ASSESSMENT AND STUDENT PROGRESSION

POLICY AND PROCEDURES

Contents

Introduction

This document is a compilation of policy and procedures relating to assessment and the academic progress of students at Curtin University.

The full title of the document is *Assessment and Student Progression - Policy and Procedures*. It may be referred to and cited as the *Assessment and Student Progression Manual*.

Additional guidelines and advice on effective teaching, the development of appropriate assessment tasks and assessment techniques (including assessing group work, marking and grading assignments and ensuring fair assessment), are available via the <u>Learning Innovation and Teaching Excellence Centre (LITEC) website</u>.

The commencement date for the policy and procedures in the *Assessment and Student Progression – Policy and Procedures* will be 1 January 2022. Any future amendments or revisions by the appropriate approval authorities will be effective from the date of such approval.

<u>**APPROVAL DETAILS**</u>

<u>Endorsed</u>**:**   Learning and Student Experience Committee

<u>Approved by</u>**:**   Academic Board (Policy)

                Deputy Vice-Chancellor, Academic (Procedures)

Explanatory Note

Refer to the individual policy and procedures for details regarding the scope.

When reading the policy and procedures for Enabling and Foundation students, for those programs not falling within a Faculty, the following equivalent positions and titles apply.

Position and Area Title in Policy and Procedure	Enabling and Foundation Program Equivalent Position and Area Title
Head of School	Head of Area or equivalent Manager
Pro Vice-Chancellor	Associate Provost
Dean, Learning and Teaching	Head of Area/Course Coordinator
Faculty	Provost
School	Area

Where there is any doubt about the equivalent position or area for any of the policies and procedures contained within the *Assessment and Student Progression Manual*, the Academic Registrar is responsible for determining the correct or intended position or area.

POLICY

ASSESSMENT

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Strategic Plan Theme: Learning and Student Experience

2. PURPOSE

To provide a framework for the principles of assessment.

3. POLICY STATEMENT/S

3.1 Assessment practices will be subject to quality management processes to ensure that practices meet standards required by the University (see *Assessment Quality Process Procedure*).

3.2 Assessment practices will be manageable and sustainable for students and the institution.

3.3 Assessment design and methods will be consistent with the intended learning outcomes and the norms of the discipline/profession.

3.4 Assessment methods will provide evidence of individual student achievement of the intended learning outcomes.

3.5 Assessment tasks will facilitate the student's ability to develop and demonstrate a wide range of graduate capabilities.

3.6 Assessment will provide high quality and timely feedback to support learning.

3.7 Assessment design will be inclusive and equitable, minimising potential differential advantage or disadvantage to students.

3.8 Assessment requirements will be communicated to students via accessible means in a timely manner.

3.9 The evaluation of requests to complete an assessment task at a later date will be fair, transparent, equitable and auditable.

3.10 Submission of student work and decisions relating to assessment will be appropriately evidenced.

3.11 Appropriate complaint (grievance) and appeal provisions will be available in respect of relevant assessment decisions.

3.12 Any student that is not satisfied with the result or conduct of any formal internal appeal process, may access an external right of complaint or appeal.

4. SCOPE OF POLICY

This policy applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS
(Note: Commonly defined terms are located in the Curtin Common Definitions. Any defined terms below are specific to this document)

6. SUPPORTING PROCEDURES

- Assessment Design Procedure
- Assessment Communication and Feedback Procedure
- Assessing Student Work Procedure
- Exemptions to Assessment Requirements Procedure
- Assessment Quality Process (AQP) Procedure
- Assessment for Honours Research Components Procedure
- Late Assessment Procedure
- Assessment Extension Procedure

- Further Assessment Procedure
- Examinations Procedure
- Online Invigilation: Examinations and Invigilated eTests Procedure
- Security of Examination Procedure
- Regulations for the Conduct of Examinations Procedure
- Alternative Arrangements Procedure
- Student Access to Examination Answers Procedure
- Release of Examinations Procedure
- Board of Examiners Procedure
- University Grading System Procedure
- Calculation of SWA and CWA Procedure
- Academic Status and Progression Procedure
- Course Transfer Following Termination Procedure
- Future Re-Admission to the Same Course Following Termination Procedure
- Responsibility for Academic Results Procedure
- Academic Transcript Procedure
- Assessment Appeals Procedure
- Academic Status Appeals Procedure

7.   RELATED DOCUMENTS/LINKS

Curtin University Act 1966
Higher Education Support Act (2003)
Higher Education Standards Framework (Threshold Standards) 2021
Education Services for Overseas Students (ESOS) Act
Competition and Consumer Act
Western Australian University Sector Disposal Authority (WAUSDA)
National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code)
Statute No. 10 – Student Disciplinary Statute
Academic Misconduct Rules
General Misconduct Rules
Academic Record Fraud Rules
Course Quality Assurance Manual
Academic Calendar Policy
Class Scheduling Policy
Class Scheduling Procedures
Admission and Enrolment Manual
Awards and Graduation Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedures
Students with Disability Policy
Students with Disability Procedures
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Disability Standards for Education 2005
Curtin's Disability Access and Inclusion Plan
Complaints Procedures
Learning Innovation and Teaching Excellence Centre (LITEC) website
Students with Disability Policy
Students with Disability Procedure
Information Management Policy
Information Management Procedures

Policy Compliance Officer	<u>Jon Yorke</u>, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Academic Board
Review Date	1st April 2027

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	24/11/2017	Academic Board	AB 206/17	Attachment A to Item 15.2
	Approved	24/09/2021	Academic Board	AB 133/21	Attachment B to Item 9.2 effective 1 January 2022

PROCEDURES

ASSESSMENT DESIGN

1.   STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2.   PROCEDURAL DETAILS

2.1   Assessment design within a unit and across a course of study will consider student and staff workload, assurance of student learning and mitigation of assessment related risk.

2.2   Assessment practices will aim to use the minimum number of assessment tasks necessary to reach an informed decision about student achievement.

2.3   Unless exempted in accordance with the *Exemption To Assessment Requirements Procedure*:

2.3.1   To the maximum extent possible, assessment burden will be broadly comparable for units with the same credit point value. Unless otherwise required by accreditation authorities:

2.3.1.1   25 credit point units will have no more than three summative assessments.

2.3.1.2   12.5 credit point units will have no more than two summative assessments.

2.3.2   For 12.5 and 25 credit point units, there will be a limit of one incremental assessment item within the unit which will be counted as one summative assessment task.

2.4   Within each unit, it is important to ensure that there is reasonable confidence that it is the student's own work that has been assessed. At least 50% of the assessment marks for a unit will be derived from assessment tasks that are supervised, invigilated or subject to monitoring (e.g. content matching software).

2.5   Where a Hurdle Requirement(s) (refer to Schedule 2: Definitions) is specified for a unit, the nature of the requirement(s) and the consequences of failing to meet it will be included in the published Unit Outline.

2.5.1   Formative tasks will not be permitted as a Hurdle Requirement.

2.5.2   Students who do not satisfy the Hurdle Requirement(s) in a unit will be given the grade F-IN, even if they have obtained more than 50% of the marks available by completing other assessment tasks.

2.6   A final examination will not be worth more than 50% of the unit final mark unless required by a relevant accreditation authority.

