

## Procedures for the Assessment of Coursework Subjects

### Abstract

The procedures described in this document apply to the assessment of all coursework subjects offered by the University and should be read in conjunction with the [Policy for the Assessment of Coursework Subjects](#).

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Relevant to	All staff responsible for decision-making and administration of coursework subjects, and all students undertaking coursework subjects	
Related documents	<a href="#">Standing Delegations of Authority</a> UTS governance requirements: <a href="#">Faculty Management Code of Conduct (Staff)</a> <a href="#">UTS Student Charter</a> <a href="#">Handling Student Complaints</a> <a href="#">ESOS Compliance Vice-Chancellor's Directive</a> <a href="#">Privacy Vice-Chancellor's Directive</a> <a href="#">Student Rules</a> <a href="#">General Rules</a> <a href="#">Student Misconduct and Appeals</a> <a href="#">Responsible Academic Officers</a> <a href="#">Award Course Approval and Reaccreditation Policy</a> <a href="#">Academic Records Vice-Chancellor's Directive</a> <a href="#">Records Management Vice-Chancellor's Directive</a> <a href="#">Fraud and Corruption Prevention and Public Interest Disclosures Policy</a>	

	<a href="#">Student forms, apps and systems</a> <a href="#">State Records of NSW General Disposal Authority (PDF)</a>
Legislation	<a href="#">Education Services for Overseas Students Act 2000 (Cwlth) (ESOS Act)</a> <a href="#">Higher Education Support Act 2003 (Cwlth)</a> <a href="#">Privacy Act 1988 (Cwlth)</a> <a href="#">Privacy and Personal Information Act 1998 (NSW)</a> <a href="#">Disability Discrimination Act 1992 (Cwlth)</a>
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## Contents

1. Purpose
2. Scope
3. Definitions
4. Procedures principles
5. Procedures statements
  - 5.1 Preparation and requirements of subject assessment
  - 5.2 Completing tasks
  - 5.3 Marking, marks, grades and feedback
  - 5.4 Final results
  - 5.5 Querying marks, grades and final results
  - 5.6 Assessment records
6. Roles and responsibilities
7. Acknowledgements
8. Version control and change history

## 1. Purpose

The procedures of this document are intended to implement the policy and relevant Rules for the assessment of coursework subjects. They have been written with a view to presenting a clear, concise and consistent description of procedures that apply to all faculties, units and students involved in the assessment of coursework subjects at the University. Wherever possible, duplication of information has been avoided in the statement of procedures. As a consequence, the procedures have been cross-referenced to other relevant information provided by the University.

## 2. Scope

All staff and students involved in the assessment of coursework subjects are subject to the procedures stated in this document.

The procedures described in this document are applicable to the assessment of coursework subjects. These procedures do not apply to subjects associated with

research (see Rules [section 11](#)), nor do they describe procedures that relate to academic progression through a course of study (see [Rules section 10](#)).

The procedures listed in this document cannot override any relevant legislation or Rule and cannot be overridden by any faculty or organisational unit procedure without the approval of Academic Board or the Vice-Chancellor. See [Rules G3 — Rules relating to the Academic Board and Faculty Boards](#).

### 3. Definitions

A full list of definitions used in this document can be found in [Schedule 1](#) of the Student Rules.

Additional definitions are:

**Assessment requirements:** these are the demands placed on students as part of the assessment of their competency. This includes the nature of the assessment task (for example, essays, student presentations, literature reviews, laboratory reports, written examinations, open book examinations, group assessment, peer assessment, self assessment, computer based assessment, oral examinations, class quizzes, short answer examinations, experiential activities, simulations, clinical experiences, practical exercises, performances, folio presentations, attendance, etc), the outputs to be submitted for assessment, the timing of the task, the conditions under which the task must be undertaken, the learning objectives to be assessed and any detailed criteria to be met.

**Disability** in relation to a person, means:

- (a) total or partial loss of the person's bodily or mental functions, or
- (b) total or partial loss of a part of the body, or
- (c) the presence in the body of organisms causing disease or illness, or
- (d) the presence in the body of organisms capable of causing disease or illness, or
- (e) the malfunction, malformation or disfigurement of a part of the person's body, or
- (f) a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction, or
- (g) a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

**Parity:** a student with a disability has opportunities and choices comparable to other students without disabilities.

**Procedural irregularities:** a 'procedural irregularity' means that the assessment process was not conducted according to the University's procedures. Examples might include errors in adding marks, or with the administration of an examination, or an officer of the University failing to consider mitigating circumstances presented in accordance with published procedures.

### 4. Principles

Noting that all procedures related to assessment must comply with relevant legislation and the Rules of the University and that all procedures must be consistent

with all existing relevant policies of the University, the [UTS Student Charter](#) and the [UTS Code of Conduct](#) for academic and administrative staff, the following principles apply:

- (i) All procedures must be fair and reasonable to all parties.
- (ii) Where discretionary power can be exercised, it must be appropriate to the circumstances of the situation.
- (iii) Where a procedure requires the exercise of academic judgement, there exists a reasonable expectation that the decision-maker will be supplied with all relevant information upon which to base their decision.
- (iv) Where, as part of a procedure, a decision is taken which adversely affects another, the affected party is entitled to an explanation of the decision.
- (v) These procedures will be published on the University's web site and elsewhere as deemed appropriate by Academic Board.
- (vi) Students and staff are responsible for ensuring that they are familiar with the procedures for the assessment of coursework subjects.
- (vii) Students are informed of their rights with respect to any objection, appeal or review to which they are entitled. Further procedural principles related to complaint handling can be found in the procedures for the handling of [student complaints](#).
- (viii) No person involved in a procedure should divulge to any unauthorised person any information related to an individual student's personal information, circumstances or marks/results/grades.
- (ix) Procedures will be implemented in as timely a fashion with due regard to other relevant procedural principles.
- (x) The authority to make a decision cannot be further delegated, except where indicated in the [Standing Delegations of Authority](#).

## **5. Procedures statements**

### **5.1 Preparation and requirements of subject assessment**

#### **5.1.1 Appointment of specific academic and assessment staff**

Responsible Academic Officers are appointed annually, or as required, by the Vice-Chancellor or Provost. [Responsibilities and the current list](#) are available on the Academic Board website.

Subject Coordinators and Assessors are nominated by Responsible Academic Officers and appointed by Faculty Boards for each subject in a teaching period, in accordance with the Duties and Powers of Faculty Boards as approved by Council. Wherever possible, such appointments must be made prior to the commencement of the teaching period in which the subjects are offered.

Members of Result Ratification Committees are appointed for each teaching period by the Faculty Board.

Academic Liaison Officers for students are appointed by the Responsible Academic Officers for a two-year term. The [list of Academic Liaison Officers](#) is available on the Student Services Special Needs website and [academic advisers](#) on the Student Administration website.

These appointments are made under Council Delegation 4.3.9 – Appointment of Specific Academic and Assessment Staff in the [Standing Delegations](#) and as defined in [Schedule 1 — Definitions](#) in the Student Rules.

#### **Procedures:**

- 1) By December each year the designated administrative officer, Governance Support Unit, sends a written request from the Director, Student Administration

- Unit to the Deans seeking staff nominations for appointment as Responsible Academic Officers for the year. Once finalised, the consolidated list is referred to the Vice-Chancellor or Provost for approval; and then to the March meeting of the Academic Board for information.
- 2) By December and May each year the designated faculty administrative officer prepares an agenda item, for the relevant Faculty Board meetings, listing the Subject Coordinators and Assessors to be appointed for Autumn and Spring teaching periods respectively, and the short teaching periods for each half year. Following approval of the appointments by Faculty Board the lists are sent to the designated administrative officer, Student Administration Unit for inclusion on the Student System (CASS).
  - 3) Every two years the designated faculty administrative officer seeks nominations from the Responsible Academic Officers for Academic Liaison Officer. Once the appointments are finalised the list of Academic Liaison Officer is sent to Student Services Unit for publication on the Special Needs website, and the Student Administration Unit for publication in early January before the academic exclusion appeal deadline.

### **5.1.2 Assessment requirements — Subject Outlines**

A Subject Outline (print and/or online) and supporting information distributed to students is an official document that represents an understanding between UTS and the students enrolled in a subject. It concerns all aspects of the conduct of the subject based on the faculty approved subject description. In particular, students must be provided with all information concerning how their final mark and/or grade are/is determined. This includes the nature and timing of assessment task(s), marking and feedback, the learning objectives assessed by each task, the marks/grades and proportions associated with each objective or assessment requirement for each task, and the manner in which the final mark/grade is calculated/determined based on these task(s). This information is determined as part of the University's [Award Course Approval Process](#) (staff only) and [Award Course Approval and Reaccreditation Policy](#).

It follows that students must make themselves aware of the contents of the Subject Outline, and have the responsibility to ensure that they are fully informed of all aspects of the subject assessment requirements and of the assessment process ([Rule 8.1](#)).

Further information and details of the requirements of Subject Outlines and the procedures for their construction can be found in the Subject Outlines Policy. The assessment pattern may not be changed after distribution, except under exceptional circumstances ([Rule 3.7.4](#)). (See also section 5.2.2 of this document.)

### **5.1.3 Variation to assessment arrangements**

Where a student is unable to complete all prescribed assessment requirements because of substantiated, continuing disability or illness, carer's responsibilities, pregnancy or English language difficulties, the University will make all reasonable arrangements to enable the student to demonstrate the attainment of the learning objectives of the subject in a manner that ensures parity with the other students ([Rule 8.2.1](#)). This is achieved through variation to assessment arrangements.

The forms used by students in this section are available on [Student forms, apps and systems](#). The forms at this site contain details of the procedure for applications under [Rule 8.2](#) from the student's perspective.

Further information can be found at [Special circumstances](#).

