Section 6 - Rules and Regulations

ASSESSMENT REGULATIONS: COURSEWORK SUBJECTS

1. ASSESSMENT

Assessment is the process of ascribing value to the outcome of any work that a student undertakes whilst engaged in a course of studies.

A single assessment task may be formative and/or summative.

It is formative when it includes the intent to enhance student learning and optimise learning outcomes. Examples may include: self evaluation exercises, multiple choice and true/false quizzes, participation in tutorials, forums and discussions. Feedback plays a significant role here, allowing students to improve their knowledge and skills. The intent rather than the task is the determinant of the formative aspect of assessment.

It is summative when it affects a final grade in a subject. Examples include: examinations, essays, reports, presentations, assignments and practical performance. Summative assessment may include formative components and assessment of affective as well as cognitive outcomes. Summative assessment is often beneficially an extension of formative assessment.

Summative assessment shall not measure skill and/or understandings that are not pre-requisites for admission to the University, or not covered in the subject or its pre-requisites.

1.2 How Students Will be Assessed

Students will be assessed in subjects on the basis of a combination of norm and criterion referencing with marks and grades being awarded by referencing to a combination of predetermined standards and the performance of other students in the subject with the expectation that:

(a) the number of students who pass the subjects will normally decrease from PS through to HD;
(b) the number of students who fail the subject (FL, FW) will normally be fewer than those who pass the subject (PS to HD); and
(c) the subject shall have enrolments of 30 or more students.

The pass/fail barrier in a subject shall be established by criterion referencing alone so that:

(i) there shall be no set failure rate,
(ii) the pass/fail criteria and standards remain constant in the subject (during the period between major reviews of the subject), and
(iii) the pass/fail barrier requirements for each assessment task are communicated to students at the beginning of the session.

1.3 Assessment Requirements

The assessment requirements must take into account that the total amount of preparation, attendance and assessment work expected of a student averaged across a session should not be more than one quarter of a full workload per 8 point subject per week.

2. RESPONSIBILITY FOR ASSESSMENT

The Faculty Board is responsible for deciding the manner in which a subject will be assessed, including whether or not a final examination will be conducted in the subject. The Faculty Assessment Committee of the Faculty Board is responsible for awarding a grade to students enrolled in a subject.

2.1 Confidentiality

The University regards assessment as a confidential matter. No person involved in the process shall divulge to any unauthorised person any information about grades in any subject.

3. SUBJECT OUTLINES

Policy and guidelines on Subject Outlines are now in Section L6.3 of the Academic Manual.

4. VARIATION OF SUBJECT OUTLINES

This section has been replaced by 1.4, 1.4.1, 1.4.2 and 1.4.3 in Section L6.3.

5. ACADEMIC MISCONDUCT

This section has been rescinded and is replaced by the Student Academic Misconduct Rule.

6. GRADES

The following grades are to be awarded for subjects offered by the University and in which students remain enrolled past the HECS census date. Students who withdraw prior to the HECS census date will not be recorded as having been enrolled in the subject (refer to clause 13 of the Enrolment Regulations).

6.1 Grading Scale

HD High Distinction: an outstanding level of achievement in relation to the assessment process (85%-100%);
DI Distinction: a high level of achievement in relation to the assessment process (75-84%);
CR Credit: a better than satisfactory level of achievement in relation to the assessment process (65-74%);
PS Pass: a satisfactory level of achievement in relation to the assessment process (50-64%);
PT Terminating Pass (See Regulation 8). This grade was not awarded after Spring Session 1994;
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FL Fail: an unsatisfactory level of achievement in relation to the assessment process providing at least one compulsory assessment task has been assessed (0-49%). (See also clause 13 of the Enrolment Regulations)

Percentage Ranges
The percentage ranges for the above grades relate to the final scaled aggregate mark for the subject. The scaled aggregate mark for a student may be different from the sum or aggregation of the raw marks awarded for individual assessable items in the subject.

6.2 Satisfactory/Unsatisfactory
The satisfactory (SY) and unsatisfactory (US) grading scale applies to:
• subjects identified by the Faculty Boards as practical work subjects;
• coursework identified by the Faculty Boards as industrial experience components;
• theses or other examinable works undertaken in master programs by research and doctoral programs (including research and coursework professional doctoral programs); and
• other subjects approved by the Academic Senate on the recommendation of the Faculty Boards.

6.3 Bachelor Honours Dissertation Grades
From 2001, a passing grade for a bachelor honours project or dissertation shall indicate the class of honours awarded for the dissertation. This will not necessarily be the same as the class of honours awarded for the course overall.

Passing grades for project/dissertations are awarded as follows:
H1 Class 1
H2a Class 2, Division 1
H2b Class 2, Division 2
H3 Class 3

6.4 Other Symbols
AA Additional Assessment: The subject has been marginally failed but the student has been invited to complete item/s of additional assessment which, if completed at the prescribed standard, will result in the student passing the subject (see clause 8).

AE Additional Examination: The subject has been marginally failed but the student has been invited to sit a formal examination which, if completed at the prescribed standard, will result in the student passing the subject (see clause 8).

AW Approved Withdrawal: Approval was granted for the student to withdraw from the subject without incurring a failure in the subject. This grade shall normally be granted at any stage during the teaching session where misadventure or extenuating circumstances are such as to prevent a student from completing the subject within reasonable time and where the student was making satisfactory progress at the time the misadventure or extenuating circumstances occurred. The purpose of this grade is to indicate withdrawal from a subject which the student is unable to complete for acceptable reasons. At graduation, subjects graded AW are deleted from a graduate’s transcript (introduced in 1996).

FW Fail Withdrawn: Until December 2000 Fail Withdrawn meant the student withdrew from the subject and did not apply for, or was not eligible for, approved withdrawal; or the student did not submit for assessment all the compulsory assessable items; and/or did not sit for the final examination in the subject; or the student was granted a supplementary examination but did not sit for the supplementary examination and either did not seek special consideration for not having sat it or applied for special consideration but was not granted special consideration. From January 2001, Fail withdrawn means the student was enrolled in the subject but was not assessed on any of the compulsory assessment tasks (see also clause 13 of the Enrolment Regulations).

GP Grade Pending: A substantive grade must be awarded when work outstanding is submitted. Assessment must normally be finalised by the end of the second teaching week of the following session (see clause 7.5.1 below).

IP In Progress: Not yet due for final grade; subject taken over two or more sessions. The grade IP will be entered against the subject for each session except the final session when a substantive grade will be awarded.

TA To be Assessed: Result is not yet available. A substantive grade will be awarded when assessment is completed.

NA Not Assessed: The student was not assessed in this subject.

SX Supplementary Examination: A substantive grade will be awarded when the supplementary examination has been held.

WD Withheld/Fees Due: The result is withheld for administrative reasons. A substantive grade will be released when the matter is resolved.
7. **INCOMPLETE OR DELAYED ASSESSMENT**

7.1 **Misadventure and Extenuating Circumstances**

Students are advised to inform the subject coordinator of any circumstances which could adversely affect their performance in the subject.