2.7   Assessment tasks which involve group work will ensure that the basis for marks for group processes and/or individual processes is fair, transparent and defensible.

2.8   Reasonable adjustment(s) (such as the modification of assessment tasks, processes or format) may be made for students with a verified disability, medical or other condition.

2.9   When setting the due date and time for submission of an assessment task, staff will provide due consideration to minimise potential disadvantage to students.

2.10   Attendance will not, in itself count towards a mark for an assessment task or an outcome for a unit.

2.11   A student will be expected to complete all assessment requirements as described in the relevant Unit Outline. A student who has previously completed an assessment task within a unit (e.g. if repeating a unit) may only include previously submitted material with the written approval of the Unit Coordinator who will provide advice relating to self-plagiarism where appropriate. Such work will be clearly annotated to indicate that it contains material that has been previously submitted.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

a)   Determining the correct or intended interpretation and scope of this procedure; and

b)   Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

Disability Standards for Education 2005
Curtin's Disability Access and Inclusion Plan
Students with Disability Policy
Students with Disability Procedures
Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual
Awards and Graduation Manual
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual
Learning Innovation and Teaching Excellence Centre (LITEC) website

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Approved	01/11/2018	Deputy Vice-Chancellor, Academic	EM1825	Effective 16th July 2019
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2161	Effective 1st January 2022

ASSESSMENT COMMUNICATION AND FEEDBACK

1. **STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED**

   Assessment Policy

   Strategic Plan Theme: Learning and Student Experience

2. **PROCEDURAL DETAILS**

   Assessment Communication

   2.1   Requirements to pass the unit will be explicitly stated in the Unit Outline.

   2.2   Details of assessment tasks will be specified and made available to students in the Unit Outline. Any other details relevant to the completion of an assessment task will be provided in writing to students sufficiently in advance of the task.

   2.3   Students will be informed as to when and how they will receive feedback on each assessment task.

   2.4   The assessment submission process (unless precluded by assessment type e.g. oral presentation) will include a declaration of originality, and that it is the student's (or where applicable) the group's own work.

   2.5   Students will be advised of acceptable file format(s) for submission.

   2.6   Where the assessment task specifies the submission of work, an electronic copy of the work will be submitted by the student to a University approved secure electronic repository wherever possible.

       2.6.1   Physical artefacts will be submitted as per the instructions provided in the Unit Outline or by the Unit Coordinator (or authorised officer).

   2.7   Students are responsible for the submission of an assessment (including completing all steps to upload an electronically submitted assessment) and are advised to retain proof of their submission.

   2.8   For electronically submitted assessments, a declaration will be included that indicates the student has accepted it is their responsibility to check that the submitted file is readable and has not been corrupted.

   2.9   Submitted files that are unable to be read cannot be marked and will be treated as a non-submission.

   2.10   Individual assessment tasks may be changed after the publication of the Unit Outline, providing that such changes have majority consent from the students currently enrolled in the unit.

       2.10.1   In exceptional circumstances, in consultation with the relevant Faculty or School, the Academic Registrar may approve changes to individual assessment tasks without requiring majority consent.

       2.10.2   Any changes will be communicated to students within three working days of the approved change, giving notice sufficiently in advance of the task.

   Assessment Feedback to Students

   2.11   Feedback will provide students with information regarding their performance in the assessment task and guidance on how to improve. Feedback may be provided through various methods and from a variety of sources.

   2.12   Students will receive marks and/or feedback as soon as practicable, to maximise the opportunity to improve their performance.

   2.13   Feedback to students will be provided under normal circumstances within 15 working days and no later than 20 working days of the due date or submission date (whichever is the later).

       2.13.1   Feedback that is used to directly support a subsequent assessment task will be provided in sufficient time for it to be able to be used.

Feedback Review

2.14   Where more than one marker is used, the markers will be provided with feedback on the marking and moderation process.

Feedback Security

2.15   Feedback (and if relevant, the submitted artefact) will only be provided to those authorised to receive it.

3.   RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1   Academic Registrar

Is responsible for:

a)   Determining the correct or intended interpretation and scope of this procedure; and

b)   Deciding cases where an issue is not clearly dealt with in these procedures.

4.   SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5.   DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6.   RELATED DOCUMENTS/LINKS/FORMS

Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual
Awards and Graduation Manual
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual
Learning Innovation and Teaching Excellence Centre (LITEC) website

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16th July 2018
	Approved	21/01/2019	Deputy Vice-Chancellor Academic	EM1901	Unconditional
	Approved	16/04/2019	Deputy Vice-Chancellor Academic	EM1906	Unconditional
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2162	Effective 1st January 2022

ASSESSING STUDENT WORK

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

2.1 The Head of the Owning Organisational Unit will ensure that assessment and moderation processes are adequately resourced for each unit. A Unit Coordinator and co-assessor will be appointed for each unit.

2.2 The Unit Coordinator will document the processes used to determine assessment task marks and record evidence of moderation activities employed.

2.3 Where peer assessment is utilised, references to staff within this procedure will be taken to include students, as appropriate.

Assessment and Submission

2.4 Assessments will be completed in accordance with the requirements specified in the Unit Outline.

2.5 Staff will take reasonable steps to ensure the authenticity of students' work. Such steps may involve submission through Turnitin, use of TokenDiff, confirmation checks, or other similar processes consistent with the discipline.

2.5.1 The Unit Coordinator may initiate a confirmation check on student(s) work at any point. The Course Coordinator/Lead, Head of School or relevant teaching area, Global Pro Vice-Chancellor or Academic Registrar may also require the Unit Coordinator to conduct a confirmation check(s) as necessary. Where the Global Pro Vice-Chancellor or Academic Registrar require the confirmation check, the relevant Head of School will be notified.

2.5.2 When an assessment is a remote online presentation, the camera will be on throughout and show the person presenting, enabling staff to verify the student's identity. Where technical failure means that the camera is not functional, the assessment may proceed but will not be marked until the loss of video and affected student ID has been notified to the Academic Registrar (or authorised officer).

Pre-Marking Moderation and Marking

2.6 The Unit Coordinator will ensure that staff responsible for marking student work are able to engage in pre-marking moderation. This will include, as a minimum, the provision of an assessment rubric (or marking guide) to staff, supplied in advance of the marking task. Pre-marking moderation strategies (such as consensus building activities) may be implemented for units involving multiple markers and/or delivery at multiple locations. The target is to achieve good marker consensus (which is generally taken to be within 10% variation).

2.7 The Unit Coordinator will identify potential threats to assessment integrity and security, and will implement any mitigating strategies required.

2.8 The Unit Coordinator (or authorised officer) will ensure that they are available to other markers to provide clarification and/or guidance if required during the assessment or marking process.

2.9 Where more than one member of staff is involved in the assessment of student work in a unit, it is recommended that the Unit Coordinator reviews the outputs of those markers early in the marking process.

Post-Marking Moderation

2.10 The Unit Coordinator will conduct post-marking moderation of results appropriate to the type of assessment to ensure fairness and consistency in the marking process. For assessments involving the marking of submitted work, as a minimum, post-marking moderation will include at least one of the following methods:

2.10.1 An analysis of the variances between markers and locations (noting that the efficacy of this depends on the nature and size of the sample).