#### **5.1.3.1 Assessment arrangements for students who have a continuing disability or illness**

The University seeks to make reasonable variations to assessment arrangements for students with disabilities (including ongoing illness) to enable them to demonstrate

attainment of the learning objectives of the subjects in which they are enrolled ([Rule 8.2.2](#)).

**Procedure:**

- 1) It is recommended that students with continuing disabilities, including illness, make an appointment to see a Disability Services Officer (DSO) in the [Special Needs Service](#) of Student Services, taking along with them [documentation](#) of their ongoing disability or illness as well as a copy of their Subject Outline(s). The form for requesting a variation to Learning and Assessment Arrangements will be completed with the DSO.  
The student should take action at least two weeks prior to the due date of the first assessment task, and ideally no later than the teaching period census date.
- 2) The DSO will write a recommendation to the [Academic Liaison Officer](#) (ALO) of the faculty.
- 3) The ALO will discuss the DSO's recommendation for variation to assessment arrangements with the Subject Coordinator(s). Where agreement between the ALO and Subject Coordinator cannot be reached, the final decision lies with the Responsible Academic Officer (RAO). The ALO will advise the student and the designated administrative officer(s) of the Student Administration Unit and/or faculty (where required) about the varied assessment arrangements.

Students with permanent disabilities need apply only once (at the beginning of their course), unless seeking changes to previously approved arrangements. However, students should advise the ALO of subjects they are enrolled in for each teaching period/session.

**5.1.3.2 Students who have carers' responsibilities**

**Procedure ([Rule 8.2.3](#)):**

- 1) If, for a period of at least one teaching period, a student has carer responsibility for: a dependent child, or partner, parent or other family member who requires care or support and this is likely to detrimentally affect the student's ability to deal with assessment (and/or study), then the student is advised to consult with an [Academic Liaison Officer](#) (ALO) about special arrangements that could be put in place to help them balance the demands of study and carers' responsibilities.  
Students should take with them [documentation](#) of their situation and how it is likely to negatively impact their assessment (and/or studies), and copies of the Subject Outline(s).
- 2) The approach by the student should be made at least two weeks prior to the due date of the first assessment task, and ideally no later than the teaching period census date. The form for requesting Learning and Assessment Arrangements will be filled in with the ALO.
- 3) The ALO will formulate their recommendation for changes to assessment arrangements in consultation with the Subject Coordinator(s) concerning reasonable accommodations that may be made for the student. Where agreement between the ALO and Subject Coordinator cannot be reached, the final decision lies with the Responsible Academic Officer (RAO). The ALO will advise the student and the designated administrative officer(s), Student Administration Unit (where required) about the arrangements.

Students requiring continuing arrangements need apply only once (at the beginning of their course), unless seeking changes to previously approved arrangements. However, students should advise the ALO of subjects they are enrolled in for each teaching period/session.



### 5.1.3.3 Students who are pregnant

Students who are pregnant and anticipate that their assessment may be significantly affected by their pregnancy should contact the [Academic Liaison Officer](#) (ALO) in their faculty(ies) for assistance. Students should take with them [documentation](#) of their situation and how it is likely to impact their assessment (and/or studies), as well as copies of the Subject Outline(s). The same procedure as steps 2 and 3 immediately above will then be followed. Students should be aware that where external accreditation requirements apply, there may be limits on the arrangements that can be made.

### 5.1.3.4 Students with English language difficulties and from non-English speaking backgrounds

Students from a non-English speaking background who are in their first year of a course (or program) of study at UTS, who have been studying in English for a limited time, and who believe that this disadvantages their ability to undertake written examinations, may lodge a written application for adjustment to assessment arrangements with the HELPS (Higher Education Language and Presentation Support) Centre ([Rule 8.2.4](#)). Such students must be registered with the HELPS Centre. Both faculty-based and centrally conducted exams are covered by this Rule. The examination duration must be not less than two hours in order to apply for an adjustment, known as 'special conditions'.

Special conditions in an exam under [Rule 8.2.4](#) amount to an additional 10 minutes per exam hour and the use of a monolingual English dictionary. It is usual for the additional time to be added to the end of the examination, but there are circumstances when this may not be possible. Students receiving special conditions for an examination will be informed of the start and finish times of the exam. The English (monolingual) dictionary used during a centrally conducted exam is supplied by Student Administration. For faculty-conducted examinations students may use their own English (monolingual) dictionary (which is checked for annotations). Electronic dictionaries are not permitted. Further information can be found on the [HELPS Centre website](#).

#### Procedure:

- 1) Students satisfying the conditions above complete the [Application for Special Conditions](#) form, and take it to the HELPS Centre. The student will need to show their ID card to the student administrator at the Centre.  
The application must be lodged by the census date before centrally conducted exams and faculty-based exams ([Rule 8.2.4\(2\)](#)). (For dates, see [Centrally conducted exams dates and timetables](#)). The dates of faculty-based exams can be found in the Subject Outline.)
- 2) At the HELPS Centre, the student's application is assessed. Staff of the HELPS Centre advise the student and send approved application forms to designated administrative officer, Student Administration Unit so that appropriate arrangements can be made for centrally conducted examinations.
- 3) The designated administrative officer, Student Administration Unit, advises designated faculty administrative officers of all students approved for Special Conditions for both centrally and faculty-conducted exams, and makes arrangements for the special conditions for centrally conducted exams. The designated faculty officer makes their own arrangements for special conditions in faculty-conducted exams.

### 5.1.3.5 Students who have religious or cultural commitments

Students may apply for alternative attendance or assessment to accommodate significant religious or cultural commitments that occur during teaching weeks. Where a commitment is likely to occur during the examination period, students should check

the dates of the examination period (in the University web site) and complete an Advice of Scheduling Difficulties form as described in section 5.2.3 (following).

**Procedure:**

- 1) An [Application for Special Consideration](#) must be submitted online by the student within the first two weeks of teaching period where possible. Applications must be accompanied by a letter (on letterhead) from the religious or cultural organisation stating the student's membership of the religion or organisation, the nature of the religious or cultural commitment, and the date(s) that are relevant to the request. (Students should be aware that, while late requests may be processed, it may not be possible to find suitable alternative assessment or attendance alternatives in all subjects.)
- 2) When the letter from the religious or cultural organisation is scanned (either by the student or at a Student Centre) and attached to the online application, the Subject Coordinator is notified by email to review the application online and decide an outcome. The Subject Coordinator must take into account the following principles:
  - (i) UTS has an obligation to accommodate such requests if possible.
  - (ii) All reasonable alternative attendance or assessment methods should be explored. If the alternatives do not allow the student to demonstrate the required learning outcomes, or if the faculty believes the accommodation would cause unjustifiable hardship then the request may be refused. 'Unjustifiable hardship' would normally relate to unacceptably high expenditure or staffing costs, or other factors that may cause significant loss. Contact the [Equity and Diversity Unit](#) to discuss 'reasonable accommodation' and 'unjustifiable hardship'.
- 3) The Subject Coordinator determines the outcome online.
- 4) The student will be notified by email of the outcome of their request prior to the teaching period census date.

## **5.2 Completing assessment tasks**

### **5.2.1 Failure to meet attendance and/or participation requirements in a subject**

In some subjects assessment requirements may be tied to attendance and/or participation. For example, these may be associated with the requirements for professional recognition. For these subjects, attendance and/or participation requirements are fundamental to the determination of a final mark/grade. These requirements must be included in the Subject Outline. The procedure below is to be implemented where a student fails to meet the prescribed attendance and/or participation requirements of a subject to the satisfaction of the Subject Coordinator.

**Procedure:**

- 1) Where a student fails to satisfy the prescribed attendance and/or participation requirements for a subject (as set out in the Subject Outline), the Subject Coordinator will notify the Responsible Academic Officer and the student.
- 2) Upon receiving notification that attendance/participation requirements have not been met and that decisions affecting assessment have been undertaken, the student may within 10 working days, submit an online [Application for Special Consideration](#) ([Rule 3.8.3](#)) in line with the requirements and in the manner prescribed in the online [Special Consideration Student Guide](#) (PDF). It is the responsibility of the student to demonstrate that they have been prevented from meeting prescribed attendance or participation requirements as a result of illness or other circumstances beyond the student's reasonable control



- ([Rule 3.8.3](#)) — circumstances that were known or could have been reasonably anticipated at the time of enrolment may not be accepted.)
- 3) The Responsible Academic Officer, in consultation with the Subject Coordinator, will choose one of the following actions ([Rule 3.8.2](#)):
    - (i) refuse permission for the student to be considered for assessment
    - (ii) refuse permission for the student to attempt an assessment task
    - (iii) refuse permission for the student to undertake an examination in that subject
    - (iv) record a final result of Fail for the student's enrolment in that subject
    - (v) may approve suitable alternative arrangements for attendance/participation ([Rule 3.8.4](#)) including waiving the requirement.
  - 4) The Responsible Academic Officer must notify the student of their decision and provide details of the failure to meet this (these) aspect(s) of subject requirements that lead to their decision [Rule 3.8.4](#). (Approval of alternative arrangements for attendance and/or participation does not imply exemption from payment of any fees or charges, nor does it imply exemption from, or concessions relating to, assessment or examinations.) Where the student requests alternative assessment arrangements, the Responsible Academic Officer must notify the student within 10 working days.

## **5.2.2 Completing assessment tasks during teaching weeks**

### **5.2.2.1 Changes to scheduled assessment by academic staff**

There may arise occasions when the assessment requirements, including the due dates, as published in the Subject Outline, may need to be changed for all students enrolled in a subject in a particular teaching period. Under this circumstance, [Rule 3.7.4](#) applies, and the following procedure is implemented:

#### **Procedure:**

- 1) The Subject Coordinator provides the Responsible Academic Officer with the details of the change.
- 2) The Responsible Academic Officer makes a decision on whether to approve the change. Where approval is given the Subject Coordinator must notify all students enrolled in the subject in writing (this includes email — [Rule 2.3](#)). Where approval is not forthcoming, the assessment requirements cannot be changed.

