



Procedure: Student assessment (coursework)

Purpose

To outline the procedures underpinning the University's assurance of student learning outcomes through assessment activities.

Procedure

Assessment design

1. Students shall be provided with information about the nature, duration or length, due date and weighting of all assessment tasks for a course before teaching of that course commences.
2. Students enrolled in a course have the opportunity to request changes to the form or timing of specified assessment tasks and associated feedback before 10% of a teaching period has elapsed. Teaching staff respond to student comments and suggestions.
3. In the case of disagreement between students, the teaching staff, and the Course Convener, the Head of School mediates an outcome.
4. In the event of continued disagreement between students, the teaching staff, Course Convener, and Head of School, the Associate Dean mediates an outcome.
5. Changes to specified assessment tasks after 10% of the teaching period has elapsed require approval of the Associate Dean.
6. Course examinations must be conducted according to the [Coursework Awards Rule](#), and the [ANU Assessment Rules](#) (Final Assessment).

Late assessment task submission

7. If a course convener determines that late submission of assessment tasks is not accepted for a coursework course, this information is included in the course outline.
8. Where an assignment is submitted after the due date, students are penalised by five per cent of the possible marks available for the assessment task per working day or part thereof.
9. It is the responsibility of the Course Convener to notify a student when, as a result of submitting assessment late, a late assessment penalty has been applied. The

notification forms part of the return of the assessment item and indicates the mark, the penalty and the final mark after penalty.

Assessment task extension

10. Applications for an extension of the due date for an assessment task are submitted in writing to the Course Convener.
11. An application for an extension of the due date for an assessment task is to be submitted on or before the assessment due date. The only exception is where the student could not reasonably be expected to have applied by the appropriate date due to illness or other medical conditions
12. Appropriate documentation is provided with a request for an extension to allow the claims to be verified.
13. The request must be considered within five working days.
14. The consideration is of whether the reason a student was not able to complete an assessment task by the due date was due to exceptional circumstances beyond a student's control. Exceptional circumstances that may warrant approval of an Assessment Extension include, but are not limited to:
 - a. medical reasons (student injury, illness or medical condition) of such significance that completion of the assessment task was not possible;
 - b. family/personal reasons (family injury or illness, bereavement) of such significance that completion of the assessment task was not possible;
 - c. employment related reasons: where a student's employment status or employment arrangements change unexpectedly due to circumstances beyond their control of such significance that completion of the assessment task was not possible.
15. If an Assessment Extension is granted an appropriate new deadline is specified.
16. The due date of an assessment task is not extended beyond the date for return of the assessment item specified in the course outline.
17. Where an extension is granted on medical grounds and is on the basis of a non-chronic condition, an extension of the due date for an assessment task is normally limited to the number of days (calculated to the nearest business day) the student is suffering from the medical condition as indicated on the medical certificate.
18. The Course Convener notifies the student of the outcome of their application for an extension within three working days of the decision. This advice is in writing via the ANU student email address.
19. Where the student gains an unfair advantage as a result of the extension of the assessment due date, an alternative assessment task is set.

20. Where the extension of the due date for an assessment task has been granted and the deadline for the submission of final results cannot be met, an interim grade of DA (Deferred Assessment) is published.
21. Interim grades are converted to an NCN after six months if they have not been resolved to a final grade.
22. Where an application for an extension of the due date for an assessment task is not approved, the Course Convener provides reasons for his or her decision.
23. Any appeals against a decision not to grant an extension, or the duration of any extension granted are considered under the process for an appeal of a final result in the Assessment Rules.
24. Where a student can demonstrate ongoing or further exceptional circumstances, an additional extension may be approved.