2.10.2 Second marking or check second marking of a random sample of student work to check for consistent application of marking criteria and standards.

2.10.3 Second marking or check second marking of a sample of student work deemed to be at significant thresholds (e.g. Pass/Fail).

2.10.4 Second marking or check second marking student work deemed to be borderline (just above/below pass mark).

2.10.5 Second marking or check second marking of a sample of outliers (high or low scoring assessments).

2.10.6 Moderation of a sample of marked work by individuals outside of the marking team.

2.10.7 Review of item performance and other psychometric analyses of item banks and spot checking to ensure that automated systems are functioning correctly.

2.11 Scaling of student marks within a unit to a normal distribution is not permitted. Any requirement to adjust marks as part of a moderation process or to recalibrate an external result to be consistent with Curtin's grading system will be approved by the Head of School (or authorised officer).

2.12 If anomalies are detected, student work will be re-assessed and marks adjusted accordingly before work and marks are released to students.

2.13 Contracts in place with global campuses and partners may identify additional requirements for moderation, but the minimum moderation requirements specified within this procedure must always be met.

Rounding of Marks

2.14 Rounding will occur to the final unit mark. The threshold is x.5 (e.g. a mark between 79.50 and 79.99 will be rounded to 80.00 and a mark between 79.01 and 79.49 will be rounded to 79.00).

Recording Marks

2.15 Marks for each summative assessment task will be entered into a University approved secure electronic repository for assessment task results as soon as is reasonably practicable to facilitate a student's onward progression or graduation. If misconduct issues are identified, the student's marks will not be entered until the case is finalised.

2.16 Changes to student marks after the initial entry of the mark for an assessment task will be confirmed by the relevant Unit Coordinator. A reason for the change will be recorded in a University approved secure electronic repository.

2.17 The co-assessor will confirm the integrity of results entered into the University approved secure electronic repository (e.g. through sampling or other approaches appropriate to the task).

2.18 The co-assessor will confirm that the reason for any change to a mark is appropriate and recorded.

Storage of Assessment Artefacts

2.19 Arrangements will be made to ensure that:

2.19.1 Assessment items submitted to the University approved secure electronic repository will be retained; and

2.19.2 Assessment items unable to be submitted to a University approved secure electronic repository (e.g. physical artefact), will be retained, or a representation of the artefact will be retained for a period in accordance with the requirements of The Western Australian University Sector Disposal Authority (WAUSDA).

3. **RESPONSIBILITIES**

In addition to any responsibilities set out in section 2.

3.1 **Academic Registrar**

Is responsible for:

a) Determining the correct or intended interpretation and scope of this procedure; and

b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

Western Australian University Sector Disposal Authority (WAUSDA)
Learning Innovation and Teaching Excellence Centre (LITEC) website
Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual
Awards and Graduation Manual
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual
Moderation Guidelines (Staff only)

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16th July 2018
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2163	Effective 1st January 2022
	Approved	28/11/2022	Deputy Vice-Chancellor, Academic	EM2227	Partial Review

EXEMPTIONS TO ASSESSMENT REQUIREMENTS

1. **STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED**

   Assessment Policy

   Strategic Plan Theme: Learning and Student Experience

2. **PROCEDURAL DETAILS**

   2.1   An exemption to assessment requirements may be requested for:

       2.1.1   A new unit developed and offered for the first time;

       2.1.2   An existing unit undergoing changes as part of a formal course review; or

       2.1.3   An existing unit where changes are made separate to any course approval process and there is a high quality assessment item that does not fully comply with University Assessment procedures.

   Requirements

   2.2   Requests will include a justification explaining how the proposed exemption is manageable, sustainable and educationally sound for the assessment task in question. The justification will demonstrate how the proposed variation is consistent with the *Assessment Policy*.

   2.3   Requests that are supported by the Head of School or Faculty Courses Committee will be submitted to the Academic Registrar (or authorised officer) for consideration, together with the supporting justification.

   2.4   The Academic Registrar (or authorised officer) is responsible for determining all exemptions to assessment requirements.

   Consideration for Exemption

   2.5   In order to approve the request, the Academic Registrar (or authorised officer) will confirm support from the Head of School or Faculty Courses Committee (as appropriate) and may seek advice from other parties as required.

   Approved Exemptions

   2.6   Where exemptions are approved, the Unit Outline and assessment instructions will indicate that the assessment in question has special approval.

   2.7   The Academic Registrar (or authorised officer) will monitor exemptions to ensure they remain fit for purpose and consistent with policy/procedural changes.

   Recording

   2.8   Learning Innovation and Teaching Excellence Centre (LITEC) will centrally record all exemption requests approved by the Academic Registrar (or authorised officer) in the curriculum management system (e.g. AKARI).

3. **RESPONSIBILITIES**

   In addition to any responsibilities set out in section 2.

   3.1   Academic Registrar

   Is responsible for:

   a)   Determining the correct or intended interpretation and scope of this procedure; and

   b)   Deciding cases where an issue is not clearly dealt with in these procedures.

4. **SCOPE OF PROCEDURES**

   This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

Learning Innovation and Teaching Excellence Centre (LITEC) website
Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual
Awards and Graduation Manual
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16th July 2018
Partial	Amended	21/02/2020	Deputy Vice-Chancellor, Academic	EM2002	Changed Director of Course and Teaching Quality to Academic Registrar
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2164	Effective 1st January 2022

ASSESSMENT QUALITY PROCESS (AQP)

1.   STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2.   PROCEDURAL DETAILS

Assessment Quality Standards

2.1   An Assessment Quality Panel, established at the School level, will be responsible for quality assurance and enhancement processes.

2.2   The Head of School (or authorised officer), will be the chair and the panel will consist of Course Coordinators relevant to the specific course(s) or major(s).

2.3   The Unit Coordinator will report (e.g. via the AQP Unit Survey or similar instrument) on how each of the below assessment quality standards are being met within the unit. The identification of exemplary practice is encouraged for quality enhancement purposes.

2.4   Assessment Quality Panels will, at a minimum, monitor compliance with the assessment quality standards outlined below.

2.5   Aggregated reports from Faculties with commentary from Learning Innovation and Teaching Excellence Centre (LITEC) will be considered by Academic Board (via the Learning and Student Experience Committee) twice each year.

Assessment Quality Standard	Description
1	Utilisation of University approved content matching software (e.g. Turnitin)
2	Authentication of students' work
3	Appointment of a co-assessor with duties that support fair and consistent assessment practices
4	Undertaking pre-marking moderation activities
5	Undertaking post-marking moderation activities
6	Provision for assessment tasks to be submitted electronically where there is a text-based or electronic artefact
7	Recording marks for summative assessment into a University approved secure repository
8	Ensuring any change of student mark has the relevant approval and that reasons for the change are recorded in a University approved secure electronic repository

3.   RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1   Academic Registrar

Is responsible for:

a)   Determining the correct or intended interpretation and scope of this procedure; and

b)   Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

Assessment Quality Process
Learning Innovation and Teaching Excellence Centre (LITEC) website
Western Australian University Sector Disposal Authority (WAUSDA)
Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual
Awards and Graduation Manual
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16th July 2018
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2165	Effective 1st January 2022

ASSESSMENT FOR HONOURS RESEARCH COMPONENTS

1. **STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED**

   Assessment Policy

   Strategic Plan Theme: Learning and Student Experience

2. **PROCEDURAL DETAILS**

   2.1 A supervisor will be designated for each Honours student by the Head of School (or authorised officer) and will:

      2.1.1 assist in the planning of the research component;

      2.1.2 monitor and provide feedback on the progress of the research component;

      2.1.3 advise the student if the research component is or is not suitable for submission; and

      2.1.4 provide appropriate academic counselling.

