

Replaces (please remove) Section 5.6 Issued 07/08

## 5.6 ASSESSMENT

Note: Academic Regulation 5.6 Assessment may be read in conjunction with University Calendar section 4.14 Examination Procedures.

### Policy

- 1 All summative assessment items will be criterion referenced.
- 2 The methods employed in assessing students' achievement of the objectives of a course shall:
  - 2.1 maintain academic standards appropriate to the level of the course in which students are enrolled;
  - 2.2 ensure that the assessment of students is not based on prejudicial or other unfair practices; and
  - 2.3 ensure that assessment techniques are used which will enable students to demonstrate clearly the level of achievement they have attained in the areas being assessed.
- 3 Assignments will be designed to encourage and support student learning.
- 4 To support student learning, the design of all assignments will be based on the following three principles:
  - The content principle:** assignments should reflect the material that is most important for students to learn;
  - The learning principle:** assignments should enhance learning and support effective instructional practice; and
  - The equity principle:** assignments should support every student's opportunity to learn, understand and use the course material.
- 5 The design of an assessment scheme for a course should, as far as practicable, recognise and cater for the diversity of student backgrounds, experiences and learning styles.
- 6 The types and design of summative assessment items used for a course should be appropriate for the objectives being assessed in those items.
- 7 The assessment process will ensure that all students are treated equitably and are awarded the marks and grades appropriate to the level of learning they have achieved.
- 8 All summative assessment items for a course will be moderated.
- 9 The allocation of grades and/or marks to students' work for a course will reflect the best professional judgment of academic staff involved in the marking and/or grading of that work.
- 10 Examiners should limit their use of summative assessment items in courses to ensure that students are not over-assessed and that students can get appropriate and timely feedback on such assessment items.
- 11 Examiners are encouraged to use formative assessments as part of the teaching/learning process.
- 12 Students are expected to accept responsibility for their learning and should attempt all assessment items (both formative and summative) for the courses in which they are enrolled.
- 13 Students are expected to behave honestly and ethically in completing pieces of assessment and to avoid any form of academic misconduct.
- 14 Provision will be made to provide students with access to their own marked examination script where the script is not of a type which may be exempted under the provisions of the Freedom of Information Act 1992.

### Regulations

#### 5.6.1 Assessment and Learning Objectives

- 1 All course objectives may be subject to assessment during the course.

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- 2 The examiner of a course will prepare, and make available to students, an assessment scheme for each class in that course which will explicitly state:
  - 2.1 the relationship between each summative assessment item and the learning objectives of the course; and
  - 2.2 the weighting allocated to each summative assessment item.
- 3 To ensure that the content principle is met, an examiner, when designing an assessment scheme, will:
  - 3.1 provide a course specification that will make explicit the objectives of the course, including expected student content knowledge, and skill development;
  - 3.2 provide assessment tasks that relate directly to the learning objectives of the course;
  - 3.3 provide assessment tasks that measure learning against appropriate standards; and
  - 3.4 as far as practicable, provide assessment tasks that are relevant to the experiences of students and to their likely career goals.
- 4 To ensure that the learning principle is met, examiners, when designing an assessment scheme, will:
  - 4.1 provide activities to encourage students to undertake self assessment throughout the course;
  - 4.2 provide assessment tasks that are designed to measure students' knowledge and understanding of the key concepts of the course and the extent to which students have developed expected skills; and
  - 4.3 provide assessment tasks that fit within an overall plan designed to assist the development and progress of student learning;
- 5 To ensure that the equity principle is met, examiners will:
  - 5.1 describe students' progress in a fair, relevant and accurate manner;
  - 5.2 where feasible provide assessment tasks that take account of student diversity; and
  - 5.3 report student progress and achievements in a manner which has the same meaning for different lecturers, students and other stakeholders.