Assessment arrangements for students from language backgrounds other than English

25. Students from language backgrounds other than English who meet eligibility requirements for assessment concessions for a course can apply for such concessions to the Associate Dean responsible. Where applications for such concessions are for final examinations for semester courses, applications are to be submitted by the census date for that semester. Applications for all other assessment or non-semester courses are submitted before 10% of a teaching period has elapsed. That application is to be completed on the approved University proforma.
26. The Associate Dean considers the request.
27. The College notifies the student at least two weeks before the scheduled examination/assessment task of the outcome of the request for concessions.
28. The College notifies the Division of Student Administration of any special arrangements to be made for centrally-managed examinations.
29. Appeals against the decision of the Associate Dean regarding assessment arrangements for students from language backgrounds other than English can only be made on procedural grounds to the Dean.
30. The Dean informs the student of the outcome in writing within 20 working days of receipt of the appeal. The decision of the Dean is final.

Feedback, grading and marking

31. College Education Committees monitor the distribution of assessment tasks over the semester to ensure a reasonable distribution of major assignments.
32. Excluding thesis (coursework) courses, for semester length courses:

- a. with the exception of laboratory reports or tutorial presentations/ tutorial papers, all final assessment tasks (including examinations) are held or due in the examination period;
 - b. mid-semester undergraduate examinations are held in a common period agreed by all Colleges, and
 - c. no assessment tasks are due during the period between the end of teaching and the beginning of the examination period.
33. Students must be provided with two or more assessment tasks per course to demonstrate attainment of all of the course learning outcomes, unless it is a College-approved thesis or project course.
34. Where moderation of marks occurs in a course, a statement is included in the Course Outline notifying students of this.
35. If a thesis is not completed in one semester, the interim grade KU will be used until there is a final result.

Deferred examinations

36. To apply for a deferred examination, a student submits a complete application for deferred examination form to the Division of Student Administration no later than three working days after the scheduled time for the examination.
37. Unless otherwise approved by a nominee of the Registrar, an application is not considered complete if:
- a. more than three working days have lapsed since the scheduled examination date for which a deferred examination is being sought
 - b. any key information is missing and has not been provided within 5 working days from the date of the application's submission, so long as that information has been requested from the applicant.
 - c. independent supporting documents do not meet the requirements to substantiate the application.
38. Applications that the nominee of the Registrar deems not complete are to be rejected and an email notification sent to the applicant.
39. Accepted applications are assessed by a nominee of the Registrar against:
- a. whether the circumstances are beyond a student's control and could not have been reasonably anticipated, avoided or guarded against; and
 - b. severity
40. Instances that may be approved for a deferred examination include but are not limited to:

- a. an unexpected serious illness or exacerbation of an existing serious illness
- b. the illness/death of a family member
- c. trauma
- d. misadventure
- e. being a victim of crime
- f. where it is impractical to attend the scheduled examination due to compulsory commitments such as: A compulsory commitment arising from being a member of the armed forces, jury duty and relevant educational purpose (eg commencement of northern hemisphere course).
- g. unavoidable religious obligations
- h. registered elite athlete

41. Instances that will not be approved for a deferred examination include but are not limited to:

- a. where the condition or circumstances are the consequence of a student's own action or inaction, either direct or indirect;
- b. where the independent professional assessment and opinion provided of the student's illness or event are not likely to affect the student's capacity to undertake the assessment concerned.
- c. the illness or event and their impact are not severe or relevant to the assessment type and the deadline. Illness or events that are not regarded as severe enough to warrant a deferred examination include:

Illness or events
Mild illness – a cold, mild virus, illness in days preceding examination date, sore throat, cramping, mild gastro-intestinal infections, feeling out of sorts etc. on the day of the examination.
Unexpected event causing loss of a few hours of dedicated time close to the examination – minor accident.
An interruption to study during the semester.
Misreading or misunderstanding the published examination timetable (unless the

Registrar is satisfied that there is an administrative issue with the timetable).
Examination frequency – two examinations on the same day; examinations on successive days; an inconvenient or onerous examination timetable.
Routine activities – demands of employment, family or friend problems such as relationship tension, adjustment to university life, demands of academic life, need for financial support, demands of sporting, social and extra-curricular activities, travel arrangements which conflict with the exam timetable.
Examination anxiety or other associated academic work.
Other instances of minor illness or minor circumstance that are not listed as appropriate grounds earlier in this section.