   2.2 All supervisors and co-supervisors will be suitably qualified for the role. A supervisor will be an academic staff member of the University.

   2.3 An alternative supervisor will be appointed if the supervisor is to be unavailable for more than four consecutive weeks during the period of supervision of the research component.

   2.4 The Head of School (or authorised officer) will appoint no less than two markers for the research component. At least one of the appointed markers will be internal and other appointed marker may be either internal or external to the University.

      2.4.1 All markers will meet the requirements of clause 2.5 of this procedure.

      2.4.2 All markers will have relevant expertise in the area of the research component.

      2.4.3 Where the Honours program is End-on Honours, a supervisor who has acted in any capacity in relation to the Honours research component for that student will not be appointed as a marker.

      2.4.4 Where the Honours research component is undertaken as a group or in an Embedded or Entire Course Honours program, normal coursework marking processes will apply. However, the supervisor of the student(s) will not be appointed as a marker in situations where this may lead to a conflict of interest. (For example, a conflict of interest may occur where a supervisor is also a co-author, or where an Honours research component is undertaken individually by the student under supervision.)

   2.5 Supervisors and markers will:

      2.5.1 possess a minimum qualification of an AQF Level 9 or higher; or

      2.5.2 be approved as per the *Equivalence of Qualifications Procedures*.

   2.6 Each responsible Academic Area will provide appointed markers with guidelines for the examination of Honours research components including assessment criteria.

   2.7 Each marker will independently prepare a marker's report addressing the assessment criteria provided in the guidelines referenced at 2.6 and will indicate the recommended mark for the Honours research component based on those criteria.

   2.8 Honours components that are used to determine the Final Honours Score will be allocated a mark.

   2.9 In the event of discrepancy between the scores allocated by the markers for the Honours research component::

      2.9.1 if the mark awarded differs by less than 10%, the mark is determined by averaging the marks; or

      2.9.2 where the mark differs by 10% or more, and a consensus cannot be reached, an additional marker will be appointed. The mark will be the average of the two closest marks from the markers.

2.9.3   Where the marking is conducted by a group and consensus cannot be reached, a single marker will be used to re-mark the work. The marker's score will be used to substitute the mark from within the group that is furthest from the median and the final mark will be the average of these marks.

2.10   If either 2.9.1, 2.9.2 or 2.9.3 have been undertaken, the re-marking process is concluded.

2.11   Where permitted in the Unit Outline, the *Further Assessment Procedure* may apply.

Classification of Honours Level

2.12   The Final Honours Score is determined by summing together the Honours components (identified Honours coursework units and Honours research component) of the course.

2.13   The Honours research component:

2.13.1   will have a minimum weighting of 50%; and

2.13.2   will be passed by the student if Honours is to be awarded.

2.14   The class of Honours is determined using the table below:

Final Honours Score*	Class of Honours
8 or more	First Class
7	Upper Second Class
6	Lower Second Class
5	Third Class

Rounding of the Final Honours Score is permitted. The threshold is x.5 (e.g. a mark between 79.50 and 79.99 will be rounded to a Final Honours Score of 8 and a mark between 79.01 and 79.49 will be rounded to a Final Honours Score of 7).

3.   RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1   Academic Registrar

Is responsible for:

a)   Determining the correct or intended interpretation and scope of this procedure; and

b)   Deciding cases where an issue is not clearly dealt with in these procedures.

4.   SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and all Honours students.

5.   DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

Research Component
A dissertation, thesis, manuscript and associated documentation, project, or creative work which constitutes part of the assessable work towards a degree.

6.   RELATED DOCUMENTS/LINKS/FORMS

Assessment Quality Process
Learning Innovation and Teaching Excellence Centre (LITEC) website
Collaborative Education Services (International)
Responsible Conduct of Research Policy
Equivalence of Qualifications Procedures
Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual

Awards and Graduation Manual
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual
Statute No. 10 – Student Discipline
Academic Misconduct Rules

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16th July 2018
	Approved	17/10/2019	Deputy Vice-Chancellor, Academic	EM1956	Effective 10th February 2020
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2166	Effective 1st January 2022

LATE ASSESSMENT

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

2.1 Penalties for late assessment will be consistently applied across the University.

2.2 The Unit Coordinator or Head of School (or authorised officer) may determine that late assessment is excluded in part or all of a unit. This will be specified in the Unit Outline, will apply to all students enrolled in that unit, and be monitored by the Directors, Student Engagement (or equivalent position).

2.3 All assessment tasks for which students are required to submit a physical or electronic piece of work will have a due date and time specified in the Unit Outline. Work submitted after this time will be considered late.

    2.3.1 All dates and times for submission will be as per the local time for the unit availability in which the student is enrolled. Work submitted after this time will be considered late and penalties will be applied.

2.4 If late submission of work is excluded, any work submitted after the specified due dates and times will be considered late and will receive a penalty of 100% (i.e. a zero mark for the assessment component that was late for a grade/mark unit or an F for a Pass/Fail unit).

2.5 If late submission of work is accepted, and the student does not have an approved assessment extension, a penalty will be applied as follows:

Submission	Reduction
Up to 24 hours late	The mark is reduced by 5% of the total marks allocated for the assessment item.
Beyond 24 hours late, up to 168 hours late (7 days)	The assessment mark is reduced by 5% of the total marks allocated for the assessment item for the first 24 hours it is late. PLUS The assessment mark is reduced by a further 10% of the total marks allocated for the assessment item for each additional 24 hours period that is commenced.
Beyond 168 hours late	A mark of zero is recorded.

    2.5.1 All penalty timeframes are inclusive of weekends and public holidays.

2.6 All assessment tasks involving an assessment event (e.g. examinations and performances) will identify in the Unit Outline the week(s) of the study period when the event will be scheduled to occur. Once scheduled, students will be given at least 10 working days' notice of the date/time of the event. Students who miss the event, without an approved assessment extension, will be given a mark of zero (0) for the assessment for a grade/mark unit or an F for a Pass/Fail unit.

    2.6.1 A student who is late to an assessment event may be permitted to complete the assessment within the original timeframe for the event but will not be permitted extra time.

2.7 Where an assessment extension has been granted, late assessment provisions are based on the updated due date/time.

Notification and Advice to Students

2.8 It is the responsibility of the Unit Coordinator (or authorised officer) to notify the student that a late assessment penalty has been applied. The notification will indicate the original mark awarded, the penalty applied and the final mark after penalty.