### **5.2.2.2 Withdrawal from a subject**

Subject withdrawal, without academic and financial penalty, is permissible up until the [census date](#) for the teaching period. Students who withdraw from a subject after the census date of the teaching period will have that subject recorded as withdrawn fail and may still be financially liable for the associated [tuition fees](#). View information on [applying for no academic and/or no financial penalty](#). [Rules 7.5.4 and 7.5.5](#) apply for applications to withdraw from subjects after the census date. The responsibility for withdrawal from a subject lies solely with the student.

### **5.2.2.3 Submission and collection of assessment tasks**

Subject Outlines include statements regarding students' responsibilities for the submission and collection of assessment tasks (where appropriate). Students are expected to collect marked assessment tasks in a timely fashion. An exception to this is where the task is not normally returned to the student, for example, final exams. All assessment tasks not collected by students are subject to the University's requirements for record keeping (see section 5.6 of this document).

Under [Rule 3.9](#), the University reserves the right to retain the original or one copy of any work executed by a student as part of their course including, but not limited to drawings, models, designs, plans and specifications, essays, and theses for any of

the purposes designated in [Rule 3.9.2](#). Such retention does not affect any copyright or other intellectual property right that may exist in such student work ([Rule 3.9.1](#)). In cases where a student's work is retained under [Rule 3.9.2\(2\) or \(8\)](#), the student must be given notice of the intended period of retention of the student's work and the purpose(s). They must also be given the opportunity to consent or object to the use of their work within 10 working days of notification being received. Notice is deemed to be sufficient if [Rule 3.9](#) is referred to in the Subject Outline.

In cases where a student objects to the retention of an assessment task, and the University wishes to exercise its right to retain the work, the student's objection should be referred to the Responsible Academic Officer or Dean of the relevant faculty for resolution.

#### **5.2.2.4 Students with difficulty meeting assessment requirements**

If a student is experiencing minor difficulties meeting an assessment deadline, they should contact their Subject Coordinator. Students who experience significant difficulty can apply for special consideration under [Rule 8.3.1](#) (see the procedure below).

##### **Procedure:**

- 1) Students who experience significant difficulty or anticipate experiencing significant difficulty, in meeting assessment requirements, must submit an online [Application for Special Consideration](#) in line with the requirements and in the manner prescribed in the online Special Consideration Student Guide. The application must be lodged before the due date of the assessment task, or, for examinations, no later than two working days after the examination. Significant difficulty includes:
  - (i) serious illness or psychological condition — such as hospital admission, serious injury or illness, severe anxiety or depression
  - (ii) loss or bereavement — such as death of a close family member, family relationship breakdown
  - (iii) hardship or trauma — such as being a victim of a crime, sudden loss of income or employment, severe disruption to domestic arrangements
  - (iv) exceptional employment demands, such as active service (eg ADF Reserves, bushfire and SES services).
- 2) The online Request for Special Consideration application has a section that must be downloaded and filled in by a doctor, counsellor or other relevant professional authority (the professional authority form). A medical certificate alone is not adequate and will not be accepted unless the severity and duration of the illness or psychological condition is clearly stated. The onus is on the student to provide adequate information about their circumstances ([Rule 2.4](#)). University staff will not chase additional information and Subject Coordinators or Student Centre staff have the right to reject applications that lack sufficient information.

Staff involved in making decisions about special consideration need not know the nature of the student's circumstances in all cases. Where a student has sound reasons for not wishing their circumstances to be known, Subject Coordinators must be satisfied that the extent of the impact of those circumstances on the student's ability to meet assessment requirements has been evaluated and documented by a professional authority (as described in the instructions accompanying the online Request for Special Consideration). Students may seek assistance of a UTS Student Counsellor with regard to satisfying the professional authority requirement. Information provided to the Student Counsellor will be kept confidential in compliance with professional guidelines, legislation and the UTS Directive on privacy, the [Privacy Vice-Chancellor's Directive](#).

- 3) When the completed professional authority form is scanned (either by the student or at a Student Centre) and attached to the online application, the Subject Coordinators are notified by email and they then assess the applications online. Special Consideration may include the following:
  - (i) Negotiation of the due date to submit an assessment task.
  - (ii) Additional marks or grade points for the assessment task, taking into consideration the severity and duration of the illness or misadventure, the contribution of the item to the final result, and predicted performance based on prior assessment results in that subject (if available). Students whose performance on an assessment task is as good or better than expected are given no additional marks or grade points.
  - (iii) Special assessments for students who were unable to complete an assessment task within the allocated period.
  - (iv) Other forms of consideration as deemed appropriate by the Subject Coordinator and supported by the Responsible Academic Officer.

Where the Subject Coordinator is unavailable, the request may be considered by the Responsible Academic Officer or the Result Ratification Committee.
- 4) Students may make a late request for special consideration ([Rule 8.3.1\(5\)](#)) by contacting their Student Centre for a late application form. Such requests are sent to the Director, Student Administration Unit to determine whether the request should proceed. Such requests are only considered if the required professional authority adequately substantiates the reason for the late submission. Where permission to proceed is granted, such requests are forwarded to the Subject Coordinator for processing as in step 3) above.
- 5) Students who receive special consideration during the teaching period or for a final assessment task will be informed by email of the outcome and any action to be taken as a consequence of the request for special consideration.

#### **5.2.2.5 Student misconduct**

Misconduct is defined as attempts by students to cheat, plagiarise or otherwise act dishonestly in undertaking any assessment task, or assisting other students to do so ([Rule 8.8](#) and [Rule 16.2](#)). Cheating means to defraud or swindle. Students are considered guilty of cheating if they seek to gain an advantage by unfair means such as copying another student's work, or in any other way mislead a member of staff about their knowledge, ability, or the amount of original work they have done.

The University procedures for misconduct can be found in [Rules section 16](#) Student misconduct and appeals. These are supported by [Schedule 3](#), Guidelines relating to student misconduct and appeals, [Schedule 4](#), Guidelines on determining an appropriate penalty for instances of student misconduct, and Rules [Schedule 5](#), Guidelines for handling student misconduct involving plagiarism.

#### **5.2.3 Completing examinations**

Centrally conducted examinations are organised and conducted in accordance with [Rules 9.2 to 9.6](#) inclusive and with policies and procedures for the assessment of coursework subjects approved by Academic Board from time to time ([Rule 9.3.1](#)). This requirement also applies to faculty-based examinations, unless otherwise specifically provided for in guidelines approved by the relevant Faculty Board ([Rule 9.3.2](#)). Statements on the responsibilities of students and academic staff can be found in the [Policy for the Assessment of Coursework Subjects](#).

##### **5.2.3.1 The centrally conducted exam process**

The preparation of examination (question) masters is the responsibility of the Subject Coordinator. All centrally conducted exams require the completion of the Subject Coordinator's Authority for Special Examinations and the Centrally Conducted Examination Information Sheet. The cover sheet of each examination question paper

must conform to the cover sheets provided by the designated administrative officer, Student Administration Unit for this purpose. (Cover sheets are differentiated by whether students can or cannot remove them from the examination centre.) Instructions for the examination master, printing, security, room usage and submission deadlines can be found on the Information on the Printing and Conduct of Centrally Conducted Examinations provided with the other forms previously mentioned. (These forms are distributed by the designated administrative officer, Student Administration Unit to all Subject Coordinators.)

The Subject Coordinator must prepare a primary paper, and other such papers as required for special examinations. (The only exception to this is where prior knowledge of a paper by a student would be of no benefit.) The Subject Coordinator must also provide the designated administrative officer, Student Administration Unit with a contact telephone number and be available (or, if unavailable, make alternative arrangements with the Responsible Academic Officer for a nominee to be available) to answer any inquiries from supervisors or students during an examination.

Specialised material or equipment that is permitted to be brought into an examination room must be specified in the Subject Outline and in the examination paper. Where a variation to the approved material or equipment shown in the Subject Outline becomes necessary during the teaching period, the variation must be approved by the Subject Coordinator and notified to all students enrolled in the subject at least 10 working days before the commencement of the examination period ([Rule 9.3.3](#)).

Subject Coordinators must submit the examination master to the Assessor of the subject for checking that the questions:

- (a) are appropriate for that subject
- (b) have an appropriate distribution of questions covering the learning objectives to be assessed
- (c) are of a reasonable length for the completion time allowed
- (d) have questions that are clear and unambiguous
- (e) have questions that are capable of solution either from knowledge that students could reasonably be assumed to possess or from the data supplied (where appropriate).

Where the Assessor has concerns with the examination master, the Assessor will bring this to the attention of the Subject Coordinator. Where the Subject Coordinator and the Assessor disagree on the content or mark allocation for an examination master, the Responsible Academic Officer will resolve the difference of opinion. The Subject Coordinator and Assessor must sign and date the Centrally Conducted Examination Sheet. Masters and attached forms must be delivered to the designated administrative officer, Student Administration Unit (Exams Branch) in person.

Additional information may be required. This may include:

- (a) special accommodation requirements (examinations in which there is drafting, for example)
- (b) specific instructions for the printer (if required)
- (c) drawings and sketches for reproduction, which must be drawn to scale and must indicate the size of reproduction required
- (d) any answer materials that must be provided to students in addition to regular answer books
- (e) a full description of the aids or materials that students may bring into the examination room, in addition to those provided ([Rule 9.3.3](#))
- (f) authorisation (where appropriate) for students to retain the examination paper after the examination.

The examination timetable showing the location of all centrally conducted examinations will be made available on the University website, or as otherwise

determined by the Director, Student Administration Unit and advised to students by an appropriate means, at least five weeks before the commencement of an official examination period and will continue to be available until the end of the examination period ([Rule 9.1.1](#)). Students must access their Student System account to obtain their examination timetable, room allocation and seat number ([Rule 9.1.2](#)). For faculty-based examinations, the faculty is required to take all reasonable steps to minimise clashes with both other faculty-based examinations and centrally conducted examinations. Where clashes occur the faculty designated officer is responsible for making reasonable alternative arrangements for students in the faculty-based examinations ([Rule 9.1.3](#)).