### **5.6.2 Moderation**

1. The appropriateness of the assessment scheme and all summative assessment items for a class will be assessed by the moderator for the course and will require the moderator's endorsement before being released to the students in the class.
2. Where more than one person assesses students' work on a particular assessment item, the examiner will be responsible for implementing a moderation process for those assessments to ensure that all students are treated fairly and equitably.
3. Before submitting recommended grades to the Faculty's Board of Examiners (see 5.6.6.3), the examiner of the course will meet with the moderator of that course to confirm the recommended grades.

### **5.6.3 Assignments**

#### **5.6.3.1 Preparation of Assignments**

- 1 Assignments shall be:
  - 1.1 the student's own work unless otherwise allowed in the course specification;
  - 1.2 presented by the student in accordance with any special requirements, as specified by the examiner of the course, such as length, format, referencing techniques to be used.
- 2 Students enrolled in a course will be informed of the marking criteria for every assignment in the course upon the student's receipt of the assignment requirements. The marking criteria will be based on the learning objectives of the course.

#### **5.6.3.2 Assignment Submission**

- 1 The due dates of assignments will be stated in the course specification.

- 2 The examiner of a course may grant an extension of the due date of an assignment in extenuating circumstances.
- 3 The examiner of a course may request students to submit the original and one or more copies of an assignment in cases where the examiner wishes to retain a copy of the assignment after it has been marked.
- 4 It is the responsibility of the University to provide access to learning resources to enable students to have a reasonable time frame within which to complete assignments. It is the student's responsibility to be enrolled by the due date for enrolment for the University to be aware of the student's need to access learning resources to be provided by the University.
- 5 If the University fails to provide access to the learning resources for a course within a reasonable time, then the due date for the first assignment shall normally be adjusted by the amount of the delay, if access to those learning resources is essential for the students' completion of the first assignment.
- 6 If requested, students will be required to provide proof of date of despatch or submission of an assignment.
- 7 If requested, students will be required to provide a copy of assignments submitted for assessment purposes. Such copies should be despatched to USQ within 24 hours of receipt of a request being made

### **5.6.3.3 Return of Assignments**

Assignments submitted by the due date will be marked and returned to the students, together with appropriate feedback, normally within three weeks of those assignments being sent to a marker by the University.

### **5.6.3.4 Late Submission of Assignments**

- 1 If students submit assignments after the due date without extenuating circumstances then a penalty of 5% of the assigned mark may apply for each working day late up to a maximum of ten working days at which time a mark of zero can be recorded for that assignment.
- 2 Examiners may refuse to accept assignments for assessment purposes after marked assignments and/or feedback have been released. If extenuating circumstances appear to exist, examiners must consider these before refusing to accept an assignment. Extenuating circumstances include the late receipt of study materials beyond the control of the student.
- 3 Students who require an extension to the due date of an assignment, must apply for the extension prior to the due date. The application should normally be a written request to the examiner of the course requesting the extension with appropriate supporting documentation.
- 4 The examiner shall consider all documentary evidence (including statements from a medical practitioner, employer, counsellor or independent member of the community as appropriate) accompanying an application for an extension and decide on the outcome.
  - 4.1 In the case of an application for an extension for medical reasons, the documentation should include an original or certified copy of a USQ Medical Certificate, completed by the student's medical practitioner and must include a statement from that medical practitioner stating:
    - 4.1.1 the date the medical condition began or changed;
    - 4.1.2 how the condition affected the student's ability to study;
    - 4.1.3 when it became apparent that the student could not submit the assignment by the due date.
  - 4.2 In the case of an application for an extension for family/personal reasons, the documentation must include a statement from a medical practitioner, counsellor or independent member of the community stating:
    - 4.2.1 the date the student's personal circumstances began or changed;
    - 4.2.2 how the circumstances affected the student's ability to submit the assignment by the due date;

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- 4.2.3 when it became apparent that the student could not submit the assignment by the due date.
- 4.3 In the case of an application for an extension for employment related reasons, the documentation must include a statement from the student's employer stating:
  - 4.3.1 the date the student's employment began or the conditions of employment changed;
  - 4.3.2 how that prevented or will prevent the student from submitting the assignment by the due date.
- 5 The Dean will arbitrate on any dispute that may arise in the implementation of these regulations.