Final mark after Penalty = Mark awarded – Penalty

Example:
Student has submitted an assessment item achieving a mark of 16/20

Assessment	Reduction	Final Mark after Penalty
Submitted on time	N/A	16/20
23 hours late	5% of 20 marks	15/20
26 hours late	15% of 20 marks	13/20
62 hours late	25% of 20 marks	11/20
168 hours late (7 days) and beyond	A mark of zero is recorded.	0/20

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

a) Determining the correct or intended interpretation and scope of this procedure; and

b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual
Awards and Graduation Manual
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16th July 2018
	Approved	24/05/2018	Deputy Vice-Chancellor, Academic	EM1805	Effective 16th July 2018
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2167	Effective 1st January 2022

ASSESSMENT EXTENSION

1. **STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED**

   Assessment Policy

   Strategic Plan Theme: Learning and Student Experience

2. **PROCEDURAL DETAILS**

   Responsibility

   2.1 The Unit Coordinator is responsible for determining whether applications for Assessment Extension will be accepted in a unit and for clearly notifying students in the Unit Outline.

   2.2 Whether Assessment Extension is or is not accepted in a unit, the following provisions will apply:

   2.2.1 Where special circumstances exist, the Academic Registrar may, in consultation with the Unit Coordinator, approve an Assessment Extension with or without application; or

   2.2.2 Where there is a legislative requirement for Assessment Extension applications to be accepted (e.g. Defence).

   2.3 The Unit Coordinator is responsible for determining the outcome of an application for Assessment Extension. The Unit Coordinator may authorise another staff member (authorised officer) to undertake this function, but the Unit Coordinator remains responsible for the proper exercise of this function and final determination.

   Application for Assessment Extension

   2.4 An application for an Assessment Extension will be submitted prior to the assessment due date/time. An application may be accepted up to five working days after this at the discretion of the decision-maker, where the student is able to provide a reasonable explanation as to why they were not able to submit their application prior to the assessment due date/time.

   2.5 If an application for Assessment Extension relates to multiple assessment items across different units, the School will take steps to ensure that decision-maker(s) are able to provide consistency.

   2.6 Approval for an Assessment Extension will only be given where the decision-maker is satisfied that the reason a student was not able to complete an assessment task was due to exceptional circumstances beyond the student's control. The existence of exceptional circumstances does not in itself mean that an application for Assessment Extension will be approved.

   2.7 A Unit Coordinator, in consultation with the Head of School, may offer an Assessment Extension to a student or group of students, without application, in recognition of circumstances where the resources required to complete the assessment are not available. This might arise, for example, if essential equipment is damaged or unavailable for such a period of time that students would be unfairly disadvantaged in the assessment process.

   2.8 Assessment Extension request reasons and expectations for supporting documentation are provided in the table below. Additional documentation may be accepted at the discretion of the decision-maker. All supporting documentation will be submitted in English.

Reason	Supporting Documentation
Student injury, illness or medical condition	Signed statement on relevant official letterhead from a Medical Practitioner or other approved health professional registered by the relevant National Medical Board.
	Medical statements from online services will be accepted where face to face consultation occurs or a previous practitioner-patient relationship exists.
	Medical statements from pharmacists are not acceptable.
	Signed statement on relevant official letterhead from Curtin University's Psychological and Counselling Services, AccessAbility Services outlining how circumstances have

	impacted the student's ability to submit the assessment item on the due date.
Family issues (e.g. family injury, illness or bereavement)	Death Certificate or funeral notice. Police report or statement. Any form of supporting documentation accepted under the Student injury, illness or medical condition category listed above. Statutory declaration outlining the relationship to the impacted family member if this is not evident without clarification.
Participation in Defence Force or Emergency Services	Emergency Services: Signed statement of support on relevant official letterhead detailing the mandatory service requirements or participation in a recognised Emergency Services callout. Defence Force: Signed statement on relevant official letterhead detailing the student is rendering Defence Service.
Unavoidable and unexpected work commitments not opted into on a voluntary basis	Signed statement on company letterhead from the employer supporting claims of unavoidable and unexpected work commitments, confirming that these were not opted into on a voluntary basis. For self-employed students, sufficient detail to adequately explain why work commitments are both unavoidable and unexpected will be provided.
Elite Athlete sporting activity participation	Signed statement of support from the University's Elite Athlete Co-ordinator outlining how circumstances have impacted the student's ability to submit the assessment item on the due date.
Obligatory Religious Requirements	Signed statement of support from the student's religious leader or University's Student Wellbeing Advisor outlining how obligatory religious requirements will or have impacted the student's ability to submit their assessment item on the due date.
Further reasons including social and welfare	If other documentation to support the student's request (as per the above categories) is not available, a signed statement of support from the University's Student Wellbeing Advisor outlining how circumstances have impacted the student's ability to submit the assessment item on the due date.

2.9 Documentation provided to support an Assessment Extension request will:

    2.9.1   be directly applicable to the reasons provided;

    2.9.2   include the dates the student was affected by the relevant circumstances; and

    2.9.3   specifically support the extension time period requested by the student.

2.10 If required, the decision-maker may request the student provide further documentation appropriate to the circumstances or inform themselves of any other issues in relation to the extension request.

2.11 Any dispute regarding the required level of documentation (including any requirement to provide medical certificates from a specific medical practitioner or range of medical practitioners) will be determined by the Academic Registrar (or authorised officer).

2.12 In determining an Assessment Extension, consideration will be given to any impact the approval of a request may have on the student requesting the extension.

Outcome of Assessment Extension application

2.13 Assessment Extension applications will be determined and the student notified of the outcome via Official Communication under normal circumstances within seven working days. If it is not possible to determine the outcome of the application within this normal timeframe, the student will be notified of reasons for the delay and the expected date they will be advised of the outcome.

2.14 If an application for Assessment Extension is rejected, the decision-maker will provide reasons for their decision. In this situation, the student will be advised of their further right of appeal to the Head of School (or authorised officer).

2.15 A student who fails to complete the assessment task for which they received the extension at or by the new specified due date/time will forfeit the right to any further extension. A further extension will only be considered if a student can demonstrate that ongoing or additional exceptional circumstances outside of their control impacted their ability to complete the assessment task.

    2.15.1 If a student repeatedly submits applications for Assessment Extensions at a unit or course level, the decision-maker may require the student to take further action to ensure appropriate support mechanisms are investigated and provide evidence of action undertaken (e.g. establish or update a Curtin Access Plan (CAP), meet with relevant staff). The decision-maker retains the right to reject the application.

    2.15.2 Students submitting an assessment after the new specified due date/time will be subject to a penalty as per the *Late Assessment Procedure*.

2.16 If the reason the assessment task was not able to be completed by the new specified due date/time was due to circumstances other than those described in the original application, the student will complete and submit a new application form.

2.17 Assessment Extension will not be used to allow a student to repeat a unit in a future study period.

Time Frame for Assessment Extension

2.18 If an Assessment Extension is granted, an appropriate new due date/time will be specified:

- For assignments or other submitted work an extension may be up to seven working days after the initial due date/time unless the exceptional circumstances warrant a longer delay; and

- If the assessment extension is for an assessment item with a scheduled date/time for the task (e.g. examination, performance type), the student will be provided with at least three working days' notice of the new examination date/time and it is the student's responsibility to be available to attend or complete the assessment extension task at the notified time.

2.19 Where practical, the assessment task for which an Assessment Extension has been granted will be completed before the date of the Board of Examiners (BoE) meeting.