Where a student considers that they have a serious individual scheduling difficulty with the examination timetable, the student shall advise the Director, Student Administration Unit for centrally conducted examinations or the Subject Coordinator for faculty-based examinations, immediately in the manner prescribed by the Director, Student Administration Unit or Subject Coordinator and request that alternative arrangements be made ([Rule 9.1.5\(1\)](#)). (See the procedure following.)

**Procedure (advice of scheduling difficulty):**

- 1) Currently this is undertaken by completing an [Advice of scheduling difficulties for centrally conducted exams form](#). This form must be completed at least 10 working days before the commencement of the examination period. Acceptable grounds for serious individual scheduling difficulty requests include but are not limited to:
  - (a) three examinations occurring in any twenty-four hour period
  - (b) sporting or cultural representative commitments at state, national or international level
  - (c) observance of significant religious events for which the student can demonstrate ongoing personal commitment
  - (d) significant personal or family events or commitments outside of their control for which the student can provide documentary evidence which satisfies the Director, Student Administration Unit for centrally conducted examinations or the Subject Coordinator for faculty-based examinations that the commitment could not be undertaken outside the examination period ([Rule 9.1.5\(2\)](#)).Unacceptable grounds for serious individual scheduling difficulty requests include:
  - (e) holiday arrangements
  - (f) sport and leisure activities
  - (g) travel arrangements other than for approved overseas study
  - (h) work commitments.
- 2) The Director, Student Administration Unit for centrally conducted examinations or the Subject Coordinator for faculty-based examinations must consider such requests and make alternative arrangements where this is appropriate and practicable. The Director, Student Administration Unit or Subject Coordinator must notify the student as soon as possible of any decision and any special arrangements made in relation to the individual scheduling difficulty ([Rule 9.1.4](#) and [Rule 9.1.5\(4\)](#)).

Where a Subject Coordinator finds an error in the examination master prior to the conduct of the examination, the Subject Coordinator will provide an erratum/addendum sheet for distribution with examination papers, or otherwise be present at the commencement of the exam to explain any minor mistakes, such as typing errors.

At the time and place of the examination, students are required to show University staff their Student Identification Card to gain entry to the examination room. Students



should keep in mind the following restrictions on entry and exit to the examination centre:

- (a) No student shall be admitted to an examination room after one hour from the time of commencement of the examination ([Rule 9.3.5](#)).
- (b) A student shall not normally be permitted to leave the examination room until at least one and a half hours after the commencement of the examination. In exceptional circumstances, where a student is authorised to leave an examination during the first hour and a half and does not wish to be readmitted to the examination, the student will be required to sign an undertaking not to communicate any information about the examination paper to any other student until the period of the examination is over. The student will not be permitted to remove the examination paper or any other workbook or written material from the examination room ([Rule 9.3.6](#)).
- (c) A student shall not normally be permitted to leave the examination room during the last 15 minutes of the examination ([Rule 9.3.7](#)).
- (d) Students who leave an examination room permanently before the end of the examination time are responsible for handing in their examination scripts, booklets and any other working material to the Examination Supervisor before leaving the room ([Rule 9.3.8](#)).
- (e) Students shall not be readmitted to the examination room after they have left it, unless during the full period of their absence they have been under the supervision of a designated administrative officer of the University approved by the Examination Supervisor ([Rule 9.3.9](#)).
- (f) Additional examination time will not be allowed to any student as compensation for examination time lost due to any individual circumstance. In exceptional circumstances, the Subject Coordinator and/or the Director, Student Administration Unit may authorise a delayed start to an examination, an examination restart or additional time for all students or for particular groups of students affected by specific circumstances ([Rule 9.3.10](#)).
- (g) A period of 10 minutes at the start of the scheduled time of the examination may be designated by the Subject Coordinator as reading time. Writing is not permitted during reading time ([Rule 9.3.11](#)).

Failure to comply with any of the requirements specified in [Rule 9.3.1](#) to [Rule 9.3.12](#) above may be considered to be an act of misconduct and may be dealt with in accordance with [Rule 9.6](#) and [section 16](#) (Student Misconduct and Appeals) ([Rule 9.3.13](#)).

Subject Coordinators must attend (or have a nominee(s) attend) before the beginning of any centrally conducted examination where special materials are brought into the examination room by students attempting a 'restricted open book' examination and where non-programmable calculators have been specified.

During the course of any examination, the Subject Coordinator (or nominee) must be available to answer questions that may be raised by students (and conveyed by the Examination Supervisor).

At the conclusion of an examination all students are required to remain seated until all papers have been collected and permission to leave is given by the Examination Supervisor ([Rule 9.3.12](#)).

Completed examination scripts are usually delivered to the Student Centre, the Faculty Office or the School or Department Office, though they may be collected in person from the designated administrative officer, Student Administration Unit, if prior notice has been given to the Exams Branch, Student Administration Unit. Attached to the collected papers are Exam Attendance Sheets (showing the students enrolled in the subject and indicating those who attempted the examination).



### **5.2.3.2 Faculty-based exam processes**

Faculty processes for conducting faculty-based exams must be consistent with [Rule 9.3.2](#) and be consistent with the procedural principles listed in section 4 of this document.

### **5.2.3.3 Special conditions for an examination**

A student with disabilities or special needs may be permitted to undertake particular assessment arrangements in order to ensure that the assessment is on the basis of academic merit and has parity with the assessment of other students. A student may be eligible for particular examination arrangements as provided for in [Rule 8.2](#) (Learning and assessment arrangements). Special conditions for examinations are described above in section 5.1.3 Variation to assessment arrangements.

### **5.2.3.4 Special examinations**

In special circumstances, approval may be given by the Director, Student Administration Unit for a centrally conducted examination or the Subject Coordinator for faculty-based examinations, to be held for specific students at a time other than the published time, on such conditions as the Director, Student Administration Unit or Subject Coordinator shall prescribe. Centrally conducted special examinations will be held during the official examination period or as soon as possible after the official examination period at a time approved by the Director, Student Administration Unit ([Rule 9.5.1](#)). Faculty-based special examinations will be held as soon as possible after a faculty-based examination at a time approved by the Subject Coordinator.

Such special circumstances include but are not limited to ([Rule 9.5.2](#)):

- (a) an unavoidable clash in the examination timetable
- (b) an individual scheduling difficulty with the final examination timetable
- (c) where special consideration has been approved for unavoidable absence from an entire centrally conducted examination or faculty-based examination (refer [Rule 8.3.3](#)).

Special examinations will be arranged by the designated administrative officer, Student Administration Unit for centrally conducted examinations, in consultation with the Subject Coordinator ([Rule 9.5.3](#)).

Students for whom special examinations are being conducted will be advised of the arrangements as soon as possible, must make themselves available at the designated time, and must observe the conditions prescribed for them by the Director, Student Administration Unit for centrally conducted examinations or the Subject Coordinator for faculty-based examinations, in addition to the Rules and requirements for examinations generally ([Rule 9.5.4](#)).

Special examinations will be conducted in the manner described for centrally conducted and faculty-based examinations described previously. Student unable to attend a special examination are required to address the procedure described in 'Students unable to attend an examination' (below).

### **5.2.3.5 Disruption to examination performance**

A student who has commenced an examination may consider that their performance in the examination has been significantly disrupted by illness or other circumstances beyond their control that occurred during the examination or on the day of the examination. Such matters may be dealt with in accordance with [Rule 8.3.2](#) (Special consideration of disruption to assessment — during an examination).

#### **Procedure:**

- 1) Where a student feels that their performance has been disrupted, the student must consult a University doctor or counsellor immediately after leaving the examination room and submit an [Application for Special Consideration](#) online no later than two working days after the examination. If a University doctor or

counsellor is not available, the student must consult their own doctor or counsellor and submit an Application for Special Consideration online no later than two working days after the examination.

- 2) When the completed professional authority form is scanned (either by the student or at a Student Centre) and attached to the online application, the Subject Coordinator is notified by email and they then assess the application online.
- 3) Subject Coordinators shall approve one of the following:
  - (i) A special examination (conducted by the faculty. Students in this category are not eligible to attempt another centrally conducted examination).
  - (ii) A special assessment item (essay, viva, short test, etc).
  - (iii) A mark/grade based on the student's performance in the subject throughout the teaching period.
  - (iv) An examination mark based on the student's class ranking over the teaching period.
  - (v) A grade of a Pass/50% grade without the necessity of undertaking a special examination. This would be approved only in exceptional circumstances when the student is unable to undertake a special examination/assessment, there is inadequate data to make a more precise judgement, and the Subject Coordinator is satisfied that the student has demonstrated throughout the teaching period, the required level of attainment in all other assessment components to pass the subject.

Subject Coordinators may choose to consult with staff who are experienced in assessing special consideration, such as Academic Liaison Officers, Responsible Academic Officers or Associate Deans, before approving one of the above alternatives. In some instances it may also be appropriate for Subject Coordinators to consult with the student.

Where the Subject Coordinator is unavailable, the request may be considered by the Responsible Academic Officer or the Result Ratification Committee.

- 4) Students may make a late request for special consideration ([Rule 8.3.2\(4\)](#)) by contacting their Student Centre for a late application form. Such requests are sent to the Director, Student Administration Unit to determine whether the request should proceed. Such requests are only considered if the required professional authority adequately substantiates the reason for the late submission. Where approved, such requests are forwarded to the Subject Coordinator for processing as in step 3 above.
- 5) Students who receive special consideration for a final examination will be informed by email of the outcome and any action to be taken as a consequence of the request for special consideration.