Students who experience misadventure or extenuating circumstances (see Special Consideration Regulation 3) which will prevent them from completing the subject by the end of the session or from sitting for the final examination, may apply for a grade pending or a supplementary examination respectively.

Applications should be lodged in writing as required by Special Consideration Regulations 4.5, 4.6.1 or 4.6.2.

7.2 **Supplementary Examinations**

SX will be recorded on a student’s transcript for subjects where they are granted permission by the Head of the teaching School on the recommendation of the subject coordinator to sit for a supplementary examination.

7.3 **Grade Pending**

GP will be recorded on a student’s transcript for a subject where the Head of the teaching School on the recommendation of the subject coordinator approves an extension of time for the students to submit assessable work in a subject; or where, through mail delays or similar reasons beyond the student’s control, assessable work is not received by the due date.

7.4 **Conversion to Substantive Grades**

7.4.1 **Time Limit for Conversion of SX and GP to Substantive Grades**

In the case of a GP or SX, a substantive grade must be awarded when assessment is finalised. Unless an extension of time is granted under clause 7.5 below, a substantive grade must be awarded no later than the end of the second week of the following session excluding the Summer session. In the case of a GP, the subject coordinator may recommend an earlier date for the submission of the work.

7.4.2 **Time Limit for Conversion of TA to a Substantive Grade**

Heads of School will arrange to have TA grades from the previous session reviewed and converted to substantive grades at the first appropriate Faculty Assessment Committee meeting thereafter.

7.5 **Extension of Time Limit**

7.5.1 **Grade Pending**

The Head of the teaching School on the recommendation of the subject coordinator may approve an extension of time beyond the end of the second week of session to convert a GP. Such an extension may not be beyond the last day of the following Session (excluding Summer sessions) unless the GP involves attendance at a residential school or the completion of a practicum.

Where, to satisfy a GP, a student has to attend a residential school in a subject the next time the subject is offered, the GP will stand until the subject is next offered in the distance education mode and the residential school can be attended.

7.5.2 **Supplementary Examinations**

(See Examination Regulation 10.3)

7.6 **Notification**

7.6.1 **Grade Pending and Supplementary Examination**

The Student Administration Office will advise students whether or not a grade pending or supplementary examination has been approved as soon as a decision has been made.

Where a grade pending is approved, the subject coordinator will advise the students in writing of the work to be completed and the date by which it must be submitted for assessment.

7.6.2 **Extension of Time Limit**

Where an extension has been granted under clause 7.5 above, students will be advised in writing by the Student Administration Office.

7.7 **Submission of Grades**

Submission of final grades by Faculties to the Student Administration Office should not be delayed by a minority of scripts or assessments for a subject being outstanding.

8. **ADDITIONAL ASSESSMENT**

8.1 **Additional Assessment Defined**

8.1.1 **The Offer of Additional Assessment**

Subject to the determination of a Faculty to permit additional assessment in a subject offered in the schools of the Faculty, a student who marginally fails a subject may be offered the option of completing additional assessable work which, if completed at the prescribed standard, will result in the student passing the subject.

Where a Faculty has determined to offer such additional assessment in a subject then such assessment will be available to all students enrolled in the subject offered by the schools within the Faculty regardless of the course in which the student is enrolled.
8.1.2 Marginal Fail
The term 'marginal fail' as used in 8.1.1 above shall mean:
(a) an aggregate mark in a subject which is marginally below the mark required for a pass in the subject;
(b) where 'marginally below the mark required for a pass' is defined as a range of marks; and
(c) that range of marks is calculated as five percent of the total possible marks attainable in the subject.

8.1.3 Authority to Offer Additional Assessment
Schools, through the person to whom authority has been delegated (normally the subject coordinator), shall have discretion to determine the nature of the additional assessment offered to the student which need not be the same type of assessment item as the item failed.

8.1.4 Available Only to Obtain a Passing Grade
A student may not be offered additional assessment in a subject where the student is marginally below the aggregate mark required for a credit or a distinction or a high distinction in the subject.

8.2 The Offer of Additional Assessment
8.2.1 Notification of Offer
A student to be offered additional assessment in a subject will be notified of the offer by means of the grade awarded in the subject:
(a) the grade AA (Additional Assessment) will denote that the student is being offered additional assessment involving the completion of an item of assessment to be set by the School;
(b) the grade AE (Additional Examination) will denote that the student is being offered additional assessment involving the sitting of a formal examination administered by the Examinations Office and to be held during the period in which the supplementary examinations for that session are held.

8.2.2 Acceptance of the Offer
A student who wishes to accept the offer of additional assessment shall, by the date specified by the Director of Student Administration, remit the prescribed fee to the Division of Financial Services.

8.2.2.1 Late Acceptance of the Offer
The Director of Student Administration may receive and process a late acceptance of the offer of additional assessment if the reasons for lateness are compelling and, in a case involving an AE grade, if there is sufficient time available to organise the examination.

A late fee is payable where a late acceptance is received and processed. Where a late acceptance is not received and processed any fees paid shall be refunded to the student.

8.2.3 Notification of Assessment Requirements
8.2.3.1 Additional Assessment Graded AA
A student whose acceptance of the offer of additional assessment in a subject graded AA is received on time or is accepted despite being late, will be advised in writing by the School of the work to be submitted for assessment and the date for its submission.

In setting or extending a time limit for the completion of the work and the conversion of the AA to a substantive grade, the School shall be bound by the time limits specified for the conversion of GP grades in clause 7 above.

8.2.3.2 Additional Assessment Graded AE
A student whose acceptance of the offer of additional assessment in a subject graded AE is received on time or is accepted despite being late, will be notified by the Examinations Office of the date and time of the examination.

8.2.4 Non-Acceptance of Additional Assessment
A student who does not accept the offer of additional assessment will be graded FL or US when non-substantive grades are converted to substantive grades.

A student may apply for a review of the FL or US grade so awarded under clause 13 (Review of Grades).

8.3 Converting AA or AE to a Substantive Grade
8.3.1 Satisfactory Completion of Additional Assessment
A student who completes the additional assessment by the prescribed date and attains the required standard shall be awarded the substantive grade of PS or SY.

Neither AA nor AE may be converted to a CR, DI or HD.

8.3.2 Unsatisfactory Completion of Additional Assessment
A student who completes the additional assessment by the prescribed date but does not attain the required standard shall be awarded the substantive grade of FL or US.
8.3.3 Failure to Complete Additional Assessment
A student who accepts the offer of additional assessment but does not complete the assessment by the specified date shall be graded FL or US in the subject unless the student applies for special consideration under clause 7 (Incomplete or Delayed Assessment).