2.20 If an assessment task for which an assessment extension has been granted is not finalised prior to the BoE, subject to a consideration of onward study load, the BoE may permit completion in the following study period in which the student would normally enrol.

    2.20.1 If exceptional circumstances exist, the BoE may permit an extension for one additional study period.

    2.20.2 The Academic Registrar (or authorised officer) is responsible for approving any extension beyond two additional study periods upon the written request of the Head of School (or authorised officer).

2.21 To accommodate Assessment Extensions for examinations or similar events that occur during an examination period (where a centrally established period for these is not identified), Schools will determine a specific period (generally one week) for these to occur and publish this information in the Unit Outline.

Right of Appeal to the Head of School (or authorised officer)

2.22 A student who is denied an Assessment Extension may appeal to the relevant Head of School (or authorised officer). If the Head of School was involved in the original decision, the appeal will be to the Pro Vice-Chancellor (or authorised officer). The decision-maker will not have been involved in the original decision.

2.23 The decision-maker may consider additional documentation to that which was provided with the original application.

2.24 The appeal will be lodged in writing within five working days of being advised that an Assessment Extension has not been approved.

2.25 The decision-maker will assess the appeal and determine if a change in decision is warranted. Once a decision has been made on the appeal, the student and Unit Coordinator will be advised of the outcome immediately and in any case, no later than three working days from the date of the decision.

2.26 If an appeal is rejected, the decision-maker will provide reasons for the decision.

2.27 The determination of the decision-maker is final.

Design of the Assessment Extension Task

2.28 Where a student has been granted an Assessment Extension and a new assessment task is required, the design of the assessment task will be equivalent to the original assessment and ensure the student does not gain an unfair advantage.

Recording an Assessment Extension

2.29 If the assessment, for which an extension has been granted is received and can be marked prior to the deadline for submission of unit marks, then the mark will be recorded and the final grade and mark submitted. If the assessment is not received and the student does not have a Deferred Assessment (DA) for this assessment or it cannot be marked by the deadline a grade of GNS will be submitted and the Unit Coordinator will advise the BoE.

2.30 If the Assessment Extension extends beyond the BoE meeting an interim grade of DA is recorded. Once the assessment is received and marked a final grade and mark will be submitted for ratification.

Responsibilities of Schools/Regular Review of Outstanding Deferred Assessment (DA) Interim Grades

2.31 The Head of School is responsible for the regular review of DA interim grades to ensure that they are converted to a final result.

2.32 If an extension of the DA interim grade is required beyond two study periods, a written request for extension, providing reasons why the DA is not able to be converted to a final grade will be submitted by the Head of School to the Academic Registrar (or authorised officer).

2.33 If the circumstances warrant the requested extension, the DA may be maintained for the period approved by the Academic Registrar (or authorised officer).

DA Grade and Leave of Absence

2.34 Typically, a student with an interim grade of DA will not be permitted to take a Leave of Absence. Where there are exceptional circumstances that warrant a Leave of Absence and the student has a DA grade, this request will be determined by the Academic Registrar (or authorised officer).

Open Universities Australia Students

2.35 Open Universities Australia (OUA) students who are granted an Assessment Extension for an examination are to sit the examination in the next relevant study period/session.

2.36 Administration of these arrangements will be in accordance with policy and procedures approved between OUA and Curtin.

3. **RESPONSIBILITIES**

In addition to any responsibilities set out in section 2.

3.1 **Academic Registrar**

Is responsible for:

a) Determining the correct or intended interpretation and scope of this procedure; and

b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

Disability Standards for Education 2005
Curtin's Disability Access and Inclusion Plan
Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual
Awards and Graduation Manual
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual
Defence Reserve Service (Protection) Act 2001
AMA Medical Certificate Guidelines, revised 2016
Medical Board of Australia
Refund and Remission of Fees
Students with Disability Policy
Students with Disability Procedure

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16th July 2018
	Approved	21/11/2018	Deputy Vice-Chancellor, Academic	EM1828	Unconditional
	Approved	04/11/2019	Deputy Vice-Chancellor, Academic	EM1952	-
	Approved	01/10/2020	Deputy Vice-Chancellor, Academic	EM2084	Clause 2.40 Effective 1st January 2021
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2168	Effective 1st January 2022

FURTHER ASSESSMENT

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

Responsibilities

2.1 The Head of School may determine that Further Assessment is not permitted in a unit. This will be specified on the Unit Outline, and it will apply to all students enrolled in that unit.

2.2 A student is eligible for consideration for Further Assessment if they have attempted all required assessment tasks for the unit and have marginally failed the unit.

2.3 The Board of Examiners is responsible for determining whether Further Assessment is offered to a student (where Further Assessment is permitted within the unit). The Board of Examiners may consider available information (e.g. known exceptional circumstances, study period outcomes across all units, and achievement of individual unit learning outcomes).

2.4 Further Assessment may not be used to remediate a penalty of misconduct.

Timeframe for Further Assessment

2.5 Where a centrally established period for Further Assessment is not identified, Schools will determine a specific period (generally one week) for Further Assessment for each study period and publish this information in the Unit Outline.

2.6 Where the Further Assessment task is an assessment event (e.g. an examination or performance) it will be held within the period specified in the Unit Outline and in accordance with the requirements of the *Examinations Procedure*.

2.7 It is desirable to finalise Further Assessment as soon as practicable. However, if this cannot be achieved before the commencement of the next study period, the Board of Examiners may permit a student to complete a Further Assessment Task after the commencement of the next study period but no later than its conclusion. Consideration may be given to reducing the student's study load in that study period.

2.8 Any further delay will be approved by the Academic Registrar (or authorised officer).

2.9 A student with an interim grade of "X" will not be permitted to take a Leave of Absence unless approved by the Academic Registrar (or authorised officer).

Advice to Students

2.10 The Chair of the Board of Examiners (or authorised officer) will notify students in writing of arrangements (e.g. the new due date, time, location if appropriate) for a Further Assessment Task and provide at least three working days' notice. Generally, notification of a Further Assessment will occur no later than the results publication date.

Responsibility of Students to be Available for Further Assessment

2.11 A student who is offered Further Assessment but fails to undertake it will not be entitled to another Further Assessment opportunity in the unit for that study period unless an Assessment Extension is approved (where permitted in the unit).

2.12 The provisions of the *Assessment Extension Procedure* will apply to Further Assessment.

Design of the Further Assessment Task

2.13 The design of the Further Assessment Task will provide the opportunity for the student to demonstrate that they have met the unit learning outcomes. The task may be different to that which was originally completed.

Requirement to Pass the Further Assessment Task to Pass the Unit

2.14 A student undertaking Further Assessment is required to pass the Further Assessment Task in order to pass the unit.

2.15 A student who wishes to decline the offer of a Further Assessment will complete the form prescribed by the Chief Student Services Officer and submit it within five working days of receiving their notification of an approved Further Assessment.

Recording Further Assessment

2.16 Once Further Assessment is offered by the Board of Examiners an interim grade of X is recorded and the original mark remains. For example an F-47 will become X-47.

2.17 If the student passes the Further Assessment Task, the original mark will remain the same however the grade will be changed to PX (pass after Further Assessment). For example: X-47 to PX-47.

2.18 If the student does not pass or attempt the Further Assessment Task, the original mark will remain the same however the grade will be changed to FX (fail after Further Assessment). For example: X-47 to FX-47.