## 5.6.4 Examinations

### 5.6.4.1 Preparation for Examinations

- 1 Examinations may be Open, Restricted or Closed as specified on the course specification and communicated to students at the beginning of the term. Students should familiarize themselves with the differences in the examination classifications.
- 2 The examination period will extend for not more than two weeks at the end of each term. It is the responsibility of students to ensure that they are available to take examinations during this period.
- 3 Students enrolled in an on-campus class will normally sit examinations in that class at the campus where the class is offered. If students are unable to sit for an examination at that campus, the Registrar may determine an alternative location.
- 4 Students enrolled in an external or web class will normally sit examinations in that class at the established examination centre closest to their term address. Students will be notified of the location of this examination centre. If students are unable to sit for an examination at the nominated centre, the Registrar may determine an alternative location.
- 5 Students must bring appropriate photographic documentary evidence for the purpose of their identification to each of their examinations eg Student ID card, drivers license. Failure to do so may result in the cancellation of students' examination papers.

### 5.6.4.2 Use of Electronic Devices During Examinations

- 1 No electronic devices except calculators shall be accessible to candidates in any examination room.
- 2 Candidates will not be permitted to take a calculator into an examination, unless the examination is open or restricted. In the latter case, the details of the type of calculator permitted in the examination will be included on the course specification or will be advised to candidates by other appropriate means at a reasonable time prior to the examination and will be stated on the frontispiece of the examination paper.
- 3 Where calculators are permitted in an examination they must be internally powered and silent.
- 4 In restricted examinations, the examination invigilator will ensure that the make and model of any calculator used by the student in the examination is noted by the student on the student's answer booklet.
- 5 Calculators used in examinations shall be subject to random checking by examination invigilators.
- 6 The examiner may exempt candidates from any or all of these conditions in appropriate circumstances including student disability.
- 7 A candidate who contravenes or fails to comply with the above regulations shall be subject to the provisions of the regulations dealing with Academic Misconduct.

### 5.6.4.3 Student Conduct During a Test or Examination

- 1 Students shall comply with all instructions published in a test or examination paper or answer booklet or answer sheet, and with any authorised test or examination notice displayed in the test or examination room, and with any reasonable instruction given by an invigilator.
- 2 Failure to do so may result in the cancellation of students' examination papers
- 3 A candidate who contravenes or fails to comply with the above regulations shall be subject to the provisions of the regulations dealing with Academic Misconduct.

#### **5.6.4.4 Release of Marked Examination Scripts**

- 1 Students will be charged a fee, set by the Council, for the provision of a copy of their examination script.
- 2 Copies of examination scripts of a type claimed to be exempt under the Freedom of Information Act will not be provided unless the examiner decides not to claim exemption.

#### **5.6.4.5 Destruction of Examination Scripts**

- 1 Marked examination scripts remain the property of the University.
- 2 Examination scripts for a course may be destroyed one semester after the release of grades for that course, except when students have lodged an appeal. In that circumstance, all examination scripts for that course must be retained for one semester after all such appeals have been determined.

### **5.6.5 Variations in Assessment**

1. In the event of illness of students, or other serious event which may affect their academic performance, the examiner of a course may, in consultation with the moderator, approve a variation in assessment for those students.
2. Any variations in the assessment of on-campus, web and external classes must be based only on the differences in the facilities and opportunities available to the different groups of students, for example, presentations, class participation, practical work and examinations.
3. Any alternative assessment items must constitute comparable workloads and assess the same objectives for on-campus, web and external courses.
4. Except as provided in regulation 1 above, neither the format, timing, nor weighting of an assessment item shall be changed without the approval of the Dean of the Faculty offering the course.
5. Where a student has completed part of a course in a previous term or by other means, an examiner, with the approval of the Moderator and the Dean, may develop a Special Assessment scheme for the student to take this into consideration.