8.4 Review of Grade AA or AE
8.4.1 Additional Assessment Completed
Where a student has accepted the offer of additional assessment and is graded FL or US after the completion of the work, the student may seek a review of the FL or US under clause 13 (Review of Grade).

In determining a review, the Faculty shall not offer the student an opportunity for further additional assessment but shall determine whether the FL or US shall stand or whether the substantive grade of PS or SY shall be awarded.

8.4.2 Additional Assessment Not Completed
Where a student has accepted the offer of additional assessment but fails to complete the additional assessment and is graded FL or US, the student may not seek a review of grade.

8.4.3 Additional Assessment Not Accepted
Where the student does not accept an offer of additional assessment resulting from review and is graded FL or US, the student may not seek a review of grade.

9. FAILURE BEFORE THE END OF SESSION
The Head of the teaching School on the recommendation of the subject coordinator, Practicum Coordinator or Supervisor of a student's project or research, may decide that a student should not be permitted to complete the subject, practicum or project/research and/or to sit for the final examination in the subject. Such a decision may be taken in cases where the student has failed to submit work in the subject practicum or project/research or has submitted work of an inferior quality such that the student will fail the subject irrespective of the standard of work which may be submitted in the remainder of the session, or the result achieved in the final examination.

In such cases, the Head of the teaching School shall recommend to the Presiding Officer of the Faculty Assessment Committee that the student be graded: FW if the student failed to submit work; or FL if the work was submitted but was not of pass standard.

Where the Presiding Officer decides to grade the student FW or FL in the subject, the Presiding Officer shall advise the Director, Student Administration who will advise the student in writing and have the grade FW or FL recorded on the student's transcript. Such decisions of the Presiding Officer shall be reported to the next meeting of the Faculty Assessment Committee.

A student receiving a Fail grade under this regulation may apply for a review of the decision under clause 13 below.

10. NOTIFICATION OF GRADES
The only official grades are those transmitted to students with the authority of the Director, Student Administration. Students will be able to access their results as soon as possible after the end of the examination period or as soon as possible after a variation to a grade. Access will be provided through the CSU Express Call System and over the internet.

Grades or information about performance in examinations will not be given over the telephone.

11. ACADEMIC TRANSCRIPTS
A transcript will be issued to students, without charge, when they withdraw or are excluded from a course, when they receive a change of grade, or when they graduate from a course.

A transcript may be purchased at any time through the Express Call system, through the World Wide web, or from the Student Administration Office. Please refer to the Financial Information section of the Handbook.

12. WITHHOLDING GRADES
The end-of-session academic transcript of students who are indebted to the University by reason of the non-payment of any fine, fee or other charge, may be withheld until the debt has been paid, or a satisfactory arrangement for payment has been made.

If an account remains unpaid after written requests for payment have been made, the Student Administration Office may notify the student that unless the account is paid by a specified date, re-enrolment will be refused or, in the case of a graduating student, graduation withheld.

13. REVIEW OF GRADES
13.1 Review of Final Grades
Wherever possible, a student who wishes to seek a review of the final grade awarded to them in a subject should consult with their subject coordinator in the first instance in relation to a review.
Where the subject coordinator is unavailable, or following consultation with their subject coordinator, a student may submit a formal application for a review of their final grade in a subject in accordance with the procedures below.

13.1.1 **Grounds for Review**  
An application for review will be considered where:

13.1.1.1 a student claims disadvantage because the Subject Coordinator did not provide a subject outline as required by clause 3 above; or

13.1.1.2 a student claims disadvantage because the Head of the teaching School or the Subject Coordinator varied without consultation or in an unreasonable way the assessment requirements as specified in the subject outline; or

13.1.1.3 a student claims disadvantage because assessment requirements specified in the subject outline were unreasonably or prejudicially applied to him or her; or

13.1.1.4 a student is of the view that a clerical error has occurred in the computation of the grade; or

13.1.1.5 a student claims disadvantage because due regard was not paid to evidence of illness or misadventure which was submitted during the session to explain poor performance in the subject.

Only evidence submitted as required by clause 7.1 above relating to misadventure and extenuating circumstances during the session, or as required by Examination Regulation 8 relating to misadventure in respect of examinations, will be reviewed in cases where a student seeks a review under clause 13.1.5 above. New or additional evidence will not be considered.

13.1.2 **Application for Review**  
Applications stating the detailed ground(s) on which the review is sought should be made in writing to and lodged with the Student Administration Office.

A separate application should be lodged for each subject.

An application for a review of a passing grade should be accompanied by the prescribed fee which is refundable should the decision be other than that the original grade stand.

No fee is payable for an application for a review of a failing grade.

Applications must be lodged within 28 days of the date of notification of the grade. Late applications, which will be accepted only in exceptional circumstances and with the Head of the teaching School approval, must be accompanied by the appropriate late fee which is not refundable.

The deadline for withdrawal by a student of an application for a review of a final grade shall be five working days after the receipt of the student's written request by the Student Administration Office.

13.1.3 **Deciding Applications**  
Applications for review of grades will be referred to the School Assessment Committee for recommendation to the Faculty Assessment Committee. In reviewing grades, the School Assessment Committee shall ensure that all components of the assessment have been included in the final grade, that these components have been added correctly and that any other grounds for review provided for in clause 13.1 above, which are raised by the applicant have been addressed. The School Assessment Committee will recommend to the Faculty Assessment Committee:

- that the original grade stands; or
- that another grade be awarded; or
- that the student be withdrawn from the subject (AW); or
- that supplementary assessment be required before a final decision is made, in which case the Head of the teaching School shall determine the nature and time of such supplementary assessment.

A review of a grade may result in a lower grade being awarded for the subject.

The decision of the Faculty Assessment Committee shall be final.

13.1.4 **Notification**  
After determination by the Faculty Assessment Committee, applications will be returned to the Student Administration Office indicating whether a change of grade is to be made and the reason for the decision. The application fee for a review of a passing grade will be refunded when the review results in a change of grade. Notification of the decision and the reasons for it will be conveyed to students in writing.

13.2 **Review of Marks or Grades Awarded for Specific Assessment Tasks**  
Nothing in this clause affects the current regulations relating to the Review of Final Grades (refer to clause 13.1 above).

Wherever possible, a student who wishes to seek a review of the mark or grade awarded to them for
any summative assessment task should consult with their subject coordinator in the first instance in relation to a review.

Where the subject coordinator is unavailable, or following consultation with their subject coordinator, a student may submit a request for a review of the mark or grade awarded to them for any summative assessment task in accordance with the procedures below.

13.2.1 Grounds for Review
A student may request the Head of School to instigate a review of their mark or grade for any summative assessment task provided that the student has first discussed the mark or grade with the subject coordinator.

13.2.2 Applications for Review
Requests for a review, stating the ground(s) on which the review is sought should be made in writing and lodged with the Head of School.

A separate request should be lodged for each summative assessment task.