2.19 If a student declines an offer of the Further Assessment Task, the interim grade will revert to the original grade and mark. For example an X-47 will revert to F-47.

2.20 A Further Assessment interim result will be converted to a final result by no later than the end of the subsequent study period in which the student is enrolled.

2.21 All results of Further Assessment Tasks will be recorded in the University approved secure electronic repository.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

a)   Determining the correct or intended interpretation and scope of this procedure; and

b)   Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students enrolled in a course, with the exception of those students enrolled in Curtin English, Honours research component and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual
Awards and Graduation Manual
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2026

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16th July 2018
	Approved	21/11/2018	Deputy Vice-Chancellor, Academic	EM1829	Unconditional
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2169	Effective 1st January 2022
	Approved	01/04/2022	Deputy Vice-Chancellor, Academic	EM2210	Effective 1st June 2022

EXAMINATIONS

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

2.1 Centrally scheduled examinations will be managed by the Progression, Assessment and Awards Office.

2.2 All other examinations are school scheduled examinations (with the exception of Open Universities Australia (OUA) examinations), and will be managed by the relevant School.

2.3 OUA Examination Services in Melbourne are responsible for OUA examinations and scheduling and administrative support for OUA examinations will be undertaken by Curtin.

2.4 Students will make themselves available for scheduled examinations.

2.5 Centrally scheduled examinations may take place on any day or evening in the examination period or other centrally scheduled assessment period. Centrally and school scheduled examinations will not be held during study weeks or tuition free weeks (Monday to Sunday).

Duration of Examinations

2.6 All examination durations will be stated in the Unit Outline.

2.7 Durations for online invigilated examinations/eTests will be as per the *Online Invigilation: Examinations and Invigilated eTests Procedure*.

2.8 Other examination durations will not exceed two hours (with an additional optional 10 minutes reading time) unless an extension to a maximum duration of three hours is otherwise approved by the relevant teaching area Faculty Pro Vice-Chancellor (or authorised officer).

Limitation on Examinations

2.9 Units will have only one centrally scheduled examination unless otherwise approved by the Faculty Dean, Learning and Teaching (or authorised officer).

Examination Timetable

2.10 For centrally scheduled examinations, a final timetable will be published four weeks prior to the examination period.

2.11 For school scheduled examinations, students will be advised of the details of the examination by the School at least three weeks in advance of the examination.

2.12 Where determined by the Chief Student Services Officer, a draft examination timetable will be published six weeks prior to the relevant examination period. Students have one week to provide feedback to their Schools if necessary.

2.13 After publication of the draft examination timetable, students are responsible for reporting any examination timetable concerns to the organising area via the provided contact details.

    2.13.1 Where the organising area permits a student or group of students to undertake an examination at an alternative time due to an agreed timetable concern, students will sign an agreement to ensure the confidentiality of the examination.

2.14 The area managing the examination is responsible for approving any changes to the final examination timetable. Approved changes will be communicated in writing to the student.

Responsibilities

2.15 The relevant Head of School (or authorised officer) is responsible for ensuring that examinations are in accordance with the syllabus for the unit, are clear in meaning and are of reasonable length and proper standard.

2.16 The Unit Coordinator is responsible for all of the following:

    2.16.1 the format and content of the examination;

    2.16.2 ensuring the examination is reviewed by the co-assessor; and

2.16.3   meeting deadlines specified by the administering area to facilitate the setting and provision of examinations.

2.17   The Unit Coordinator will be assisted by a co-assessor, appointed by the Head of School.

Catering for Curtin and Partner Campus Time Zones

2.18   Global Curtin and Partner Campuses may request to hold their examination at a different time to the Perth Campus timetable. Schools will liaise with these stakeholders prior to submitting examination requests to the Progression, Assessment and Awards Office.

2.19   An alternate examination will be created when the difference between the commencement times of the two examinations exceeds the duration of the examination itself. The alternate examination will be sufficiently different to ensure that students who obtain knowledge of the contents of the earlier examination are not unfairly advantaged. Time zone differences (if any) will be taken into account when determining the commencement times of the examinations. Please refer to Schedule 3 for examples.

Face to Face Written Examinations for External Students

2.20   Where required for accreditation or otherwise approved, face to face written exams for external students will be conducted as follows:

2.20.1   Students residing within the metropolitan area: External students residing within 100 kilometres of the Perth Campus will sit their examinations at the Perth Campus, unless exceptional circumstances apply due to a disability, or a medical condition that would prevent them travelling to the campus.

2.20.2   Students residing outside the metropolitan area: External students outside 100 kilometres of the Perth Campus will be advised to sit their examinations at a Recognised Examination Centre (REC).

2.20.3   Students residing outside 100 kilometres of a REC have the option of:

a)   Sitting their examination at Perth Campus;

b)   Nominating a recognised examination centre; or

c)   Nominating an appropriate invigilator where no conflict of interest exists and the individual invigilator is not a partner, relative, close friend or another student.

2.21   With the exception of OUA students, the University will incur the cost of examination invigilation for external students. Invigilation costs for OUA undergraduate examinations held within the normal OUA examination period are covered by OUA Examination Services in Melbourne. Any costs for examinations held outside these examination periods are covered by the School. All invigilation costs for OUA postgraduate examinations are covered by the School.

2.22   The area managing the examination reserves the right to reject any nominated examination venue or nominated invigilator.

2.23   The area managing the examination will inform the invigilator in the nominated venue of any alternative examination conditions which have been determined by Counselling, AccessAbility and Wellbeing Services in consultation with the student concerned.

3.   RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1   Academic Registrar

Is responsible for:

a)   Determining the correct or intended interpretation and scope of this procedure; and

b)   Deciding cases where an issue is not clearly dealt with in these procedures.

4.   SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

Schedule 3: Examples - Time Zone Differences & Requirements for Sufficiently Different Examination
Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual
Awards and Graduation Manual
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual
Conflict of Interest Procedures
Examinations and Results website

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16th July 2018
	Approved	21/11/2018	Deputy Vice-Chancellor, Academic	EM1830	Unconditional
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2170	Effective 1st January 2022

ONLINE INVIGILATION: EXAMINATIONS AND INVIGILATED eTESTS

1.   STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2.   PROCEDURAL DETAILS

2.1   Online invigilated examinations (including invigilated eTests) will utilise a University approved system (e.g. Intelligent Remote Invigilation System, IRIS) as determined by the Deputy Vice-Chancellor Academic (DVC-A).

2.2   Where online invigilation is to be used, the Unit Coordinator is responsible for:

    2.2.1   ensuring the content and the setup of the online invigilated examination/eTest is reviewed by the co-assessor;

    2.2.2   advising students of the technical requirements including any hardware and software required; and

    2.2.3   directing student attention to the relevant instructions for use of the system.

2.3   Online invigilated examinations (including invigilated eTests) introduced prior to the commencement of the unit will be approved in accordance with the requirements of the *Course Quality Assurance Manual*.

    2.3.1   Any assessment changes to introduce an online invigilated examination (including an invigilated eTest) after the unit has commenced will be approved by the relevant Faculty Dean Learning and Teaching (or equivalent) and the Associate Deputy Vice-Chancellor Learning and Teaching.