#### **5.2.3.6 Students unable to attend an examination**

A student who does not attend an examination as a result of failure to inform themselves of the time or place of an examination is not eligible to be considered for a special examination as defined in [Rule 9.5](#) and will be considered to have failed the examination ([Rule 8.3.3\(2\)](#)).

A student who, through illness or other circumstances beyond their control on the day of the examination, is absent from an entire examination, may request to have these factors taken into account, in which case the matter will be dealt with in accordance with [Rule 8.3.3](#) (Special consideration of disruption to assessment). Such applications must include relevant documentary evidence from an appropriate professional authority and submitted within two working days (refer [Rule 2.4](#)).

In relation to a centrally conducted examination:

- (a) requests for special exams are to be lodged online no later than two days after the scheduled examination date
- (b) in exceptional circumstances the Director, Student Administration Unit may extend the due date for submission of such requests
- (c) the Director, Student Administration Unit will consider the request and notify the student by email of the outcome and of any special arrangements to provide for further examination that is, the offer of a special examination (see Special examination above).

In relation to a faculty-based examination:

- (a) requests for special consideration are to be lodged online not less than two days after the scheduled examination date
- (b) in exceptional circumstances the Subject Coordinator may extend the due date for submission of such requests
- (c) the relevant faculty Responsible Academic Officer, the Subject Coordinator or the relevant faculty Result Ratification Committee will consider the request and the student will be notified by email of the outcome and of any special arrangements to be made to provide for further examination. ([Rule 8.3.3](#))

### **5.2.3.7 Student misconduct during examinations**

Student misconduct is defined in [Rule 16.2](#) (Student misconduct and appeals).

The procedure for dealing with misconduct during a centrally conducted examination can be found in [Rule 9.6.2](#). The procedure for dealing with misconduct during a faculty-based examination can be found in [Rule 9.6.3](#). The procedure for dealing with disorderly conduct during centrally conducted examinations can be found in [Rule 9.6.4](#) and for faculty-based examination [Rule 9.6.5](#).

Where the allegation is not a first offence or not of a minor nature, the University's procedures for misconduct will be applied. These procedures can be found in [Rules section 16](#) Student Misconduct and Appeals. These are supported by the [Rules Schedule 3](#) Guidelines Relating to Student Misconduct and Appeals and [Rules Schedule 4](#) Guidelines on determining an appropriate penalty for instances of student misconduct.

## **5.3 Marking, marks, grades and feedback**

Marking is the process of assigning an assessment mark and/or grade to a piece of work produced, performed or submitted by a student in the manner described in the Subject Outline. Faculties have the responsibility for the development and implementation of marking procedures for the subjects they administer. (This responsibility may be assigned to Subject Coordinators and/or Responsible Academic Officers at the discretion of Faculty Boards.) These procedures must be consistent with the procedural principles described in section 4 of this document and section 5.3 of the [Policy for the Assessment of Coursework Subjects](#).

Marks or grades are awarded based on the academic judgment of the marker according to the assessment criteria provided in the Subject Outline.

Where markers, other than the Subject Coordinator are used, the Subject Coordinators must specify what is to be marked, how many pieces of work are involved, and the date by which assessed work must be returned to the Subject Coordinators.

Students wishing to review a copy of their examination script may do so provided that the request is made within three months of the release of results. Student wishing to obtain a copy of their examination script may do so provided the examination paper does not contain material that is to be used in successive examinations. In all circumstances, students requesting the examination result (mark or grade) must be provided with this information. Subject Coordinators (or their nominee) may be approached to facilitate these requests.

The total mark or grade for an assessment task is determined as described in the Subject Outline. Marked assessment tasks are returned to students, usually with feedback, prior to the submission of the next assessment task, wherever possible. In certain circumstances, a student's work may be retained ([Rule 3.9](#)).

If there is a disagreement between a student and the Subject Coordinator (or marker) over the awarded mark, the student is entitled to query the mark (see section 5.5 Querying marks, grades and final results for details).

Final results are calculated/determined in the way described in the Subject Outline and/or supporting documentation provided by the faculty.

Appropriate records are kept in relation to all assessment tasks for an appropriate period of time in accordance with University policy ([Rule 8.4.1](#)). (See also section 5.6 Assessment records following.)

## 5.4 Final results

Final results and grades indicate the level of student performance in a subject against specified criteria and standards. Grades are awarded so that UTS can provide a statement for students and the outside community that indicates a student's achievement of the learning objectives in a subject.

### 5.4.1 Table of results and grades

Final subject assessment results will be provided to students in the form specified in the Subject Outline and in accordance with the Table of Results and Grades (refer [Schedule 3](#)) as approved by Academic Board ([Rule 8.4.2](#)). Faculty Boards have authority to determine a set of grades appropriate for each subject and the criteria for awarding the grades in accordance with the Rules [Schedule 3](#) Results and Grades as set out below.

Grade	Mark Range	Grade Point Average Score	Descriptor
High Distinction	85–100	4	Work of outstanding quality on all objectives of the subject, which may be demonstrated by means of criticism, logical argument, interpretation of materials or use of methodology. This grade may also be given to recognise particular originality or creativity.
Distinction	75–84	3.5	Work of superior quality on all objectives, demonstrating a sound grasp of content, together with efficient organisation and selectivity.
Credit	65–74	2.5	Work of good quality showing more than satisfactory achievement on all objectives, or work of superior quality on most of the objectives.
Pass	50–64	1.5	Work showing a satisfactory achievement on the overall objectives of the subject.
Pass — Not Graded		n/a*	Work showing a satisfactory achievement on the overall objectives of

			the subject (note 1).
Satisfactory		n/a	Awarded for projects or theses.
Fail (X)		0.5	Unsatisfactory performance in a compulsory component of the subject (note 2).
Fail	0–49	0.5	Unsatisfactory performance in one or more objectives of the subject as contained within the assessment tasks.
<b>Other notations</b>			
Industrial Experience			Professional Experience / Industrial Training. A number may appear next to this grade to indicate the level of Industrial Experience.
Withdrawn			Granted withdrawal from a subject without academic fail after the due date (note 3).
Withdrawn/Fail			Withdrawn after the due date (note 4).
<b>Administrative notations — results not finalised</b>			
E			Grade not submitted (note 5).
Q			Result pending the completion of a project, clinical practicum or field excursion where the student has not completed assessment task(s) by the end of the teaching period (note 6).
T	45–49		Formal supplementary examination to be completed within a designated examination period before a grade can be awarded (note 7).
W			Result withheld. The Result Ratification Committee may determine that supplementary assessments are required, or that alternative examiners and/or alternative assessments are required because of misadventure (note 8).

\*n/a — not applicable

## Notes

### 1 Subjects graded Pass/Fail only

Subjects graded Pass/Fail only are indicated as Pass — Not Graded or Fail on the official academic record. This grade may be awarded only in subjects approved by the relevant Faculty Board in accordance with the criteria for

ungraded subjects approved by Academic Board, (resolution AB/04/77, meeting 04/6 (01/12/04)) as follows:

- (i) professional practice or similar subjects based on workplace, community or other experience outside the University
- (ii) subjects which are components of ungraded postgraduate research degree programs, and are designed to prepare students for research components assessed on a Pass/Fail or equivalent basis
- (iii) subjects which are designed to enable access, development and/or support for a particular equity target group, where grading would act as a deterrent to learning.

Faculty Boards may request Academic Board to consider approval of subjects as ungraded which do not meet the approved criteria, and such requests must be justified on pedagogic grounds.

**2 Fail (X) grade — unsatisfactory performance in a compulsory component of the subject**

A Fail (X) grade (failure in a compulsory component of a subject) may be awarded only in those instances where the relevant Faculty Board has approved this marking arrangement for the subjects and where the Subject Coordinator has clearly demonstrated that a pass in an assessment task is essential to meeting the objectives of the subject. Subject Coordinators must include in the Subject Outline the minimum assessment requirements students must meet to pass the subject. Faculty Boards need to review the proportion of the final result compulsory task if students with a Fail (X) grade receive a final mark of more than 50 per cent.

**3 Withdrawn**

Approval granted for student's application for withdrawal from a subject after the teaching period census date by the Director, Student Administration Unit in accordance with [Rule 7.5.4](#). Although the student will not have an academic fail, they may incur financial liability for the subject (unless they have documentary evidence that meets the strict special circumstances requirements defined in the Higher Education Support Act). The status on their academic record for that subject will be Withdrawn.

**4 Withdrawn Fail**

Withdrawn after the census date and approval for withdrawal without academic fail has not been granted by the Director, Student Administration Unit in accordance with [Rule 7.5.4](#). The student incurs a financial liability for the subject and the status on the academic record for that subject will be Withdrawn Fail.

**5 E result — Grade not submitted**

The E result is a system generated interim result as part of the ratification process. The result is allocated by the student administration system when a result has not been submitted by a Subject Coordinator. Students who receive an E result must immediately contact the Subject Coordinator or, if the Subject Coordinator is unavailable the relevant faculty academic adviser, to ensure that they understand what is required to complete subject requirements, otherwise the result will be changed to 0 Fail after the prescribed period.

See procedures in sections 5.4.3 and 5.4.5 following.

**6 Q result — Result pending the completion of a project, clinical practicum, field excursion**

Q result may only be awarded in subjects which have been approved by the Faculty Board. If a Subject Coordinator anticipates that a subject contains a project, field excursion or practicum that is likely to extend beyond the end of a teaching period they must not use W results but rather seek Faculty Board approval to register the subject for the award of Q result. Q results must be



finalised before the Result Ratification Committee meeting of the following teaching period otherwise the result will be changed to 0 Fail.

See procedures in sections 5.4.3 and 5.4.5 following.