A request for a review of a passing mark or grade for a summative assessment task should be accompanied by the prescribed fee which is refundable should the outcome result in a higher mark or grade for the assessment task.

No fee is payable for an application for a review of a failing mark or grade for a summative assessment task.

Requests must be lodged within seven days of receipt of the graded assessment task.

The deadline for withdrawal by a student of an application for a review of the mark for an assessment item shall be five working days after the receipt of the student's written request by the Student Administration Office.

13.2.3 Deciding Applications
Requests for a review of the mark or grade awarded for any summative assessment task shall be decided by the Head of School. The Head of School may determine that the student has no grounds for a review of their mark or grade (i.e. a student does not have an automatic right to a remark).

A review of a mark or grade may result in a lower mark or grade being awarded for the summative assessment task.

Notwithstanding, whatever decision is made in such a review, the student shall receive feedback indicating the grounds for the decision.

The decision of the Head of School shall be final.

13.2.4 Notification
Whether or not the Head of School determines to grant a request for a review, notification of the decision and the reasons for it will be conveyed to the student in writing.

14. PROGRESSION AND ACADEMIC PERFORMANCE
[This regulation to be effective from Autumn Session and Trimester 1 1999]

14.1 University Expectations

14.1.1 Progression
The University expects a student to progress through his/her course at a rate that will enable the student to complete the course in a specified maximum time.

14.1.2 Academic Performance
The University expects a student, on a cumulative basis, to pass rather than fail or withdraw from the majority of subjects in which he or she enrolls.

14.2 Progression Through Courses

14.2.1 Maximum Time
The maximum time for course completion for a student shall be calculated as one session or one trimester for each eight points of study, project work or practicum in the course, less the point value of any graded or ungraded credit granted.

14.2.1.1 Leave of Absence
Approved leave of absence in any period of four consecutive calendar years shall not be counted as sessions or trimesters of enrolment when calculating whether or not the student can complete the course in the maximum time.

14.2.1.2 Failure to Enrol
A student who fails to enrol in a session or trimester in which he or she was eligible to enrol shall be contacted by the Director, Student Administration as required by Enrolment Regulation 16 and asked to indicate whether or not he or she wishes to continue in the course.

A student who wishes to continue in the course, and who is permitted to do so by the Dean, shall be placed on leave of absence for that session or trimester and clause 14.2.1.1 above shall apply to such leave.

14.2.1.3 Summer Session
A student who completes subjects in Summer session as an Associate Student shall not have Summer session counted as a session of enrolment when calculating whether or not the student can complete the course in the maximum time.
A student who completes subjects in Summer session as part of his or her course (rather than as an Associate Student) shall have Summer session counted as a session of enrolment when calculating whether or not the student can complete the course in maximum time.

14.2.2 Minimum Rate of Progression
To complete his or her course within the maximum time permitted, a student must maintain a minimum rate of progress which is to pass on average one standard subject (8 points) in each session or trimester of study.

14.3 Academic Performance
14.3.1 Satisfactory Academic Performance
A student shall maintain a satisfactory level of academic performance in the course, for the duration of enrolment, which except as provided for in clause 14.4.1.1 below, shall be measured at any point in time as a grade point average of 2.5 or higher.

14.3.2 Grade Point Average
14.3.2.1 Calculating The GPA
A numeric value is assigned to each grade:
High Distinction 7
Distinction 6
Credit 5
Pass 4
Terminating Pass 3
Fail 0
Fail Withdrawn 0

The GPA is calculated as follows: For each subject, the numeric value of the grade obtained is multiplied by the point value of the subject. The sum of the figures thus obtained is then divided by the sum of the point values of the subjects.

This can also be expressed in the formula:

\[
\text{GPA} = \frac{\sum (\text{point value of subject}) \times (\text{numeric value of grade})}{\sum \text{point value of subject}}
\]

The GPA is calculated correct to two decimal points. The maximum GPA is 7.00; the minimum GPA is 0.00.

14.3.2.2 Subjects Included in The GPA
All subjects graded:
HD High Distinction;
DI Distinction;
CR Credit;
PS Pass;
PT Terminating Pass;
FL Fail; and
FW Fail Withdrawn

which are a part of the course, shall be included in the calculation of the GPA. This includes subjects for which graded credit has been approved and failed subjects which may have been passed at a later attempt.

14.3.2.3 Subjects Not Included in The GPA
Subjects not included in the calculation of the GPA include subjects for which ungraded credit has been granted; subjects which are additional to course requirements; and subjects which are graded:
SY Satisfactory
US Unsatisfactory
AW Approved Withdrawal
IP In Progress
NA Not Assessed
TA To be Assessed
AA Additional Assessment
GP Grade Pending
SX Supplementary Examination
AE Additional Examination
H1 Bachelor Honours Project/Dissertation
Class 1
H2a Bachelor Honours Project/Dissertation
Class 2, Div 1
H2b Bachelor Honours Project/Dissertation
Class 2, Div 2
H3 Bachelor Honours Project/Dissertation
Class 3

14.4 Reviewing Progression and Academic Performance
14.4.1 Annual Review
A review of student progression and academic performance shall be conducted by the Director, Student Administration once each calendar year in November/December at the conclusion of the Spring session and Trimester 3 except for the annual review of the performance and academic progression of onshore international students which shall be conducted as detailed in clause 14.4.1.2 below.

14.4.1.1 First Review
The first review of a student's progression and academic performance shall not take place until the end of the second calendar year of the student's enrolment in a course unless he or she enrols in 48 or more points in the course in the first calendar year in which case the first review will take place at the end of the first calendar year of enrolment.

14.4.1.2 Review of Onshore International Students
The progression and academic performance of onshore international students shall be reviewed after one year of full time study irrespective of the session in which the student commenced study.
14.4.2 Liability for Exclusion or Probation
A student who fails to maintain the minimum rate of progression as specified in clause 14.2.3 above and/or who fails to maintain the minimum standard of academic performance as specified in clause 14.3.1 above shall be reviewed by the Faculty under Exclusion Regulation 3.1 which may result in the student being placed on probation or asked to show cause why he or she should not be excluded.

14.4.2.1 Review by the Faculty
To be identified for review by the Faculty a student shall have:
(a) a grade point average of less than 2.5; and/or
(b) passed subjects of fewer than 32 points in the last four sessions or trimesters of enrolment; and/or
(c) been graded AW in 50% or more of the points attempted in the last two calendar years of enrolment.

14.4.3 Professional Experience
Students who are determined to be at risk of failing professional experience or compulsory fieldwork requirements shall be advised of their ‘at risk’ status and counselled as soon as practicable upon deficiencies being detected and normally prior to the halfway point of the professional experience or compulsory fieldwork requirement.

15. RESIDENTIAL AND OTHER SCHOOLS

15.1 Compulsory and Optional Schools
As part of their assessment in a subject or a course, distance education students may be required to attend residential or other schools. Some of these schools will be compulsory, others will be optional.