### **5.6.6 Marking and Grading**

- 1 Examiners may choose to either mark all assessment items or grade all assessment items in a course.
- 2 To be assured of receiving a passing grade in a course a student must obtain at least 50% of the total weighted marks for the course unless where specified by the Dean and approved by the Deputy Vice-Chancellor (Scholarship).
- 3 The grade for a course shall normally be determined by the weighted aggregate of the marks obtained for each of the summative assessment items in the course in accordance with the table in regulation 5.6.6.1.
- 4 When a student has satisfied the requirements to be awarded a passing grade, the passing grade to be awarded will be determined using the appropriate table in the following sections. If a student does not satisfy the requirements to be awarded a passing grade, the student will be awarded either a failing grade or an incomplete grade.
- 5 Where a student has failed to achieve a passing grade by 5% or less of the aggregated weighted marks, or equivalent in the grading scale, such student shall be considered for the award of a Low Pass (as per Regulation 5.6.7.3 below). In reaching a determination, consideration shall be given to the place of the course in the student's program.

**5.6.6.1 Determination of Final Grades for Courses with Marked Assessment Items**

A student's final grade for a course is determined by combining the student's marks for each assessment item in accordance with the course specification. The following table<sup>1</sup>, displaying marks (expressed as a percentage) to grade equivalence, will be used by all examiners who give marks for assessment items to determine a student's final grade for a course.

Final Mark	Equivalent Final Grade	Grade Points
At least 85	High Distinction (HD)	7
At least 75 but less than 85	Distinction (A)	6
At least 65 but less than 75	Credit (B)	5
At least 50 but less than 65	Pass (C)	4
Less than 50	Fail (F, FNP, FNS, FNC or FLW)	1.5
At least 50	Ungraded Pass (P)*	Not Applicable

\*Only available within the non-stratified system in which a grade of P does not contribute towards a student's GPA.

**5.6.6.2 Determination of Final Grades for Courses with Graded Assessment Items**

A student's final grade for a course is determined by combining the student's grades for each assessment item in accordance with the course specification. The following table, displaying a point equivalence for each of the grades available for an individual assessment item, will be used by all examiners who grade assessment items. For the purpose of the determination of the student's final grade, calculated Point Equivalences will not be rounded off. Examiners may use 1, 2 or 3 to help them to distinguish between different types of fail grades on assessment items.

Grade for Assessment Item	Point Equivalence	Final Grade	Grade Points
HD+	15	HD At least 13	7
HD	14		
HD-	13		
A+	12	A At least 10 but less than 13	6
A	11		
A-	10		
B+	9	B At least 7 but less than 10	5
B	8		
B-	7		
C+	6	C At least 4 but less than 7	4
C	5		
C-	4		
F+	3	F** Less than 4	1.5
F	2		
F-	1*		

<sup>1</sup> The Final Grade of Low Pass is not included in this table as the number of Low Passes to be awarded is not based solely on the final mark but is constrained by the number of units in the program.

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\*Non-submission of an assessment item should be recorded as 0 Equivalence Points.

\*\*Includes all Failing Grades (F, FNP, FNS, FNC or FLW).