**7 T result — Centrally conducted supplementary examination to be completed**

A supplementary examination may be awarded by a Result Ratification Committee on the recommendation of the Subject Coordinator normally in the case of students with borderline results (result 45–49% or equivalent marginal fail in a subject where marks are not awarded) or in the case of a (undergraduate or postgraduate) student in their final teaching period under [Rule 8.5](#). A supplementary examination must be awarded in cases where a student fails a subject where the centrally conducted examination is worth more than 65 per cent of the total subject assessment grade.

T results are awarded in Autumn and Spring teaching periods and are not awarded for subjects conducted in the Summer session or other teaching periods. W results (see below) may be awarded for these short teaching periods with supplementary exams conducted by the faculty.

See procedures in sections 5.4.3 and 5.4.5 following.

**8 W result — Result withheld**

Students who receive a W result must immediately contact the Subject Coordinator to ensure that they understand what is required to complete subject requirements otherwise the mark will be unchanged (where a mark has been submitted) or recorded as a 0 Fail (otherwise) after the prescribed period. W results may be awarded in cases where a student is required to complete a supplementary exam to be conducted by the faculty or other supplementary assessment.

See procedures in sections 5.4.3 and 5.4.5 following.

**9 Grade Point Average**

The Academic Board, at meeting 07/4 (03/10/07) resolution AB/07/61.7, approved the introduction of a 4 point Grade Point Average. The Grade Point Average (GPA) is a progressive measure of academic achievement over the duration of enrolment in a course. It provides an overall view of a student's performance in a course and is an internationally recognised measure of student performance. The GPA is included on the UTS academic transcript. It only applies to coursework awards that students commenced from Autumn teaching period 2003.

Further information about the Grade Point Average is available on the student administration [Results website](#).

**(i) Subjects included**

Grades for all enrolled subjects within a course are included in the GPA calculation, including fail results, except where the grade type is ungraded. Subject exemptions or any form of recognition of prior learning are not included in the calculation.

**(ii) GPA calculation**

The GPA is calculated using a formula based on two dimensions: a grade point for each subject grade, and subject credit points. All GPA values are between the range of 0.00 and 4.00.

The GPA formula is:

$$\text{GPA} = \frac{[(\text{Sub1 GP} \times \text{CP}) + (\text{Sub2 GP} \times \text{CP}) + \dots + (\text{SubN GP} \times \text{CP})]}{(\text{Total CP enrolled})}$$

Where:

Sub GP = the subject's grade point value

CP = Credit points

(iii) **Subject grade point (GP)**

The grade point schema, per subject grade, used for GPA calculations is:

High Distinction — 4.0

Distinction — 3.5

Credit — 2.5

Pass — 1.5

Fail — 0.5

(iv) **Ungraded subjects:** Pass or Fail are not included in calculation of the GPA

#### 5.4.2 Recording final results

The results processing schedule and detailed instructions on recording results are issued to Subject Coordinators each teaching period (usually in May and October) by the Student Administration Unit via the relevant designated faculty administrative officers.

**Procedure:**

- 1) The designated administrative officer, Student Administration Unit, places subject results sheets, which include the student ID and names of all students enrolled in each subject, in the shared server in faculty folders not later than two weeks before the end of each teaching period.
- 2) The designated faculty administrative officers distribute the subject results sheets with the results processing schedule to the Subject Coordinators.
- 3) The Subject Coordinators must collate results where results are prepared by more than one lecturer.
- 4) The Subject Coordinators enter results electronically into the subject results sheets.
  - (i) Only whole marks are recorded (fractions of  $> .5$  are rounded up to the nearest whole number and fractions  $< .5$  are rounded down).
  - (ii) Only approved grade types for the subject can be entered into the spreadsheet. Any attempt to enter results which are outside the faculty approved grading schema for the subject will be rejected and an error report will be generated.
  - (iii) Addition of student names to subject results sheets is not permitted. In instances where an administrative error has occurred, a recommendation may be made to the Responsible Academic Officer who will determine whether to forward a recommendation to the Director, Student Administration Unit. Supporting evidence for the basis of the recommendation must be provided.
  - (iv) No blank results can be left on a subject results sheet. If a result or interim notation (Q, W, T) has not been submitted an E result will be automatically generated by the Student System.
- 5) The designated faculty administrative officers place completed subject results sheets in the faculty folder in the server by the date specified in the results processing schedule. Normally, this date is not later than three working days before the Result Ratification Committee meeting.
- 6) The designated administrative officer, Student Administration Unit:
  - (i) collects completed subject results sheets and uploads the results into the student system
  - (ii) produces a series of reports for the Result Ratification Committees and provides them to the designated faculty administrative officers via the server.

### 5.4.3 Ratifying final results

[Result Ratification Committee](#) (or committees) is (are) established by each Faculty Board to:

- (a) review final assessment results conducted in respect of subjects offered by the faculty, and
- (b) approve the release and publication by the Director, Student Administration Unit, in the manner prescribed by the Provost ([Rule 8.4.4](#)), of final assessment results for subjects that are the responsibility of the faculty.

The authority is delegated to a Result Ratification Committee by Council (section 4.7.1 of [Standing Delegations of Authority](#)). A delegation cannot be 'sub-delegated' to another person or body. A Result Ratification Committee must therefore be convened for each teaching period.

Faculty Boards establish a Result Ratification Committee for each teaching period that may vary in membership depending on the particular circumstances. Normally, Result Ratification Committees for Summer session, Autumn and Spring teaching periods would include the Chair, the faculty's Responsible Academic Officers, Program Directors and/or Subject Coordinators. For the short teaching sessions the Committees may constitute a Chair and the Responsible Academic Officer(s).

The schedule of dates for Result Ratification Committee meetings for Autumn and Spring teaching periods and the results processing schedule are issued each teaching period (usually in May and October) to Subject Coordinators and Responsible Academic Officers by the designated administrative officer, Student Administration Unit, via the relevant designated faculty administrative officers. The timelines for the other teaching sessions (Summer, March, May, July, August, October, December) are distributed separately.

A designated administrative officer, Student Administration Unit, is available (via telephone) to provide advice for meetings.

Specifically, Result Ratification Committees:

- (a) Review the performance of students undertaking subjects offered by the faculty, paying particular attention to borderline results (mark range 45–49%) and any related special consideration applications to determine appropriate action in consideration of the table of results and grades and in view of the borderline results procedures.
- (b) Approve the publication of results for all subjects offered by the faculty, and submit a final copy of the subject results sheets to the designated administrative officer, Student Administration Unit.
- (c) Determine interim results:
  - E — grade not submitted
  - Q — project, clinical practicum or field excursion
  - T — centrally conducted supplementary examination to be completed
  - W — withheld results

#### 5.4.3.1 Borderline results

Result Ratification Committees review [borderline results](#) (mark range 45–49% where 50% is judged a pass; or an equivalent marginal fail in a subject for which marks are not awarded) and any related special consideration applications to ensure that Subject Coordinators have taken requests for special consideration into account when calculating final results. The Result Ratification Committee determines whether any action is necessary in consideration of the table of results grades.

If a final examination is worth more than 65 per cent of the total subject assessment result a supplementary examination must be provided for students with borderline results in the subject. In other cases, the award of supplementary assessment is determined by the Subject Coordinator and based on the criteria as provided in the

Subject Outline. (A student may choose to not accept the offer of supplementary assessment.) This is ratified at the Result Ratification Committee. The procedure described below is followed.

Where a student has a borderline result in one subject only in their final teaching period, the Result Ratification Committee may make provision for the student to undertake an additional assessment task within a specified time period under [Rule 8.5](#). The rule is intended to give students a second chance so that they do not have to delay graduation for a further teaching period. It is not mandatory for faculties to provide another assessment task. If the student fails to complete the additional assessment task in the specified time period and to the appropriate standard, the original Fail result is final.

**Procedure:**

- 1) A T result is recorded at the Result Ratification Committee meeting if the student is required to complete a centrally conducted supplementary examination.
- 2) The designated administrative officer, Student Administration Unit contacts students about arrangements for centrally conducted supplementary exams. The dates for supplementary exams can be found in the UTS Calendar.
- 3) A W withheld is recorded at the Result Ratification Committee meeting if the supplementary assessment is faculty-based and to be conducted by the Subject Coordinator.
- 4) The designated faculty administrative officer contacts the Subject Coordinator to confirm arrangements for the supplementary assessment for students with W withheld results.
- 5) Once arrangements for the supplementary assessment are finalised with the Subject Coordinator, the designated faculty administrative officer notifies the student in writing of the requirements and the due date for the submission of the assessment task or the date of the faculty-conducted exam (whichever form of assessment has been approved by the Subject Coordinator). Where a supplementary examination has been organised, the student must be provided with at least 10 working days notice.

Following marking of the supplementary assessment, the final result is submitted by the Subject Coordinator to the designated administrative officer, Student Administration Unit on an Authority to Vary Results (AVR) form. Further details on procedures for interim results, including the borderline results described above, can be found in section 5.4.5 Changing Final Results.

#### **5.4.4 Releasing final results**

The Director, Student Administration Unit, following the Result Ratification Committee meetings, approves the release of final results online via My Student Admin and the Interactive Voice Response (IVR) system on the published date. Final results may not be released to students prior to the official release of results ([Rule 8.4.3](#)). Results will not be released, and enrolment or graduation will not be permitted, until all debts to the University have been discharged ([Rule 4.4](#)).

Subject Coordinators may discuss final assessment grades with students after the official release.

Students may request an official record of their final results in all subjects in which they have been enrolled — an [academic transcript](#). The UTS academic transcript issued to students and graduates shows all subjects in which a student has enrolled, with final assessment results for all subjects and the Grade Point Average. Students may apply for a transcript with subject results suppressed. UTS does not provide partial academic transcripts (that is for enrolment in single subjects) or a 'statement of attainment' showing only those subjects that have been completed satisfactorily

(that is with Fail results suppressed). Further details are available in the [Academic Records Vice-Chancellor's Directive](#).