15.2 Exemption from Attendance

15.2.1 Application
Students may apply in writing to Student Services for exemption from attendance at a compulsory residential or other school. Applications must be in writing and be made prior to the commencement of the school.

15.2.2 Deciding Applications

Subject-based Schools
Applications will be decided by the Head of the teaching School on the recommendation of the subject coordinator.

Course-based Schools
Applications will be decided by the Course Coordinator.

Grounds for Approving Applications
Applications will normally only be approved on the following grounds:
• misadventure or extenuating circumstances (see Special Consideration Regulation 3); or
• where students are re-enrolling in a failed subject and have satisfactorily completed the residential school requirements when first enrolled in that subject; or
• where students have already completed the work to be taught at the residential school.

15.2.3 Notification
The result of applications will be conveyed to students in writing by Student Services.

15.3 Failure to Attend Schools

15.3.1 Show Cause
Students who fail to attend a compulsory school and who have not been exempted from attendance will be asked by Student Services to show cause why they should not be withdrawn from and failed in the subject (i.e. graded FW). Where misadventure or extenuating circumstances have prevented attendance, students should consult the Special Consideration Regulations before showing cause.

15.3.2 Deciding Cases

15.3.2.1 Course-Based Schools
Show cause cases relating to course-based schools shall be decided by the Course Coordinator who may decide that the student:
(a) be granted exemption from attendance; or
(b) be required to attend the school the next time it is offered; or
(c) be placed on probation and be required under probation to attend the school the next time it is offered; or
(d) be asked to show cause to the Dean why he or she should not be withdrawn from the course.

Where a student fails to show cause the Course Coordinator may in such cases decide one of the courses of action a)-d) above in respect of the student.

15.3.2.2 Subject-Based Schools
Show cause cases relating to subject-based schools shall be decided by the Head of the teaching School who may decide that the student:
(a) be granted exemption from attendance; or
(b) be granted approved withdrawal from the subject (AW); or
(c) be granted a grade pending (GP) in the subject; or
(d) be withdrawn from the subject and failed (FW).
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Where a student fails to attend a subject-based compulsory school which is held prior to the start of the session (usually in February or July) the Head of the teaching School may decide that the student:
(a) be granted exemption from attendance; or
(b) be withdrawn from the subject in which case the subject will be deleted from the student's transcript; or
(c) be allowed to remain enrolled in the subject in which case the student will be graded GP in the subject at the end of the session provided the other requirements of the subject have been passed, and the GP shall stand until the next scheduled compulsory school in the subject is attended.

Where a student fails to show cause the Head of the teaching School may in such cases decide one of the courses of action a) - d) or a) - c) above as appropriate in respect of the student.

15.3.3 Notification
Decisions will be conveyed in writing to the student by Student Services.

16. ASSIGNMENTS
16.1 General Matters
16.1.1 Definition
An assignment is any piece of work listed in the Assignment Information section of a subject outline which a student is required to complete to satisfy the requirements of the subject. See Part L, 6.3 of the Academic Manual for guidelines for subject outlines.

16.1.2 Timely Feedback
The University recognises the importance of providing students with timely feedback on their progress in their studies. Therefore it has resolved that all assignments submitted during a session shall be returned to students in timely fashion and shall contain adequate feedback and a grade or mark.

Further, where an assignment is directly relevant to an examination, assignments that have been submitted by the due date shall normally be returned to students at least one week before the examination is held.

16.1.3 Privacy
16.1.3.1 The University's Obligations
The University regards the assignments submitted by students as private. As such an assignment shall not be shown or made available to anyone by the University, other than to staff involved with its processing or marking, without the student's permission.

Assignments which are by their nature public (e.g. seminar presentations, group activities, performances involving an audience, artworks submitted for exhibition) shall be regarded as private to the extent that they shall not be made available to a wider audience by way of audio or visual or other recording without the student's permission.

16.1.2 Students' Obligations
Students should take reasonable steps to avoid the possibility that their assignments will be plagiarised.

Plagiarism is using or attempting to use another person's work without acknowledgement. The phrase 'using another person's work' includes, but is not limited to:
• paraphrasing the work of another person;
• directly copying any part of another person's work;
• summarising the work of another person;
• using or developing an idea or theme derived from another person's work;
• using experimental results obtained from another person's work; and
• in the case of collaborative projects, falsely representing the individual contributions of the collaborating students where individual contributions are to be identified.

16.1.4 Confidentiality of Grades or Marks
The grade or marks awarded for an assignment and the comments of staff regarding the assignment shall be confidential to the student or students who submitted the work and to the staff involved with its processing or marking and shall not be disclosed to any other persons without the students' permission.

Feedback given to a student by staff or by other persons in group situations (e.g. seminar presentations, role plays, auditions) shall be confidential to those taking part in the assignment activity and shall not be disclosed to any other persons without the student's permission.

However, so that students can gauge the level of their performance in relation to the performance of other students who completed the assignment, subject coordinators may provide information on the distribution of grades or marks provided confidentiality is respected.

16.1.5 Assessment Criteria
Where detailed assessment criteria for an assignment have been given to markers (excluding assignments where the only criteria is to produce the correct answer) prior to marking
the assignment, these criteria must be communicated to students prior to them submitting their completed assignments.

16.2 Receipt of Assignments
16.2.1 Distance Education/Tutorial Mode
Except as provided for in clauses 16.7 and 16.8 below, all assignments for subjects studied in the distance education or tutorial mode must be submitted by mail to the Learning Materials Centre in Bathurst or be hand-delivered to the blue mail boxes located on the Albury, Bathurst, Dubbo and Wagga campuses. Assignments may only be received by academic or other staff with the approval of the Learning Materials Centre on the recommendation of the Head of the teaching School.

16.2.1.1 Receipt Date
The receipt date of a distance education or tutorial mode assignment is the date it is received in the Liaison Office of the Learning Materials Centre or in a blue mail box or as provided in clauses 16.8 and 16.9 below.

The Learning Materials Centre shall record the receipt date of the distance education/tutorial mode assignments on a database. Should the Learning Materials Centre grant approval to a particular staff member or office to receive assignments, the staff member or office shall provide details of those receipts to the Learning Materials Centre for recording on the database.

16.2.2 Internal Mode
Except as provided for in clauses 16.8 and 16.9 below, all assignments for subjects studied in the internal mode must be submitted in accordance with the instructions for the submission of assignments printed in the subject outline or issued separately by the subject coordinator.

16.2.2.1 Receipt Date
The receipt date of an internal mode assignment is the date it is received at the location specified under clause 16.2.2 above or as provided in clauses 16.8 and 16.9 below.

16.3 Due Date for Assignments
The subject outline shall contain the due date for assignments which is the date by which each compulsory and/or optional assignment must be received at the locations required by clause 16.2 above.

16.4 Return of Assignments
16.4.1 Distance Education/Tutorial Mode
All marked distance education/tutorial mode assignments shall be returned to students by mail by the Learning Materials Centre from the campus on which the assignment was marked.

