumstances that are reasonably likely to have prevented the student from completing the assessment by the set due date and time.
- 11.1.4 Events that can be planned for will not normally be considered as a justifiable reason for an extension request. This includes, but is not limited to other assessment task deadlines, work commitments or travel.
- 11.1.5 Verifiable, supporting documentation such as a medical certificate, a Professional Practitioner Certificate, or another form of evidence must be included with the extension request. Where obtaining evidence for some specific matter is impossible, a statutory declaration may be acceptable. The appropriate statutory declaration form and information about using a statutory declaration can be obtained from: <https://www.jp.nsw.gov.au/Pages/justices-of-the-peace/nsw-statutory-declaration.aspx>. Requests submitted without supporting documentation will not be considered unless there are extenuating circumstances.
- 11.2 The Faculty Office will receive and process requests for extensions to ensure consistency of outcomes, taking into account the appropriateness of the situation for the lecturer and the student. Issues of equity and transparency will be considered so as not to disadvantage students who have met the set deadlines.
- 11.3 Extension requests will only be processed during working hours, and normally within three working days.
- 11.4 Extensions cannot be granted by the Unit Coordinator or lecturer.
- 11.5 Staff processing Extension Requests will take appropriate steps to ensure that confidential information is held securely, and only made available to those staff who need that information to make an informed decision or to refer a student for additional support.
- 11.6 Typically, the length of the extension will be equivalent to the period of time that the student was impacted by the circumstances as evidenced in their request. For example, where a student provides a medical certificate covering three days of illness, the maximum period of extension would usually be three calendar days.
 - 11.6.1 The weekend (Saturday and Sunday) will be counted as 1 calendar day, when it falls in the granted extension period.
- 11.7 Where extenuating circumstances exist, and with relevant supporting documentation, a student may be granted an extended submission date, including beyond the end of the semester to which an assessment task pertains. This may result in a different assessment task that assesses the same learning outcomes.
 - 11.7.1 Such a decision is made in consultation with the Unit Coordinator and is to be approved by the Course Convenor, or the Head of School where the Course Convenor is the Unit Coordinator.
 - 11.7.2 A Negotiated Assessment Submission Plan will be constructed and kept on the student's file in the Student Management System.
 - 11.7.3 The Negotiated Assessment Submission Plan must be noted at the relevant School Committee, without the inclusion of material which should remain confidential.
- 11.8 The Faculty Office will advise the student in writing of the outcome of their extension request. This will include a new due date for submission by which the student can submit

the work without a penalty being applied. A copy of this correspondence will also be sent to the relevant Unit Coordinator and (if a different person), the lecturer.

- 11.9 A summary of extensions granted must be reported to the relevant School Committee by the Faculty Office, at the end of each semester.

12. LATE SUBMISSION PENALTY

- 12.1 If an assessment task is submitted after the due date and time, a penalty for late submission will be applied to the mark.
- 12.2 The late submission penalty is 5% of the total possible mark for the assessment task for each day or partial day, up to and including 5 days after the due date, including weekends and public holidays. The weekend (Saturday and Sunday) will be counted as 1 day. Refer to Appendix 1 for examples.
- 12.3 If an assessment task is submitted more than 5 days after the due date it will not normally be marked, and the student will receive 0% for the task.
- 12.4 Where specified minimum marks are required in individual assessment tasks for an overall unit pass, assessments submitted up to 5 days after the due date will be considered to have met the criteria if the raw mark for the assessment, before the late penalty is applied, meets the standard.
- 12.5 If stipulated in the Unit Outline that submission of all assessment tasks is required to pass the unit, the student may still be eligible for a pass grade in the unit where the assessment task is submitted up to 5 days late.
- 12.6 For some assessment tasks, as identified in the Unit Outline, late submissions may not be allowed, and will therefore not be marked and result in 0% for the task.
- 12.7 The final grade for the unit will be calculated on the sum of marks after any late submission penalties have been applied.
- 12.8 In extenuating circumstances, special consideration may be given by the Chair of the School Committee or nominee, resulting in adjusting the late submission penalty.