#### **5.4.5 Finalising interim results and changing final results**

Subject Coordinators submit results after the Result Ratification Committee (RRC) meetings for interim notations (E, W, Q, T), and any other changes to results, on an Authority to Vary Results form available from the designated administrative officer, Student Administration Unit. This variation is countersigned by an authorised member of staff (the Chair RRC, Dean, Associate Dean, RAO or Head of School (as set out on the AVR form)), and sent to the designated administrative officer, Student Administration Unit for processing.

Changes to final assessment results may be made in the following circumstances:

- (a) to change a final result following re-marking and/or supplementary assessment
- (b) to finalise interim results (E, W, Q, T)
- (c) to amend a final result following a review of final subject assessment result\*
- (d) to correct an administrative error ([documentation](#) must be attached)
- (e) to change a final result following a successful query or complaint by a student.

\* The Subject Coordinator and Responsible Academic Officer may on the basis of a finding by a faculty Student Assessment Review Committee change a final assessment grade ([Rule 8.7.3\(1\)](#)).

The Director, Student Administration will not approve processing of changes to final grades from any teaching period earlier than the one immediately preceding the teaching period in which the request is made. The only exceptions are cases where the Subject Coordinator provides sound reasons for requesting an amendment together with an Authority to Vary Results form. If the Director does not accede to the request, the matter may be referred to the Provost for consideration.

##### **5.4.5.1 Procedures — interim notations (E, Q, T, W):**

Students with interim results must contact the Subject Coordinator or relevant academic adviser to determine the reason for the interim result as there may be some delay in processing the notification by the University. The designated administrative officer, Student Administration Unit is responsible for contacting students who have been awarded T results. Communication with respect of all other interim results is the responsibility of the designated administrative officer of the faculty administering the subject.

#### **E result — Grade not submitted**

- 1) Subject Coordinators are required to submit a result within the prescribed period, that is:
  - Autumn teaching period and Summer, March, May and July session results, no later than two weeks after the beginning of the following teaching period.
  - Spring teaching period, August, October, December session results, at least four weeks before the beginning of Autumn teaching period.
- 2) In April and September each year the designated administrative officer, Student Administration Unit sends subject lists of any remaining E results from the previous teaching period to the relevant Subject Coordinators. If a mark is not received by the date specified the E results are converted to 0 Fail by the designated administrative officer, Student Administration Unit.

**Q result — result pending the completion of a project, clinical practicum, field excursion**

- 1) A Q result may only be recorded for those subjects approved by the Faculty Board for subjects involving a project, clinical practicum or field excursion where the final piece of assessment work is still outstanding at the end of teaching period.
- 2) It is expected that Q results will be finalised before the Result Ratification Committee meeting of the following teaching period.
- 3) In April and September each year the designated administrative officer, Student Administration Unit sends subject lists of any remaining Q results from the previous teaching period to the relevant Subject Coordinators. If a mark is not received by the date specified the Q results are converted to 0 Fail by the designated administrative officer, Student Administration Unit.

**T result — centrally conducted supplementary examination to be completed — or W result — faculty-conducted supplementary exam to be completed**

- 1) Centrally conducted supplementary examinations are held in January and July on the date published in the UTS Handbook, and at other times at the request of faculties. faculty-based supplementary exams are held at times notified to the student by the designated administrative officer of the faculty administering the subject.
- 2) Students are notified in writing, at least 10 working days before the supplementary exam, by the designated administrative officer, Student Administration Unit (centrally conducted) or by the designated faculty administrative officer, (faculty-conducted) if they have been granted a supplementary examination with instructions about the time and location of the examination. Students are to be provided with 10 days notice of the date of the supplementary examination. Students given the opportunity to sit for a supplementary exam must make themselves available on the time and date notified by the Student Administration Unit or faculty. Failure to do so on the part of the student may result in the withdrawal of the offer of the supplementary exam.
- 3) Supplementary examinations are organised and conducted in accordance with [Rules 9.2 to 9.6](#) inclusive and procedures as set out in section 5.4.3.1 of these Procedures.
- 4) Subject Coordinators must:
  - (i) be available (or, if unavailable, make alternative arrangements with the Responsible Academic Officer for a nominee to be available) to answer any inquiries from the examinations supervisors or students during a supplementary examination
  - (ii) arrange for marking and recording of results by the date specified. Results for students who are in their final teaching period are submitted as soon as possible so that these students become eligible for graduation
  - (iii) award a final mark/grade for the subject (that is, the final mark/grade submitted to Student Administration) of 50 Pass to students who pass a supplementary examination. Students who do not improve upon their original result shall retain their original mark/grade
  - (iv) determine final results before the beginning of the following teaching period where possible.
- 5) Where a student has completed a centrally conducted supplementary examination and is successful, the Subject Coordinator awards a 50 Pass or where the subject does not have marks stipulated, a grade of Pass will be awarded.



- 6) Where a student's performance in a supplementary examination is unsatisfactory, that is less than or equal to the original mark, the student retains at least their original mark and/or grade.
- 7) Final results following the supplementary exams are submitted by the Subject Coordinators to the designated administrative officer, Student Administration Unit on an Authority to Vary Results (AVR) form.
- 8) In April and September each year the designated administrative officer, Student Administration Unit sends subject lists of any remaining T results from the previous teaching period to the relevant Subject Coordinators. Once confirmed with the Subject Coordinators in cases where students did not complete a supplementary examination, the T results are changed to the original mark and/or grade.

**W result — Withheld (other than faculty-based supplementary exam)**

- 1) Results are withheld only in exceptional circumstances and only with the approval of the Responsible Academic Officer.
- 2) Subject Coordinators must supply the Result Ratification Committee with a reason for each W result.
- 3) Withheld results must be resolved as soon as possible and within the following periods:
  - (i) Autumn teaching period, Summer, March, May, and July sessions results — no later than the end of week two of the following teaching period
  - (ii) Spring teaching period, August, October, and December sessions results — at least four weeks before the beginning of Autumn teaching period
  - (iii) where extreme circumstances preclude meeting the deadline, the Subject Coordinator may recommend to the Responsible Academic Officer that an extension be requested from the Director, Student Administration. Where an extension is granted, W results must be resolved no later than the end of the following teaching period.
- 4) Result Ratification Committees are responsible for reviewing any withheld results unresolved from the previous teaching period.
- 5) In April and September each year the designated administrative officer, Student Administration Unit sends subject lists of any remaining W results from the previous teaching period to the relevant Subject Coordinators. If a mark is not received by the date specified the W results are converted to 0 Fail by the designated administrative officer, Student Administration Unit.

**5.4.6 Subject assessment sanctions**

Students who have multiple fails in the same subject (or subjects deemed to be the same by the Faculty Board) are required to seek academic advice before re-enrolment in the subject will be permitted. This advice is provided by Academic Advisers. Academic Advisers are selected and approved by the Responsible Academic Officer. Upon approval, a list of Academic Advisers is supplied to the Student Administration Unit and published on the SAU website.

If a student has failed a subject three times or more, the student may be refused further enrolment in the subject, and the course, if the subject is a compulsory subject. ([Rule 10.6](#))

Faculty Boards may specify individual subjects where further re-enrolment is not permitted after two failures in the subject.

**Procedure:**

- 1) The designated administrative officer, Student Administration Unit provides a consolidated sanctions report to the designated faculty administrative officer. The report contains the list of students with multiple fails in the same subject ie two fails, three fails, four fails, etc.

- 2) The designated faculty administrative officer notifies
  - (i) students with two fails in the same subject (except for those as in (ii) below) to contact the designated academic adviser for permission to re-enrol in the subject;
  - (ii) the designated administrative officer, Student Administration Unit to apply the E3F sanction to prevent re-enrolment in subjects where students have three or more fails in a subject and, for those students with two fails in specified compulsory subjects, to apply the Exclusion Academic Progress (EAP) sanction, or whether the student is permitted to transfer to another course.
- 3) The designated administrative officer, Student Administration Unit
  - (i) applies the E3F and EAP sanctions
  - (ii) notifies students with the E3F sanction to contact the Responsible Academic Officer
  - (iii) notifies students with the EAP sanction of exclusion from the University and appeal process under [Rule 10.8](#).
- 4) The Responsible Academic Officer determines whether to:
  - (i) allow re-enrolment for students with three or more fails in a subject, with the condition that the students must seek continuing assistance throughout the teaching period from a designated academic adviser ([Rule 10.6.3](#)), or
  - (ii) refuse re-enrolment with the students to be advised of exclusion from the University ([Rule 10.6.4](#)).
- 5) The designated faculty administrative officer advises the designated administrative officer, Student Administration Unit of the decisions made by the Responsible Academic Officer.
- 6) The designated administrative officer, Student Administration Unit notifies students and where relevant deactivates the E3F sanction when re-enrolment is approved. If re-enrolment is refused, the sanction remains activated and the student is prevented from re-enrolling in the subject. If the subject is a compulsory subject and the student cannot therefore complete their course, the EAP Exclusion Academic Progress sanction is applied. The student is withdrawn from the course and notified of exclusion from the University with details of the appeals process under [Rule 10.8](#), by the designated administrative officer, Student Administration Unit.

## **5.5 Querying marks/grades and final results**

On occasion a student may disagree with a mark or a final result awarded by a marker. Where a student wishes to query a mark, the deadline for a query during teaching weeks is 10 working days from the date of the return of the task to the student. Where a student wishes to query an examination result, the deadline is 10 working days from the official release of the final subject result.

### **5.5.1 Querying a mark/grade for an assessment task**

A student may form the view that there has been an error in the mark or grade awarded for an individual assessment task.

#### **Procedure:**

- 1) In the event that a student believes that an error has been made, the student should make an appointment to see the Subject Coordinator as soon as possible after the return of the relevant assessment task and within 10 working days of the release of the result for assessment tasks completed during the teaching weeks, and within 10 working days of the release of final results in the case of a final examination. A Subject Coordinator may refuse to consider a student's request where 10 working days have passed.