Assignments shall not be returned to students by academic or other staff without the approval of the Learning Materials Centre on the recommendation of the Head of the teaching School.

The Learning Materials Centre shall record the return date of all distance education/tutorial mode assignments on a database. Should the Learning Materials Centre grant approval to a particular staff member or office to return assignments, the staff member or office shall provide details of those returns to the Learning Materials Centre for recording on the database.

16.4.2 Internal Mode
All marked internal mode assignments shall be returned directly to students in class or be made available for collection from public areas or be returned to them in other unsupervised ways. The procedure for the return of assignments shall be printed in the subject outline or issued separately by the subject coordinator.

Internal mode assignments not collected by students may be destroyed four months after the end of the session in which the assignment was submitted as required by the Student Records Disposal Schedule.

16.5 Return Date for Assignments
The subject outline shall contain the return date for assignments. In the case of internal mode assignments the return date is the date the marked assignment is available for collection. In the case of distance education/tutorial mode assignments the return date is the latest date the marked assignment shall be mailed from the University.

The return date shall be no later than 21 days after the due date for the assignment.

16.5.1 Assignments Received Late
The return date for an assignment received after the due date shall normally be 21 days from the receipt date.

16.6 Late Return of Assignments
16.6.1 Returns up to 14 Days Late
16.6.1.1 Distance Education/Tutorial Mode
Schools shall advise the Liaison Office of the Learning Materials Centre of the reasons for the delay when a distance education/tutorial mode assignment cannot be returned within the 21 day period stipulated in clause 16.4 above. The Learning Materials Centre shall use that information to answer enquiries from students under clause 16.7 below.
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16.6.1.2 Internal Mode
The subject coordinator shall advise students at a class or in some other way if an internal mode assignment cannot be returned within the 21 day period stipulated in clause 16.5 above.

16.6.2 Very Late Returns
16.6.2.1 Distance Education/Tutorial Mode
Where a distance education/tutorial mode assignment is not returned within 35 days of the due date the Learning Materials Centre shall notify the Head of the teaching School who shall:
(a) write to the student(s) affected within 7 days of the notification from the Learning Materials Centre, advising them of the delay and of any action taken to have the assignment returned to them; and
(b) provide a copy of the advice to the Learning Materials Centre.

16.6.2.2 Internal Mode
Where an internal mode assignment is not returned within 35 days of the due date the subject coordinator shall notify the Head of the teaching School who shall within 7 days of the notification issue a statement to students advising them of the delay and of any action taken to have the assignment returned to them.

16.7 Student Enquiries and Concerns
16.7.1 Distance Education/Tutorial Mode
16.7.1.1 Enquiries
Students who wish to enquire about the return of a distance education/tutorial mode assignment shall contact the Liaison Office of the Learning Materials Centre in the first instance.

16.7.2 Concerns Regarding Late Returns
Students concerned that a distance education/tutorial mode assignment was not mailed to them within 21 days of the due date (or within 21 days of its receipt date if it was received late), who have not been advised as to the delay under clause 16.6.2.1 above, may contact the Head of the teaching School who shall investigate the matter and advise the student accordingly.

16.8 Email Submission of Assignments
Students shall not submit an assignment by email unless they have approval to do so. Such approval shall be given in the subject outline.

16.8.1 Distance Education/Tutorial Mode
To ensure that the receipt date and return date of distance education/tutorial mode assignments submitted by email are recorded on the database (see clause 16.4 above) the Learning Materials Centre shall provide to the subject coordinator an electronic proforma class list to record the receipt dates and return dates.

16.9 Submission of Assignment by Facsimile
Students shall not submit an assignment by facsimile without first obtaining the approval of the subject coordinator. Approval will generally only be given where:
• an extension of time was granted for the submission of the assignment; or
• the student lives in a remote area with an infrequent or unreliable mail service.

16.9.1 Procedures for Faxing Assignments
Students submitting an assignment by facsimile shall:
• ensure the original to be faxed is of a quality suitable for facsimile transmission and in particular that it is typed using double spacing and all pages are numbered;
• ensure the information recorded on the coversheet of a distance education/tutorial mode assignment accompanies the assignment or in the case of an internal mode assignment that the student's name and number the subject coordinator and/or tutor's name and the assignment details are clearly specified;
• send it to the facsimile machine specified in subject outlines for the return of the assignment and not to any other University facsimile machine;
• not send the original by mail unless instructed to do so by the subject coordinator in which case the original copy should clearly show that it was sent by facsimile and the date it was sent;
• if possible use a facsimile machine that provides a transmission report to ensure all pages were transmitted.
16.10 Reporting to Academic Senate
The following reports shall be compiled for distance education/tutorial mode assignments:
(a) a confidential report by subject on the performance of each School shall be prepared by the Learning Materials Centre at the end of each session and forwarded to the Head of the teaching School;
(b) an aggregated report prepared by the Learning Materials Centre each session for Academic Senate which shows on a University-wide basis the number and percentage of late returns and the number and percentage of subjects with late returns;
(c) the reports referred to in a) and b) above shall as a minimum report on four categories of assignments:
   • those that were returned on time (i.e. were despatched to students within 21 days of their receipt);
   • those that were returned late but for which the Head of the teaching School deems there was a reasonable explanation for lateness;
   • those that were returned late and for which there was no explanation for lateness or the explanation was deemed by the Head of the teaching School to be unreasonable;
   • those that were returned late due to administrative delays in the Learning Materials Centre.
(d) a report prepared by the Learning Materials Centre each session for Academic Senate on the outcome of investigations regarding the late return of assignments under clause 16.7.1.2 above.

17 EXAMINATIONS
17.1 Responsibility for Official Examinations
The Director, Student Administration, is responsible for the conduct of all official examinations of the University. Official examinations are those conducted in the examination periods.

17.2 Examination Periods
In Autumn and Spring sessions, a two-week period will be set aside at the end of the teaching period for the conduct of official or final examinations. Examinations may be held during this period on a Saturday and in the evening. Summer session examinations will be held in week following the last week of Summer session classes.

The examination periods for Autumn Spring and Summer session, and for supplementary examinations for each session will be specified each year in the Principal Dates.
17.5.3 **Overseas Centres**
Students using overseas examination centres may be required to meet all costs associated with such examinations.

17.5.4 **Invigilators**
Where an examination centre is established, the University will appoint a Presiding Invigilator and such other invigilators necessary to supervise the conduct of the examinations. The University shall meet any cost of the invigilation at examination centres.

17.5.5 **Invigilation Charges**
In the case of individual examinations conducted outside the University and its established examination centres, the cost of providing an invigilator may be charged to the students concerned.

17.6 **Change of Examination Centre**
17.6.1 **Internal Students**
17.6.1.1 **End of Session Examination**
Internal students who because of course requirements will be absent from the University during the examination period must apply to the Examinations Officer at least six weeks before the start of the examination period to sit their examination at another centre.