13. ASSESSMENT MARKING

- 13.1 Assessment is standards-based and criterion-referenced, and not dependent upon cohort performance, but based on pre-determined and defined criteria and related standards of skills, knowledge and competencies.
- 13.1.1 Final grades are an expression of how closely students' work has achieved the intended learning outcomes.
- 13.1.2 There are no pre-determined grade distributions or failure rates for any unit or course.
- 13.2 If the staff member responsible for marking has, or has had, a close personal relationship with a student, assessment tasks submitted by that student must be marked by another member of academic staff selected by the relevant Head of School or nominee.
- 13.3 Staff responsible for marking assessment tasks must provide feedback to students that is timely (normally 15 working days turnaround time from the assessment task due date) and informative (related to the criteria included in the rubric established at the commencement of the semester).

- 13.4 The acceptable word count for all text-based assessment tasks is plus or minus 10%. Marks and comments should only be given for that work which is within the limit.
- 13.5 The items included in the word count, such as title page, references and tables, will be stipulated in the Unit Information.

14. RE-MARKING OF ASSESSMENT TASKS

- 14.1 Students may request a re-mark of an assessment task. Students who are seeking a re-mark of their assessment task are to initially discuss the feedback with the relevant Unit Coordinator and/or lecturer.
- 14.2 If the Unit Coordinator agrees that an error has occurred in the calculation of the mark, this may be corrected by the Unit Coordinator without the need for the student submitting an Application for Review of Mark Form.
- 14.3 It is the responsibility of the Unit Coordinator to ensure that a student who requests a re-mark of an assessment task is aware of how the assessment task was initially marked using the marking rubric, regardless of who originally marked the assessment. The Unit Coordinator should also inform the student of the information in all clauses relating to Re-marking of Assessment Tasks.
- 14.4 If the student considers that there is still a strong case for a re-mark, an application must be made using the Application for Review of Mark Form by the student to the Head of School (the form can be found with this Procedure in the Policy Repository). This must be done within 5 working days of the assessment mark being released to students.
- 14.5 In their application, the student must be able to justify one of the following grounds for a re-mark:
 - 14.5.1 The Unit Information, Unit Outline, marking rubric and/or Moodle was not prepared in accordance with the Assessment Policy and Procedure;
 - 14.5.2 The assessment requirements specified in the Unit Information, Unit Outline, marking rubric and/or Moodle were varied in an unreasonable way.
 - 14.5.3 The assessment requirements specified in the Unit Information, Unit Outline, marking rubric and/or Moodle were unreasonably or unfairly applied to the student;
 - 14.5.4 There was a discrepancy between the feedback and the mark received;
 - 14.5.5 Previously approved assessment adjustments have not received appropriate consideration.
- 14.6 The Unit Coordinator will be asked to provide to the Head of School the student's original assessment (or copy), together with the marked version (if applicable) and annotated marking rubric.
- 14.7 A request for a re-mark does not guarantee it will be granted. The outcome of a request is determined by the Head of School, including the option of denying a request where the task has already been cross-marked internally.
- 14.8 The Head of School must communicate the outcome of the request to the student and Unit Coordinator, and (if a different person) the lecturer.
- 14.9 Where a re-mark is granted, the Head of School is responsible for arranging the re-marking of the assessment task.

14.10 Only a single re-mark will be permitted and the result of the re-mark will be recorded as the final mark for that assessment task, irrespective of its position relative to the original mark. It is not possible to appeal this decision further via the Appeals process.

15. GRADE RESOLUTION AND RELEASE

- 15.1 Unit Coordinators shall submit all student marks to the School Committee for the end of semester Exam Board.
- 15.2 The relevant School Committee Exam Board ratifies all final grades, using Exam Board Reports downloaded from the Student Management System.
- 15.3 School Committee Exam Boards will monitor grade distributions in units and courses, to ensure that grading is consistent with standards-based assessment.
- 15.4 Marks received for assessment tasks are raw scores. Exam Board ratification processes may lead to adjustments of final grades. This may result in a final grade that differs from the grade that the raw scores might indicate.
- 15.5 Where the Committee decides to modify a grade, the new grade is added to the Exam Board Report, signed by the Chair, and submitted to Student Administration Services for manual upload.
- 15.6 The exception to this process is the resolution of incomplete type grades (DE, IC or NC, FS). See Appendix 2 for an explanation of these grades. These grades, once resolved by the relevant School Committee, are uploaded by Student Administration Services, or delegate, using the grades adjustment sheet provided by Student Administration Services.
- 15.7 Students access their final grades through Student Connect. The dates when grades are available are published in the [Academic Calendar](#).
- 15.8 Students may at times have an administrative encumbrance which prevents them from viewing their grades. In these circumstances they need to contact the Student Finance Office for details about the encumbrance.
- 15.9 Staff members are not to advise students of their final grades as the student may have an encumbrance applied to prevent them from receiving their grades.