### 5.6.6.3 Awarding Final Grades and Moderation

1. The Dean as Chief Examiner for a Faculty's courses is responsible for ensuring that the grading of students is undertaken in accordance with these regulations and the course specifications.
2. Each Faculty shall establish a 'Board of Examiners' comprising senior managers and examiners from the Faculty. The exact composition shall be determined by the Dean after consultation with the Deputy Vice Chancellor (Scholarship), and may include attendance by representatives from Student Administration, for the purpose of providing advice to the Board, and representatives from other Faculties that offer courses in the relevant programs.
3. The Board of Examiners shall meet each semester to moderate and award all final grades. The moderation shall be based on examiners' recommended grades having reviewed student and course grade profiles with respect to consistency, equity and efficacy of these regulations and principles.
4. Recommended grades received following a Board of Examiners meeting may be awarded by the Dean.
5. For courses offered by other Faculties, the Board of Examiners may seek advice from the Dean of that Faculty, or their representatives on the Board of Examiners, in awarding final grades.

### 5.6.6.4 Staff Responsibilities

- 1 The Dean is responsible for ensuring that all final grades are accurately recorded.
- 2 The examiner of a class is responsible for ensuring that all results have been correctly recorded and that grading has been duly and accurately performed.
- 3 The examiner, in consultation with the moderator, shall assess students' achievements of the objectives of the course in accordance with the course specification and recommend grades on the basis of that assessment to the Dean of the Faculty.
- 4 In the event of a dispute between the examiner and the moderator in recommending a grade for a student, the Board of Examiners shall be asked to resolve that dispute.
- 5 The Dean may alter grades after seeking the advice of the Board of Examiners and may amend a grade to RN whilst seeking that advice.

### 5.6.7 Grades – Final, Temporary and Administrative

- 1 To receive a final grade for a course a student must be enrolled in the course as a student of the University and receive the grade on the basis of the work undertaken while enrolled in the course.
- 2 Final grades for courses shall be reported by either
  - 2.1 the stratified system, in which the final grades available are:  
HD = High Distinction, A = Distinction, B = Credit, C = Pass, LP = Low Pass, F\* = Fail; or
  - 2.2 the non-stratified system, in which the final grades available are:  
P = Ungraded Pass, F\* = Fail, SP = Satisfactory Progress.

\*Includes all Failing Grades (F, FNP, FNS, FNC or FLW).

Descriptions and requirements for these final grades are given below.

Final Grade	Code	Description
High Distinction	HD	Students assigned a “High Distinction” grade will, in addition to the passing requirements have demonstrated achievement of all objectives at an extremely high level, or achievement of most objectives at an outstanding level of performance.
Distinction	A	Students assigned a “Distinction” grade will, in addition to the passing requirements have demonstrated either achievement of some objectives at an extremely high level of performance, or achievement of a large number of objectives at a high level of performance.  (The code “D” was used in 1973, and “H” from 1967 to 1972.)
Credit	B	Students assigned a “Credit” grade shall have met the passing requirements and will have demonstrated achievement of some objectives at a high level of performance.
Pass	C	Students assigned a “Pass” grade will have demonstrated satisfactory levels of achievement in all objectives designated as essential for passing the course.  (The code “P” was used from 1967 to 1973.)
Ungraded Pass	P	Students may be assigned an “Ungraded Pass” in courses in which a satisfactory level of achievement is gained in all objectives but it is impossible or irrelevant to distinguish between levels of performance.
Low Pass	LP	A grade of “Low Pass” may be awarded on the basis of the regulations that follow.  (The code “D” was used prior to Semester 2, 2007. The codes “PT”, “T” and “Q” were used in the years prior to 1974.)
Satisfactory Progress	SP	A student assigned a grade of “Satisfactory Progress” for a course will have completed all the requirements for that course to allow the student to progress to the next course in a sequence of courses based on research in a postgraduate program.
Fail	F	A grade of “Fail” may be awarded when a student has failed to achieve sufficient objectives of the course to be awarded a passing grade.  (The code “N” was used from 1967 to 1972, and “I” without any qualifier was used from 1973 to 1989.)
Fail – Did Not Participate	FNP	A grade of “Fail – Did Not Participate” may be awarded when a student does not submit any assessments in a course.
Fail – Did Not Sit	FNS	A grade of “Fail – Did Not Sit” may be awarded when a student does not sit for the final exam in a course. (FNS will take precedence over FNC.)
Fail – Did Not Complete	FNC	A grade of “Fail – Did Not Complete” may be awarded when a student does not complete all of the compulsory assessments in a unit other than the final examination in the course.
Fail – Late Withdrawal	FLW	A grade of “Fail – Late Withdrawal” may be awarded when a student drops a course with penalty.