17.6.1.2 **Supplementary Examinations**
The Director, Student Administration after consultation with the Head of the teaching School, may permit an internal student to sit for a supplementary examination at an external examination centre or at a different campus of the University.

17.6.2 **Distance Education Students**
Distance education students must apply to the Examinations Officer at least six weeks before the start of the examination period to change their examination centre. A change of address does not automatically bring about a change of examination centre.

17.6.3 **Fees for Late Examination Centre Changes**
Requests for a change of examination centre received within six weeks of the start of an examination period will be processed in time for that examination period if accompanied by the appropriate late fee. Requests received within two weeks of the examination period will be processed only in exceptional circumstances and with the approval of the Director, Student Administration.

17.7 **The Conduct of Examinations**
17.7.1 **Examination Materials**
17.7.1.1 **Materials to be supplied by candidates**
Candidates shall provide their own writing instruments at an examination and may provide for their own use any approved items or materials to be supplied by candidates.

The University shall not supply instruments items or materials which are designated to be supplied by candidates.

17.7.1.2 **Materials Not Normally Permitted in an Examination**
Unless advised to the contrary for a particular examination, candidates shall not take the following materials or items in to the examination room:
- writing, blotting, tissue or other paper;
- dictionaries excepting multi or bi-lingual general dictionaries;
- textbooks and other reference material;
- calculators;
- electronic devices including diaries, organisers, dictionaries, laptop or palmtop computers;
- mobile telephones or other communication devices.

17.7.1.3 **Conditions Applying to Items or Materials Permitted in Examinations**
Where some of the materials or items in clause 17.7.1.2 above are permitted in a particular examination, the following conditions will apply:
- calculators - must be portable, silent, self powered and fit on a standard examination table and must be used for numerical calculations only;
- texts and references must be limited to those specified for the examination and may be subject to further restrictions imposed by the subject convenor. Such restrictions will be printed on the examination paper;
- dictionaries - where dictionaries are permitted in a particular examination they must be in printed not electronic form. The dictionaries must contain no notes or other annotations.
- Candidates may use multi or bi-lingual general dictionaries in any examination other than those where such dictionaries are specifically prohibited.

Multi or bi-lingual dictionaries can be prohibited from any examination where:
- the subject is a language subject;
- it can be shown that a candidate will derive an unfair advantage that outweighs any possible disadvantage arising from the prohibition;
- clear and concise notice of the prohibition is given on the course outline for that subject;
17.7.2 Unauthorised Examination Materials

All materials taken into an examination room shall be subject to checking as follows:

(i) a check for unauthorised material will commence when students enter the examination room;

(ii) once students are seated, the principal invigilator will advise students that their examination materials are being checked and will ask them to check that they have not brought into the examination room any unauthorised material and that if they have, to raise their hand so that it can be collected from them before reading time commences;

(iii) checking for unauthorised material will continue during reading time, at which time such unauthorised material will be removed from students; and

(iv) where materials suspected of being unauthorised are discovered after the commencement of the examination itself, the student will be permitted to retain them for the duration of the examination but at the end of the examination the materials will be held by the principal invigilator and submitted to the Manager of the Examinations Office with an Incident Report Form.

Where unauthorised material is deemed to have been used, the matter will be investigated under the Student Academic Misconduct Rule.

17.7.3 Means of Identification

Candidates shall bring with them to the examination room their University identity card. Students shall produce or keep displayed their card in accordance with any direction given by notice displayed in the examination room, by direction of an examination book, or by the Presiding Invigilator. If the University identity card is not available, then a passport, driver’s licence, or some other means of identification which bears the candidate’s signature and photograph must be produced.

Where a student is unable to provide an approved means of personal identification at an examination, the following procedures apply:

(i) the Presiding Invigilator shall request the student to provide personal information on the prescribed form which shall be attached to the student’s worked examination script;

(ii) the Examinations Office shall detach the form from the worked script (which will be sent for marking with all other scripts for that examination) and will check the information provided on the form against the information held on the student’s file and indicate any discrepancies or certify its correctness;

(iii) the form, appropriately annotated by the Examinations Office will be forwarded to the Head of the teaching School for information;

(iv) if on the basis of the annotated form the Head of School has reason to believe that the person who sat the examination was not the student, the matter shall be referred to the Dean for investigation under the Student Academic Misconduct Rule.

17.7.4 Bags and Personal Effects

Candidates may take into the examination room a small handbag, a wallet or purse which must be placed on the floor next to the candidate’s desk. Briefcases, attache cases, shopping bags and other property or personal effects must not be taken into the examination room but may be left, at the owner’s risk, in an area set aside for such items.

17.7.5 Admission to the Examination Room

The doors of the examination room will be opened in sufficient time prior to the commencement of all examinations to enable candidates to take advantage of reading time allowed. At the conclusion of reading time the invigilator will direct candidates to complete the attendance voucher and to commence the examination. Candidates for an examination shall, upon entering an examination room, proceed without delay to such place as they are directed by the invigilator to occupy for that examination.

17.7.6 Late Admission to the Examination Room

Candidates may be admitted late to an examination room. Such candidates will not be given an extension of time to complete the examination. Only in exceptional circumstances will candidates be admitted more than 30 minutes after the start of an examination and their names shall be reported to the Examinations Officer by the Presiding Invigilator.

17.7.7 Communication in the Examination Room

Candidates shall not have any communication whatsoever with other candidates from the time of entering until leaving the examination room. Candidates wishing to communicate with an invigilator shall do so by raising their hand and waiting for attention.

17.7.8 Instructions to Candidates

Candidates shall observe all instructions issued by an invigilator and all instructions printed on the attendance voucher, examination paper, answer booklets or answer sheets.
17.7.9 **No Smoking, Eating or Drinking**
Smoking, eating or drinking is not permitted in an examination room.

17.7.10 **Departure from the Examination Room**
Candidates shall not leave an examination room (except in the case of illness when they shall be accompanied by an invigilator) within the first 30 minutes of the examination. Likewise, candidates shall not leave an examination room during the last 15 minutes of the examination.

17.7.11 **Removal of Material from the Examination Room**
Candidates shall not remove from an examination room any writing paper or other issued material during a temporary absence from the examination room, nor at the conclusion of the examination. Any material so removed will be automatically void.

An exception to this is examination question papers printed on white (not coloured) paper which may be removed by candidates at the end of an examination.

17.7.12 **Leaving an Examination Room during an Examination**

17.7.12.1 **Without Supervision**
Candidates who leave an examination room without supervision shall not be permitted to re-enter the examination room until the examination session is concluded and all other candidates have left the examination room.

17.7.12.2 **Under Supervision**
Candidates may seek permission to temporarily leave an examination room. Such absences shall be granted subject to the candidate being supervised while absent and on condition that the candidate is not granted extra time in which to complete the examination.