16. APPEALS

- 16.1 Students may apply for a Review of Grade in accordance with the Appeal Procedure (Academic).

17. RETENTION OF ASSESSMENT ITEMS

- 17.1 Schools are required to manage the storage and secure disposal of assessment items.
- 17.2 Assessment tasks submitted electronically must be kept for at least 12 months.
- 17.3 Hard copy or physical assessment tasks which have not been collected by the student (including test and quiz scripts) must be kept for at least 12 months.
- 17.4 Materials used for marking where available (e.g. photographs or recordings of non-text-based assessments) must be kept for at least 12 months.

17.5 Where assessment material is relevant to an appeal it must be kept for at least 12 months after the finalisation of the appeal.

17.6 Where assessment material is required for moderation or accreditation purposes it must be kept for at least 12 months after such processes have been finalised.

18. RELATED DOCUMENTS

- Application for Review of Mark Form
- [Extension Request Form](#)

Table of amendments

Version Number	11.0	Replaces Version	10.3, 6 July 2022
Implementation Date	20 February 2023	Scheduled Review Date	November 2027
Approving Body	Academic Board	Approval Date	9 November 2022
Policy Owner	Provost	Date first introduced	April 2013
Short description of amendment	Significant revisions have been made throughout the document including separating policy and procedure, adding greater detail to assessment design, adding tests to the procedure, updating and clarifying the extension process, revising the late submission penalty policy, and clarifying the re-mark procedure.		

APPENDIX 1

LATE SUBMISSION PENALTY EXAMPLES

Example 1: If the raw mark (that is without any penalty) is 70/100:

	Days (or partial days) late					
	1	2	3	4	5	6
Penalty	5	10	15	20	25	70
Recorded Mark	65	60	55	50	45	0

Example 2: If the raw mark (that is without any penalty) is 16/20:

	Days (or partial days) late					
	1	2	3	4	5	6
Penalty	1	2	3	4	5	16
Recorded Mark	15	14	13	12	11	0

Example 3: Weekend

If the assessment task is out of a total of 20, the student would lose 1 mark per day off the mark received for the assessment task once it is graded. So, if the student received a mark of 16/20 for the task, 1 mark for each day late would then be deducted from the mark of 16.

If, for example, the assessment task was due at 5pm on a Thursday and was submitted at 10pm on the following Monday, this would be considered 4 days late (3 full days plus one partial day), a 4-mark penalty. A weekend (Saturday and Sunday) counts as 1 day.

Calculator - Penalty Marks per day (5%):

Total Possible Mark	10	15	20	25	30	40	50	60	100
Penalty Marks/day	0.5	0.75	1	1.25	1.5	2	2.5	3	5

APPENDIX 2

GRADES DENOTING SUCCESSFUL COMPLETION OF A UNIT

Grade	Grade Description	Mark Range
HD	High Distinction	85-100%
D	Distinction	75-84%
C	Credit	65-74%
P	Pass	50-64%
PP	Passed supplementary professional placement	50-64%
PS	Passed Supplementary	50-64%
S	Satisfactory	

INCOMPLETE TYPE GRADES (STILL TO BE RESOLVED)

Grade	Grade Description
DE	Deferred Examination
FS	Failed – Supplementary approved
IC	Incomplete
NC	Clinical, Professional or Internship component not yet complete

GRADES DENOTING UNSUCCESSFUL COMPLETION OF A UNIT

Grade	Grade Description	Mark Range
F	Fail	0%-49%
FF	Failed Supplementary	0%-49%
FP	Failed supplementary professional placement	0%-49%
FW	Fail (Late Withdrawal)	-

OTHER GRADES

Grade	Grade Description
WL	Withdrawn Late
AUD	Audit

INCOMPLETE TYPE GRADE CONDITION RULES

Grade	Grade Description	CONDITION
DE	Deferred examination	<ul style="list-style-type: none">Awarded where permission has been granted to a student for a deferred exam, as per the Examination Procedure.Normally deferred examination grades are finalised by the end of the first week of the semester (or teaching period) following that in which the unit was studied, unless otherwise approved by the relevant School Committee. The resolved grade, once ratified by the relevant School Committee, is submitted by email to Student Administration Services by the School Administrative Assistant for upload using the grades adjustment sheet provided by Student Administration Services.The student retaining a DE grade beyond the end of the first week of the next academic period must be notified of the anticipated completion date in writing by the Course Convenor.
FS	Failed – Supplementary Approved	<ul style="list-style-type: none">Is reserved for students who have passed other assessment tasks and may pass the unit if they achieve a higher score by completing extra assignment work, practical work, and/or an examination.

