Assessment Procedures

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Responsible Officer:	**Deputy Vice-Chancellor Education**
Policy Editor/Contact:	**Director Education**
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1. Overview

These Procedures apply to the major assessment components used in any University course. Assessment activities not specified in the Assessment Procedures must be described fully in the Course Outline and published on Moodle, and must be broadly consistent with the assessment portfolio as approved for the course by Senate or delegate committee.

2. Procedures

2.1. All Assessments

a. By the start of each semester, the Course Outline for each course must prescribe the assessment portfolio for the course.
b. The requirements for assessments apply to all courses whether or not they have final examinations.
c. Continuous assessment deadlines for examinable courses must be set no later than Week 12, with the exception of tests.
d. For courses with 100% continuous assessment, final assessment marks should be published via Moodle Marksheet within three weeks of the submission deadline, or by the end of the assessment period, whichever is sooner. All marks remain provisional until formally approved by the Academic Unit Board of Assessment, and are subject to change until formally approved.
e. For courses with 100% continuous assessment, minimum pass marks may be assigned to any substantial assessment activity (e.g. laboratories, field trips, etc.). Any such requirement must be approved by the Academic Programmes Committee, and must be stated explicitly in the Course Outline, available from the start of the semester.
f. Substantial revisions to the assessment portfolio, including the introduction of new minimum pass marks, are subject to the usual University approval process, following the [Academic Approval for Courses and Programmes](#) framework.

2.2. Continuous Assessment

a. Course Coordinators must provide an up-to-date assessment rubric for all continuous assessment activities, to be available on Moodle alongside assessment instructions.
b. All continuous assessment assignments must be submitted through Moodle, using Turn-it-in. Exceptions to this requirement must be clearly explained in the Course Outline.
c. All assignments should be submitted no later than the due date stated in the Course Outline. Penalties may be applied for late submission at the discretion of the Course Coordinator.
d. Requests for extension should be made ahead of the due date, including supporting evidence (e.g. medical certificate). Extensions may be awarded at the discretion of the Course Coordinator.

e. If a student wishes to appeal the Course Coordinator's decision regarding extensions, they may do so by following the Student Grievance Policy and Procedures.

f. It is the student's responsibility to ensure that assignments are saved and backed up using reliable devices. Technological failures need not be accepted as valid excuses for late submission.

g. All continuous assessment marks must be published via Moodle Marksheet, within three weeks of the submission deadline.

h. Feedback is an essential part of the learning process. For all continuous assessment activities, detailed feedback must be published for each individual student submission within three weeks of the submission deadline. With reference to the assessment rubric, feedback should clearly outline the strengths and weaknesses of the specific assignment, and indicate ways in which the student can improve their work in subsequent assignments.

i. If a student has not received marks or feedback for their assignment within three weeks of the submission deadline, they should in the first instance enquire with the Course Coordinator. If the Course Coordinator does not provide a satisfactory response, students may follow the Student Grievance Policy and Procedures.

j. Students may query their assignment mark with the Course Coordinator up to two weeks after receiving marks and feedback, provided this does not exceed the last day of lectures. If the student remains dissatisfied with the response, they may follow the formal process to apply for the Reconsideration of Grades, as described in the Assessment and Associated Regulations.

2.3. **Tests**

a. Tests constitute part of the formative assessment portfolio. Test topics and provisional dates must be included in the assessment portfolio, and published in the Course Outline, by the start of each semester, as per 2.1.a above.

b. Students must sit tests at the designated venue, at the date and time specified by the Course Coordinator. Specific dates details and details must be published via Moodle at least two weeks before the test.

c. Test dates and topics should be outlined in the Course Outline by the start of the semester, and specific dates and details must be confirmed at least two weeks before the test.

d. As formative assessment activities, test marks must be published via Moodle Marksheet within three weeks of the test date, and model answers made available via Moodle.

e. Requests for authorised absence from tests should be made ahead of the date, including supporting evidence (e.g. medical certificate). Re-sits or alternative assessments may be arranged at the discretion of the Course Coordinator.

f. Student queries relating to test marks or feedback should follow the procedures described in 2.2.i and 2.2.j, above.

2.4. **Laboratories**

a. All lab attendance will be recorded and students must attend 75% of laboratory sessions in order to pass the course.

b. In the first laboratory session for the course, it is the Course Coordinator's responsibility to read and sign and ensure that all students read and sign any OHS requirements for labs. If a student misses this first lab session, it is their responsibility to inform the Course Coordinator and arrange to read and sign the OHS requirements.

c. Students and staff must comply with the requirements of the Health, Wellness and Safety Policy and associated documents. It is the responsibility of assigned staff to ensure that all OHS requirements are followed in the laboratory.

d.   Requests for authorised absence from lab should be made ahead of the session, including supporting evidence (e.g. medical certificate).

e.   Assessed lab report activities should be submitted no later than the due date stated in the Course Outline and/or published on Moodle by the Course Coordinator. Penalties may be applied for late submission at the discretion of the Course Coordinator.

f.   Laboratories constitute part of the formative assessment portfolio. Course Coordinators must therefore provide an up-to-date assessment rubric for lab activities, to be available on Moodle from the start of the semester.

g.   As formative assessment activities, laboratory marks must be published via Moodle Marksheet within three weeks of the lab, with detailed feedback published for each individual student submission via Moodle.

h.   Labs due during a semester form part of formative assessment and must be marked as such, i.e. all markers are expected to provide adequate feedback to individual students.

i.   Student queries relating to test marks or feedback should follow the procedures described in 2.2.i and 2.2.j, above.

2.5.   **Field Trips**

For regulations relating to field trips, refer to the Field Trip Policy and Field Trip Procedures**.**

2.6.   **Research Projects**

Research projects due during the teaching weeks of the semester or trimester constitute part of the formative assessment portfolio, and are subject to the conditions for continuous assessment described in 2.2, above.

2.7.   **Examination**

For regulations relating to examinations, refer to the Examination Manual.

3.   **Related Documents**
Academic Approval for Courses and Programmes
Student Grievance Policy
Student Grievance Procedures
Reconsideration of Grades
Assessment and Associated Regulations
Health, Wellness and Safety Policy
Field Trip Policy
Field Trip Procedures
Examination Manual