- 2) Where the Subject Coordinator feels the student's claim is substantiated, the Subject Coordinator will make the necessary adjustments to all records of the mark, and the matter is closed.
- 3) Where the Subject Coordinator does not agree with the student's claim, the Subject Coordinator will inform the student. The student may then choose to make an appointment to see the Responsible Academic Officer (RAO) to discuss their views, at which time their query is now treated as a [complaint](#).
- 4) The RAO will then consider the information provided by the student, and will seek the view of the Subject Coordinator, recording the information supplied in the record of complaint. The RAO will make a determination and inform the student and the Subject Coordinator. The RAO will provide the reasons for their determination. The Subject Coordinator will act on the determination of the RAO as appropriate.
- 5) Where a student is dissatisfied with the determination of the RAO, the student may bring the complaint to the attention of the Dean. In this case, the RAO will send the record of complaint to the Dean. The Dean may choose to limit their investigation to matters of procedural fairness. The Dean will make a determination and inform the student and the Subject Coordinator. The Dean will provide reasons for their determination. The Subject Coordinator will act on the determination of the Dean as appropriate.
- 6) Where the student is dissatisfied with the determination of the Dean, the student may seek the assistance of the [Student Ombud](#).

Where a student is enrolled in honours thesis subjects, and wishes to query their level of award, they may do so by questioning the manner in which it was calculated and/or by querying the final results of the individual subjects comprising the award. This may be done informally or via a formal complaint.

### **5.5.2 Resubmission and re-marking**

Resubmission (the submission of a new version of an assessment task) or re-marking (the re-presentation of a previously submitted assessment task) may be undertaken as a consequence of a determination made as a result of a student query or complaint. They may also be offered at the discretion of the Subject Coordinator and/or Responsible Academic Officer for students with borderline results. The conditions under which resubmission or re-marking take place and the possible outcomes must be provided to the student prior to the resubmission or re-mark by the Subject Coordinator and/or Responsible Academic Officer.

Only one resubmission is possible per assessment task.

Where the outcome of the query or complaint investigation has been the re-marking of an assessment task by a different marker (Subject Coordinator, Assessor, or external marker), the second marker must receive a clean copy of the assessment task (supplied by the student where possible) on which to undertake the re-marking. Both markers shall compare assessments and then determine a mark/grade for the item. The new mark/grade may be higher or lower than the original. If the markers cannot agree, the matter is resolved by the RAO.

### **5.5.3 Review of final subject assessment results**

The only grounds for review are that there were procedural irregularities in the determination of the final assessment result for a subject ([Rule 8.6.1](#)). A Review of Final Subject Assessment Results must not be requested for late special consideration. Late Requests for Special Consideration for disruption to assessment during the teaching period must go to the Responsible Academic Officer for consideration ([Rule 8.3.1\(5\)–\(6\)](#)). Where late special consideration is sought for disruption to a final exam, the Request for Special Consideration must be lodged with the Director, Student Administration Unit ([Rule 8.3.2\(4\)–\(5\)](#)).

**Procedure:**

- 1) Students complete an application for review. Details can be found at [Review of final subject assessment results](#)
- 2) A designated Student Administration Unit officer may refuse to accept and may return an application to a student where it is incomplete or the basis for the application has previously been considered by the Subject Coordinator, Responsible Academic Officer, and/or Result Ratification Committee.
- 3) The designated Student Administration Unit officer sends applications to the relevant faculty or faculties.
- 4) The application is considered by the faculty's Student Assessment Review Committee ([Rule 8.6.2](#)). The composition of the committee and the conduct of the meetings are described in [Rule 8.7.1](#) and [Rule 8.7.2](#), respectively. The Committee Officer provides the committee with a copy of the application for review, and all relevant faculty records, including the Result Ratification Committee documents relating to special consideration and special examinations.
- 5) The Student Assessment Review Committee makes its determination, either:
  - that there were no procedural irregularities and dismiss the application, or
  - that there were procedural irregularities that may have materially affected the outcome of the final result for the subject.
- 6) Where the Student Assessment Review Committee (SARC) determines that there were no procedural irregularities, the student will be informed in writing by the Chair of the SARC. The Chair will provide a reason(s) ([Rule 8.7.3\(2\)](#)) for the decision.
- 7) Where the SARC finds procedural irregularities in the determination of the final assessment results for a subject, the committee's findings and the student's application are forwarded to the relevant Subject Coordinator and Responsible Academic Officer (RAO). The Subject Coordinator and RAO determine the action that will be taken to address the impact of the irregularity on the student's final result/grade giving due consideration to procedural principles described in section 4 of this document, including the student's statements on how the irregularity may have influenced the final result for the subject.
- 8) The RAO notifies the student as soon as possible of the decision of the SARC, and the decisions/actions that have been agreed by the Subject Coordinator and RAO ([Rule 8.7.4\(1\)](#)).
- 9) Where a student disagrees with a determination of the SARC, they may choose to lodge a [complaint](#) with the [Student Ombuds Office](#).

The Chair of the SARC and the RAO will provide the Faculty Board with an annual report on all matters referred to the SARC, including decisions made in relation to the findings of the Committee and recommendations on any faculty procedural matters and the outcomes of those recommendations.

Changes to final results that are a consequence of the determination of a complaint are processed as described previously in section 5.4.5 Finalising Interim Results and Changing Final Results.

**5.6 Assessment records**

Faculties are required to keep assessment related records for the required minimum retention period — [Rule 8.4.1 Subject assessment results](#) (see procedure below). Compliance requirements are set out in the [Records Management Vice-Chancellor's Directive](#).

All staff must take all reasonable measures to ensure that all assessment related records are held securely and protected from misuse, loss, unauthorised destruction, unauthorised access, modification or disclosure. Assessment records, including

exam scripts, must be securely stored on the University's premises with access only by authorised staff. Records, including exam scripts must not be stored at a staff member's home or any other area outside the University's control.

If a member of staff or a student suspects a serious misuse and/or disclosure of assessment records, it must be reported in accordance with the [Fraud and Corruption Prevention and Public Interest Disclosures Policy](#).

Further information about retention and destruction of records procedures is available from [UTS Records](#).

**Procedure:**

- 1) Subject Coordinators must keep a record of each student's results for all assessment tasks for each task in the assessment pattern provided in the Subject Outline for at least one year.
- 2) Each faculty must keep records relating to assessment, unless indicated otherwise below, in accordance with the [State Records of NSW General Disposal Authority](#) (PDF) for University Records. The minimum UTS retention requirements are:
  - (i) student examination/assessment scripts and any marked uncollected assessment tasks (ie examination papers completed by students) — must be retained for six months after submitting the final result
  - (ii) grading/marking of individual assessment components of a subject or course — must be retained for one year
  - (iii) changes to assessment results — all AVRs must be sent to the designated administrative officer, Student Administration Unit for processing, and they are then scanned and retained for six years
  - (iv) special consideration requests — all records must be sent to the designated administrative officer, Student Administration Unit to be scanned and then retained for three years
  - (v) practicums — summary records for courses of study where the number of hours completed and proof of satisfactory performance may be required for accreditation purposes (for example nursing and teaching practicums) — must be retained for 50 years (contact UTS Records for storage requirements)
  - (vi) appeals/review of individual assessments — all records must be sent to the designated administrative officer, Student Administration Unit to be scanned and then retained for one year after action completed
  - (vii) disciplinary proceedings — must be retained for six years after action completed
  - (viii) formal grievances raised by a student — must be retained for six years after action completed.

## **6. Roles and responsibilities**

**Accountable Officer:** Deputy Vice-Chancellor (Education and Students)

**Implementation Officer:** Director, Student Administration Unit

**Contact Officers:** Student Centres and Responsible Academic Officers

Other positions and committees:

Academic Board

Academic Board has the authority to approve amendments and rescind University procedures for the assessment of coursework subjects.

Academic Administration Committee

Responsible for proposing amendments as required, and for managing the consultation process when the procedures are due for review.

**Academic and administrative staff**

As detailed in the [Policy for the Assessment of Coursework Subjects](#).

## 7. Acknowledgements

Good Conduct and Administrative Practice, 2<sup>nd</sup> edition May 2006, NSW Ombudsman.

## 8. Version control and change history

Date	Version	Approved by, resolution no. (date)	Amendment
01/01/2010 (effective date)	New	Academic Board 09/69 (09/12/2009)	New document following review of Coursework Assessment Policy and Procedures. Policy and procedures now in separate documents.
24/02/2010	2	Academic Administrative Committee	Approved minor editorial matters.
28/02/2011 (effective date)	3	Academic Board 10/5, AB 10/64.3	Amendments relating to the online special consideration application process.
		Council 10/7, COU/10-7/111.3	Amendments to Rules Schedule 3 Results and Grades — Grade Point Average section 5.4.1 Table of Results and Grades.
		Academic Board Executive Action (03/12/2010)	Amendments to section 5.4.6 failure in two subjects where Faculty Board has specified reenrolment may be refused.
13/02/2012	3.1	Director, Governance Support Unit (GSU), (05/02/2013)	GSU administrative changes (under Delegation 3.17): reflecting changes to official nomenclature and operational processes in relation to Student Misconduct, specifically sections 5.2.2.5, 5.2.3.7 and 6 (Deans and Faculty Boards).
01/12/2014 (effective date)	3.2	Council, COU/14-5/106 (15/10/2014)	Consequential changes to align section 5 Procedures Statements with the Student Rules.
		Director, Governance Support Unit (GSU) (15/10/2014)	Changes to Senior Executive titles and to cover disestablishment of the Registrar position, plus editorial updates related to migration of web content.



10/04/2015 (effective date)	3.3	Director, Governance Support Unit (GSU) (09/03/2015)	Minor changes to section 5.2.3.1, in particular the advice of scheduling difficulty under Delegation 3.17 to reflect changes to Student Rule 9.1.5(b) in 2014.
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