		<ul style="list-style-type: none"> • NB: Maximum grade for a unit where a Supplementary Assessment is granted: 64% • Supplementary assessment tasks are normally awarded where a student failed a unit because an essential assessment component for the unit has not met the minimum requirement(s) but the aggregate score for the assessment tasks is greater than or equal to 50%, or where a student has a mark that falls in the range of 45%-49%. • Only one assessment task can be failed in a unit where an FS grade is granted. • Supplementary assessment tasks may include assignment work, practical work or an examination. • Only one FS grade can be granted to a student per semester (including year-long units where relevant) or teaching period. Normally no more than two supplementary assessments will be granted in a two or three year degree course and no more than three will be granted in a four year degree course. • Supplementary assessment grades are to be submitted by no later than the end of the first week of the semester (or teaching period) following that in which the unit was studied unless otherwise determined by the School Committee. The mark for a supplementary assessment task will replace the mark for the failed assessment task. The maximum grade that can be available for a unit where a supplementary assessment is granted is 64%. If the supplementary assessment is not completed by the specific date the FS grade will convert to an FF. If the supplementary assessment (s) is not attempted the FS grade reverts to a F. • The School Administrative Assistant is to notify the student that extra work will need to be completed and that it is the student's responsibility to discuss specifics with the Unit Coordinator. It is the Unit Coordinator's responsibility for notifying the Course Convenor when the work has been received, marked and a final grade for the unit is available. Once ratified by the relevant School Committee, the grade is submitted by the School Administrative Assistant to Student Administration Services, in writing, for upload.
IC	Incomplete	<ul style="list-style-type: none"> • When the student has not completed an assessment task because of circumstances beyond their control, and has an officially approved extension with a submission date beyond the deadline to upload grades, the Exam Board in charge of the unit will award an IC. • An IC grade will normally be resolved prior to the commencement of the next semester (or teaching period). Any extension to this timeframe must be approved by the relevant School Committee and should normally not extend beyond the next relevant census date. • The resolved grade, once ratified by the relevant School Committee, is submitted by email to Student Administration Services by the School Administrative Assistant for upload using the grades adjustment sheet provided by Student Administration Services.

		<ul style="list-style-type: none"> • The student retaining an IC grade beyond the end of the first week of the next academic period must be notified of the anticipated completion date in writing by the Course Convenor. • An IC grade will also be awarded when a previous Fail grade has been successfully challenged through the appeal process and will be resolved after the unit grade is finalised. The previous mark for that task will be replaced by the new result for the repeated task. The final grade for the unit will be the sum of all tasks.
NC	Clinical, professional or internship component not yet complete	<ul style="list-style-type: none"> • An NC grade will normally be resolved prior to the commencement of the next semester (or teaching period) and any extension to this timeframe must be approved by the relevant School Committee. • The resolved grade, once ratified by the relevant School Committee, is submitted by email to Student Administration Services by the School Administrative Assistant, in writing, for upload, or is uploaded by the relevant School Administration Assistant given delegated responsibility. • The student retaining an NC grade beyond the end of the first week of the next academic period must be notified of the anticipated completion date in writing by the Course Convenor.

FAIL GRADE CONDITIONS

FF	Failed Supplementary	Indicates that the student achieved a failing grade after completing additional assessment.
FP	Failed Supplementary professional placement	Indicates that the student achieved a failing grade after unsatisfactorily completing additional professional placement
FW	Fail due to late withdrawal	Indicates that the student withdrew late from the unit and financial and academic penalties were imposed. A grade of FW is considered to be a fail of the unit for academic progression purposes.

OTHER GRADE CONDITIONS

WL	Withdrawal late without academic penalty	Indicates that the student was permitted to withdraw late from the unit without academic penalty but financial penalties were imposed.
AUD	Audit	Indicates the student has audited the unit. Classes are attended but the student does not complete assessment tasks and does not receive academic credit or a grade for the unit.