17.7.13 **Conclusion of the Examination**
The Presiding Invigilator shall indicate when 30 minutes of examination time remains. On the announcement, 'stop writing', candidates will stop writing immediately and remain seated until the answer booklets and papers have been collected by an invigilator.

17.7.14 **Disruption/Disturbances in the Examination Room**
If, in the opinion of the Presiding Invigilator, a candidate’s behaviour is such as to disturb or distract any other candidate, the Presiding Invigilator may require the offending candidate to leave the examination room and will report the circumstances in writing to the Director, Student Administration, as soon as possible.

17.7.15 **Penalty for Misconduct at Examinations**
Alleged breaches of discipline and misconduct at an examination will be referred to the Dean of the teaching Faculty for investigation and decision as provided for in Assessment Regulation 5.

17.8. **Special Consideration**

17.8.1 **Permanent or Prolonged Disability**
Students who suffer from a physical disability or other handicap which may be a disadvantage in written examinations may apply in writing to the Examinations Officer after admission but no later than six weeks before the commencement of an examination period, for special conditions or provisions to apply when their examinations are taken.

A medical certificate or report or other documentation (see Special Consideration Regulation 5.1) specifying the severity and duration of the disability or handicap and its effect on a student’s ability to take examinations must accompany the application.

17.8.2 **Misadventure and Extenuating Circumstances**

Note: this clause applies only to events during the examination period and the preceding week. Misadventure which occurred earlier in a session is covered in clause 7 (above).

Where students:
- were prevented by misadventure or extenuating circumstances from attending an examination in a subject; or
- immediately prior to an examination suffered misadventure or extenuating circumstances which they believe seriously prejudiced performance at the examination; or
- were to a substantial degree adversely affected by misadventure or extenuating circumstances during the course of an examination,
they should report the matter on an Incident Report form or in writing as required by Special Consideration Regulation 4.6.

Where a report is made in writing it must be received by the Examinations Office within three days of the date of the examination (excluding weekends and public holidays) (or within such further time as the Head of the teaching School may in special cases permit). Where students are personally unable to take the action required by this clause, other persons may report the circumstances on the students’ behalf.

As Admission Regulation 4.5 expects a level of proficiency in the English language, it is expected
that the level of proficiency will be of a standard whereby a student is able to undertake examinations in normal conditions.

Reports of misadventure and extenuating circumstances must be documented as required in Special Consideration Regulation 5.

17.8.3 First Year Identifiable Minority Groups
First year students in identifiable minority groups who may be disadvantaged in examination venues may apply in writing to the Examination Officer after admission but no later than six weeks before the commencement of an examination period, for the use of an alternative non-threatening venue for their examinations.

The student’s application must specify how the examination venue is likely to adversely affect the student’s ability to take their examination.

Applications for an alternative non-threatening examination location will be referred by the Examination Officer to the Presiding Officer of Academic Senate for approval.

The determination of the Presiding Officer of Academic Senate will be final.

17.9 Deciding Applications for Special Consideration
17.9.1 Permanent or Prolonged Disability
Applications for special consideration lodged under clause 17.8.1 above shall be referred to the Head of School. Where the Head of School believes that a student’s disability would disadvantage the student in an examination conducted under normal conditions, the Head of School may approve special conditions for the student (see clause 17.10.1 below).

17.9.2 Misadventure and Extenuating Circumstances
Applications for special consideration lodged under clause 17.8.2 above shall be referred to the Subject Coordinator who may take into account the circumstances when the School Assessment Committee is formulating a recommendation on the student’s final grade in the subject to the Faculty Assessment Committee or who may recommend to the Head of the teaching School that a supplementary examination be granted for the student; or a grade be awarded on some other basis; or no action be taken and the student’s performance stand.

17.9.2.1 Applications Not Normally Approved
Applications for special consideration lodged under clause 8.2 above will not normally be approved if they fail to satisfy the requirements of Special Consideration Regulation 3 or where a student’s routine work commitments prevent attendance at an official examination; or a student missed an official examination by mis-reading the examination timetable.

17.10 Special and Supplementary Examinations
17.10.1 Special Examinations
Special examinations are those examinations approved by a Head of School under clause 17.9.1 above where special conditions are approved for students who suffer a permanent or prolonged disability. Special conditions may include, for example:
- an extension of time to write the paper;
- appointment of an amanuensis;
- an oral examination;
- permission to record answers on tape;
- the provision of special furniture;
- permission to use a typewriter;
- permission to use a microcomputer (to be supplied by the University—students may not use their own microcomputer in an examination);
- permission to take the examination at a special location (e.g. at the student’s home, in a hospital).

Where special examinations are approved, the Examinations Officer will advise students in writing of the conditions under which the examinations will be conducted.

17.10.2 Supplementary Examinations
17.10.2.1 Definition
Supplementary examinations are examinations granted on the basis of misadventure or extenuating circumstances which prevented a student sitting an official examination or which adversely affected the student’s performance in an official examination.

17.10.2.2 Examinations Office to Conduct
Where supplementary examinations are approved under clause 17.9.2 above, the Examinations Officer will advise students in writing and will conduct the examinations.

17.10.2.3 Standard and Weighting
A supplementary examination shall:
• have the same weight in determining the final grade in the subject as the official examination;
• be of a standard of difficulty equivalent to that of the official examination.
17.10.3 Misadventure at a Supplementary Examination

Where a student suffers misadventure or extenuating circumstances at a supplementary examination, the Subject Coordinator shall recommend to the Head of the teaching School that:
- the student be granted approved withdrawal (AW); or
- a grade be awarded on the basis of performance in the supplementary examination; or
- the student be required to sit for another supplementary examination in which case the student will sit the final examination in the subject in the session when the subject is next offered or, if the subject will not be offered again, in the next final examination period; or
- in exceptional circumstances a grade be awarded to the student on some basis other than performance in the supplementary examination.

17.11 Cancelled and Terminated Examinations

An examination may need to be cancelled or prematurely terminated at a particular examination centre because of unforeseen circumstances for example fire, flood, electrical failure, bomb threat or civil disturbance.

When this occurs, the Manager, Examinations Office, shall advise the relevant Head of School of the circumstances. Affected students will not be required to submit individual Incident Report forms, as normally required under clause 4.6.2 of the Special Consideration Regulations. The Head of School, in consultation with the Subject Convenor or Subject Coordinator as appropriate, shall decide the necessary action to be taken. Such action may include, but is not limited to, the following:
- grading affected students on the basis of the other assessable work they have submitted in the subject,
- requiring affected students to sit a supplementary examination,
- marking that portion of the examination that affected students had completed before the examination was terminated and adjusting the mark for the examination to account for the time lost during the examination,
- requiring students to submit some other work for assessment that is in lieu of a cancelled examination or that part of a terminated examination that was not completed.

The Manager, Examinations Office, shall advise students of the Head of School's decision.