**NOTES:** The grade of PR (Pass, Must Repeat Course) was awarded to ELICOS students who had completed a course but needed to repeat it in order to progress to the next level of instruction.

Students who have been granted a supplementary examination and do not sit that examination will be awarded the grade of Fail (F). Students who have been granted a deferred examination and do not sit that examination will be awarded the grade of Fail (FNS).

- Prior to being awarded a final grade, a student may be awarded a temporary grade which should be changed to a final grade as soon as practicable. Temporary grades and their descriptions and usages are given in the table below.

For the purposes of this regulation, a student who has been enrolled in a course and received a temporary grade of I is considered to be still enrolled in the course until the grade of I is replaced with a final grade.

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Students with a temporary grade for a course will be advised by the examiner of the requirements for them to be awarded a final grade for that course.

Temporary Grade	Code	Description
Incomplete		Students may be assigned an “Incomplete” grade to signify that all the requirements of the course have not yet been met. Students who are graded “I” can pass the course by successfully completing such additional work as may be prescribed by the examiner by a given date. Examiners will advise students who have been awarded an IM, ISM, IDM or IDB grade and inform them of the details of the make-up work and the submission date. Students who have not completed the additional work to the satisfaction of the examiner by the given date will receive the appropriate Failing grade.
	IS	Supplementary examination granted
	IM	Make-up work required
	ISM	Supplementary examination granted and make-up work required
	IDS	Deferred examination granted
	IDM	Deferred assignment submission granted
	IDB	Deferred examination and deferred assignment submission granted.
	IIP	In Progress – Students may be assigned a temporary IIP grade to signify that the final grade for the course is dependent on the assessment of work completed in a sequence of two courses over more than one term.

- 4 A student may be awarded an administrative grade for the purposes indicated in the following table.

Administrative Grade	Code	Description
Transfer	T	A course which is transferred to a new program will have the grade changed to “T Transfer to another USQ program” under the original program where the course was first studied. The original grade the student received for that course will only show under the new program and will contribute to GPA under this program only.
No result Expected	NR	A grade of “NR” may be awarded to students who are enrolled in USQ courses for administrative purposes, but are studying courses at an overseas institution as part of an accredited exchange program.
Result Withheld	RW	The status “RW” is used when the grades of a student have been withheld when the student has a debt to the University as defined in the regulations.
Result Not Available	RN	The status “RN” is used when a grade is not available for administrative reasons, such as the late return of examination papers from external examination centres.
Withdrawn Without Penalty	WWP	This grade is used to indicate that a student has withdrawn after the Census date without Academic Penalty.

### 5.6.7.1 Non-Stratified Grading System

The non-stratified system may be used only where the examiner has satisfied the Dean that:

- 1 it is not possible to formulate appropriate criteria for discriminating between levels of satisfactory performance; or

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- 2 it is not practicable or meaningful to discriminate between levels of satisfactory performance;  
or
- 3 use of the stratified system would be detrimental to the approved objectives of the course.

#### **5.6.7.2 Non-Assessable Student**

Students graded NA in a course may not use that result as a prerequisite for other courses, nor may such courses contribute towards the completion of any program.