- a. where appropriate adjustments for disadvantage has already been made under special assessment arrangements or special consideration.
42. A student is notified of the outcome of an application for deferred examination within 3 working days of a decision being made.
 43. The Division of Student Administration records the outcome of an application for deferred examination in the Student Administration System.
 44. If approved, the Division of Student Administration notifies the relevant College/s of the outcome who:
 - a. ensure that an interim result of DA Deferred Assessment is published for that student;
 - b. schedule the deferred examination; and
 - c. advise the student the location and time of the deferred examination
 45. An applicant may appeal the outcome of an original decision in relation to a deferred examination to examinations.officer@anu.edu.au within 10 working days of an outcome being notified to the student
 46. An appeal must address the reasons why the original decision was not aligned with the Student Assessment (Coursework) Policy or Procedure.
 47. The appeal is considered by a nominee of the Registrar, and an outcome advised to the applicant within 10 working days of being received.

48. An applicant may appeal the outcome advised in 47 to the Registrar on procedural grounds only, within 10 working days of an appeal outcome being advised to the applicant.

49. The Registrar advises the outcome of a procedural appeal back to the applicant within 10 working days of its receipt.

Service restrictions

50. Service restrictions are applied to students who:

- a. attend a university examination without photo identification and are yet to provide appropriate identification to the Examinations Office; or
- b. have an outstanding accommodation debt; or
- c. have an outstanding debt in relation to a financial assistance program or field trip; or
- d. have outstanding tuition fees, late fees, or services and amenities fees; or
- e. have any other outstanding financial liability to the University; or
- f. fail to comply with a request from the University to provide original documentation as part of an audit of an application submitted by the student.

51. Service restrictions include temporarily withholding students' access to:

- a. enrol or re-enrol in a program or course;
- b. a transcript of academic record;
- c. results of any assessment in a course or program;
- d. receiving a degree, diploma, certificate or other award of the University.

Special consideration

52. To apply for special consideration, a student submits a complete application for special consideration form to the Division of Student Administration no later than three working days after the scheduled due date for the assessment.

53. Unless otherwise approved by a nominee of the Registrar, an application is not considered complete if:

- a. more than three working days have lapsed since the assessment date for which special consideration is being sought
- b. any key information is missing and has not been provided within 5 working days from the date of the application's submission, so long as that information has been requested from the applicant.
- c. the condition or circumstances are the consequence of a student's own action or inaction, either direct or indirect;

- d. the illness or event and their impact are not severe or relevant to the assessment type and/or the deadline;
- e. the independent professional assessment and opinion of the student's illness or event do not support the student's claim to adversely affect the student's capacity to undertake the assessment concerned;
- f. independent supporting documents do not meet the requirements to substantiate the application and are incomplete or inadequate; or
- g. a deferred Examination application has already been approved to change the dates of the assessment item from the dates that the application for special consideration covers.
- h. other adjustments have already been afforded such as Special Assessment Arrangements.

54. Applications that the nominee of the Registrar deems not complete are to be rejected, an email notification sent to the applicant, and a note made of this outcome in the Student Administration System.

55. Where an application is complete a note is made in the Student Administration System by the Division of Student Administration, and the form forwarded to the relevant College/s.

56. The College forwards the application to the relevant course convenor, who determines whether special consideration is to be applied, taking into account the following at a minimum:

- a. a student's overall performance and attendance
- b. the severity of the event or condition and its impact on performance
- c. academic standing status
- d. history of previous applications for special consideration

57. The outcome of an application for special consideration may be one of the following:

- a. no consideration granted
- b. adjustment to individual assessment item result
- c. adjustment to course result
- d. additional supplementary assessment
- e. referral to support services

58. The Course Convener sends an email notification to the applicant advising whether their special consideration application is accepted.

Document information

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