#### **5.6.7.3 Low Pass**

1. Low Passes are available for students in non-award programs, undergraduate programs and the coursework component of coursework postgraduate programs.
2. Subject to clause 4 and 6 below, a student who has obtained a final result in the range of 45% to less than 50% will be awarded a Low Pass;
3. Low Passes can be awarded at any stage of the program, subject to the specified eligibility criteria and consideration of the impact on a student's progression.
4. The maximum number of Low Passes a student is eligible for over the duration of their program is:
  - 4.1 one Low Pass in a 8 unit program; or
  - 4.2 two Low Passes in a 16 unit program; or
  - 4.3 three Low Passes in a 24 unit program; or
  - 4.4 four Low Passes in a 32 unit (or higher) program.
5. Where the maximum number of Low Passes is exceeded, subsequent Low Pass grades will be converted to supplementary assessment (IS, IM, ISM).
- 6 For some programs, the number of Low Passes permitted may be restricted. This is most common for programs requiring field or clinical placements or other nominated professional programs.

#### **5.6.7.4 Result Withheld**

- 1 The administrative grade RW - Result Withheld – shall be used for students who have a debt to the University.
- 2 For the purposes of these regulations, a debt to the University shall include:
  - 2.1 unpaid Library fines;
  - 2.2 overdue tuition fees;
  - 2.3 overdue Residential College fees;
  - 2.4 overdue University equipment loans; and
  - 2.5 such other instances as may be determined by the Registrar.
- 3 Any results or any testamurs withheld in accordance with these regulations shall be transmitted to the students concerned as soon as practicable after payment of the debt or debts which caused those results or testamurs to be withheld.

#### **5.6.7.5 Grade Point Averages**

1. A student's grade point average (GPA) for a program is based on the average of the numerical value of all final grades, except P and SP, obtained by a student in all graded courses credited towards an academic program, weighted by the unit value of each of those courses.

Courses for which exemptions have been granted are not to be included in the calculation of a GPA, but courses transferred for credit are to be included. Non-contributory courses are not to be included in the calculation of a GPA.

The following table gives the numerical value to be assigned to each final grade to allow the calculation of a student's GPA for a program. For the purposes of the calculation of GPA's

all Failing grades (F, FNP, FNS, FNC AND FLW) have a numerical value of 1.5. Final grades not listed are not to be included in the calculation.

Numerical Value	7	6.5	6	5	4	3	1.5
Semester 2, 2007 Onwards	HD		A	B	C	LP	F
1994 to Semester 1, 2007	HD		A	B	C	D	F
1993	HD		A	B	C		F
1990 to 1991	HD		A	B	C		F
1974 to 1989		A		B	C	D	I
1973		D		C	P	PT	I
1972		H		C	P	T	N
1970 and 1971		H		C	P		N
1967 to 1970		H		C	P	Q	N

Notes: I Incomplete (from 1973 to 1989, I was a final grade equivalent to a failure)

## 5.6.8 Deferred and Supplementary Assessment

### 5.6.8.1 Supplementary Assessment

- Supplementary assessment will be offered to all students who have undertaken all of the required assessments in a course and who have exceeded the maximum number of Low Pass grades permitted under regulation 5.6.7.3.
- Any supplementary assessment of a student must be based on the objectives and content of the course at the time of the student's enrolment in the course.
- Students allowed to undertake supplementary assignments will be given written notice# of the nature of the work required at least two weeks before the due date for the work.
- Students who have been granted a supplementary assessment, shall only be assigned a passing grade of "C" (or "P" if the course is graded using the non-stratified system) or a failing grade of "F" for the course in which the supplementary assessment was awarded.
- To be awarded a passing grade a student must achieve at least 50% of the available marks, or a grade of at least C-, for the supplementary assessment item(s).
- Supplementary examinations shall normally be held in one of the formal examination periods.
- Students who have been offered but do not take a supplementary examination for a course will be given a Fail (F) grade for the course.

# In writing, by email or study desk.

### 5.6.8.2 Deferred Assessment

- Students who, for medical, family/personal or employment related reasons, are unable to complete an assignment and/or to sit an examination at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation and must be made no later than ten days after the due date for the assignment or scheduled examination.
- A deferred examination is considered a significant concession to a student and will only be granted if a student makes a properly documented and timely application. Applications may be rejected if there is reason to believe that the student is seeking an unfair advantage as might

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be suggested by a pattern of repeat deferred examination applications. An application may be checked for any previous history of deferred examination applications.

- 3 Any deferred assessment of a student must be based on the objectives and content of the course at the time of the student's enrolment in the course
- 4 Deferred examinations shall normally be held in one of the formal examination periods as stated in the course specification. A deferred assignment shall normally be completed at a specified time during the year following the end of the term when the student was enrolled for the course.
- 5 In the case of an application for a deferred assessment for medical reasons, the documentation must include an original or certified copy of a USQ Medical Certificate, completed by the student's medical practitioner on or before the day of the examination and must include a statement from that medical practitioner regarding their assessment of the student's ailment including:
  - 5.1 the date the medical condition began or changed;
  - 5.2 how the condition affected the student's ability to study;
  - 5.3 when it became apparent that the student could not complete the assignment or sit the examination.
- 6 In the case of an application for a deferred assessment for family/personal reasons, the documentation must include a statement from a medical practitioner, counsellor or independent member of the community stating:
  - 6.1 the date the student's personal circumstances began or changed;
  - 6.2 how the circumstances affected the student's ability to complete the assignment or sit the examination;
  - 6.3 when it became apparent that the student could not complete the assessment.
- 7 In the case of an application for a deferred assessment for employment related reasons, the documentation must include a statement from the student's employer stating:
  - 7.1 the date the student's employment began or the conditions of employment changed;
  - 7.2 how that prevented or will prevent the student from completing the assignment or sitting the examination.
- 8 Students who have been offered but do not take a deferred examination for a course will be given a Fail (FNS) grade for the course.
- 9 Students offered deferred assessment are eligible for the full range of grades available for that course.
- 10 Students will not be offered a deferred examination if:
  - 10.1 the student will fail the course irrespective of the outcome of the examination; and/or
  - 10.2 the student has not submitted all other mandatory assessment items.

### 5.6.9 Publication of Results

- 1 Students who have a debt to the University shall not have their final grade in any course officially communicated to them nor shall they be permitted to graduate.
- 2 Only the Registrar may authorise the release of official result certificates, academic histories and publish official examination timetables and students' grades, after confirmation from the scheduled Board of Examiners meetings.
- 3 Results in individual assessments and the grade awarded in a course shall be displayed or published using student number only.
- 4 No student's grade or mark shall be lowered after it has been officially released to the student except in the case of the Low Pass grade, proven academic misconduct by the student or an administrative error ruled by the Vice-Chancellor, following a request from the Dean, to be in need of correction.

**Warning – Uncontrolled when printed. The current version of this document is kept on the USQ website.**

**5.6.10 Resubmission of Assignments**

If stated in the course specification, an examiner may permit students to resubmit an assignment that has received a failing grade or a mark of less than 50%. If a student is permitted to resubmit a failed assignment, normally the only passing grade or mark allowable for the resubmitted assignment will be C- or 50% (as appropriate).

**5.6.11 Special Consideration**

- 1 If students feel that, for reasons beyond their control, the circumstances under which they undertook an examination, did not allow them the opportunity to properly demonstrate their level of achievement of the objectives of the course assessed in the examination, they may apply to the examiner of the course for Special Consideration.
- 2 An application for Special Consideration must be submitted to the course examiner no later than ten (10) days after the date of the examination and must describe the circumstances under which the examination was taken and how this affected the student. Students' statements will be verified with the supervisor's reports to the Examinations section. An application where there is no such verification will not be considered.
- 3 Examiners of courses will consider all valid applications for Special Consideration received by them and may, on the basis of their professional judgement, grant the student a supplementary assessment, amend the student's grade or make no changes to the student's grade. It is expected that the examiner will consult with the moderator of the course and gain the moderator's agreement on the actions to be taken.