2.4   Within each unit, students will conduct a system check prior to the scheduled online invigilated examination/eTest, using a practice test established by the Unit Coordinator for that purpose. To ensure time for any issues to be addressed, the practice test is to be made available at least one week prior to the first use of IRIS within the unit.

2.5   Unless specified by accreditation requirements or approved by the DVC-A, online invigilated examination/eTest durations will not exceed two hours and 15 minutes, of which 15 minutes will be allocated for student identity verification and test initialisation purposes.

2.6   Online invigilated examinations (including invigilated eTests) will be scheduled consistent with capacity limitations and prioritised according to accreditation requirements and the assessment level, weighting and type (e.g. closed, restricted book or open book).

2.7   Student identity will be verified for all recordings. This does not apply to practice tests undertaken for system check purposes.

2.8   Recordings will be reviewed with regard to the assessment level, weighting and type.

2.9   Recordings produced by the system (e.g. IRIS) will be deleted as soon as practicable after review or within 12 months of the recording date unless further retention is required (e.g. due to a suspected academic integrity breach).

2.10   Students who request an alternative arrangement on the basis of a Curtin Access Plan (CAP) will be managed in accordance with approved reasonable adjustments.

2.11   Approved alternative examinations will be managed as per the *Alternative Arrangements Procedure*.

2.12   Student requests for alternative arrangements based on privacy grounds will only be considered in exceptional circumstances.

    2.12.1   The Academic Registrar will determine such requests on an individual case basis in consultation with the relevant school.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

a) Determining the correct or intended interpretation and scope of this procedure; and

b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual
Awards and Graduation Manual
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual
Examinations and Results website
IRIS@Curtin help

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Approved	23/11/2020	Deputy Vice-Chancellor, Academic	EM2083	Effective 1st January 2021
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2171	Effective 1st January 2022

SECURITY OF EXAMINATIONS

1. **STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED**

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. **PROCEDURAL DETAILS**

2.1 It is the responsibility of the relevant Head of School that appropriate processes and mechanisms are in place to ensure proper handling, security, confidentiality and storage of examinations so that unauthorised access to either electronic or hard copies does not occur.

2.1.1 Computers with examination data files will be locked, including the area (if possible) in which the computer is located.

2.1.2 Examinations will not be stored on shared drives accessible to unauthorised persons.

2.1.3 Where examinations require printing and photocopying, this will be undertaken in a secure room. Hard copy examinations initially held in a School will be kept in a safe, strongroom, or locked metal cabinet or locked cupboard. Only authorised staff will have access to the storage unit.

2.1.4 After hours security of data and hard copy examination papers will be implemented.

2.1.5 If emailed, examinations will be encrypted and/or password protected.

2.1.6 Physical copies of examinations will not be sent through the University internal mail system under any circumstances.

2.2 Where examinations are required to be sent offshore to partners (or to any other location away from the Perth Campus), the area managing the examination will ensure that access is properly controlled. Staff access to examinations prior to the scheduled date and time will be approved by the Head of School.

3. **RESPONSIBILITIES**

In addition to any responsibilities set out in section 2.

3.1 **Academic Registrar**

Is responsible for:

a) Determining the correct or intended interpretation and scope of this procedure; and

b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. **SCOPE OF PROCEDURES**

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. **DEFINITIONS**

Refer to Schedule 1 of this manual for relevant definitions.

6. **RELATED DOCUMENTS/LINKS/FORMS**

Examination Paper and Script Management Document
Arranging an External Examination
Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual
Awards and Graduation Manual
Scholarships and Financial Assistance Policy

Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16th July 2018
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2172	Effective 1st January 2022

REGULATIONS FOR THE CONDUCT OF EXAMINATIONS

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

Requirement to have a Valid Curtin Student Identification

2.1 Students will verify their identity as per examination instructions. Acceptable forms of identification will be determined and published by the Chief Student Services Officer (or authorised officer).

2.2 Students will not be provided with additional time to complete an examination as a consequence of delays in identity verification.

Examination Attendance

2.3 Students are responsible for sitting their examination as advised in any finalised timetable.

Commencement of the Examination

2.4 Students will be provided sufficient time prior to the examination commencing to complete pre-examination instructions and requirements.

2.5 If, for any reason, an examination commences late the students will not be disadvantaged. The full reading time (if applicable) and duration will not be reduced.

2.6 If, for any reason, an examination is delayed or interrupted for more than 30 minutes, the examination may be re-scheduled at the discretion of the Manager Progression, Assessment and Awards (centrally scheduled) or Head of School (School scheduled).

Food and Drink in Examinations

2.7 Food or drink, other than water, will not be brought into the examination or consumed without the permission of the area organising the examination.

Approved Examination Materials

2.8 The possession or use of any materials (e.g. type of calculator(s), permitted notes) will be authorised by the assessor and communicated to the student.

2.9 If unauthorised material is found in the possession of a student or used during an examination, they may face disciplinary action.

2.10 Dictionaries are not permitted in any examination.

Other Items

2.11 Headwear (e.g. hats, caps) is not to be worn during an examination with the exception of those for medical, disability or obligatory religious requirements.

Availability of Unit Coordinator and Co-Assessor

2.12 The Unit Coordinator or co-assessor will be contactable for the duration of the examination.

Failure to Undertake/Late Arrival/Early Departure from an Examination

2.13 Students who fail to undertake or are late for an examination because they misread the examination schedule details or accepted incorrect information on examination schedule details from another person, are not entitled to sit the examination at any other time or receive any other concession.

2.14 Where a student has attempted to sit an examination in a unit but has not been able to complete or undertake the examination due to illness or some other valid reason, the student may apply for an assessment extension as per the *Assessment Extension Procedure*.

Conduct in the Examination

2.15 Students will adhere to examination instructions. Such instructions may define permitted reference materials and expectations regarding academic referencing.

2.16 During an examination a candidate will not:

2.16.1 Communicate with any other student (unless required to do so);

2.16.2 Obtain, or endeavour to obtain, unauthorised assistance in their work;

2.16.3 Give, or endeavour to give, assistance to any other students; and

2.16.4 Behave in such a manner inconsistent with the Student Charter or the proper conduct of the examination.

Mobile phones, electronic devices and other aides

2.17 Unless explicitly authorised for the purposes of an examination, students are prohibited from:

2.17.1 Accessing, being in possession of, or using any mobile phone or unauthorised electronic device;

2.17.2 Accessing, being in possession of, or using any device capable of storing information or connecting with another device, including but not limited to electronic devices;

2.17.3 Accessing, being in possession of, or using any notes or unauthorised materials;

2.17.4 Accessing, being in possession of, using any device capable of communicating with another person; and

2.17.5 Interacting or colluding with any other person.

Further requirements specific to Face-to-Face Written Examinations

2.18 Face-to-face written examinations may have 10 minutes reading time in addition to the duration of the examination. During reading time a student may make notes or highlight text, as directed in examination instructions provided by the Unit Coordinator.

2.19 Unit Coordinators and co-assessors will provide their staff identification card to identify themselves to the examination invigilators at the venue and when collecting completed examination papers.

2.20 The Unit Coordinator is responsible for arranging the collection of the examination answer books/papers from the Progression, Assessment and Awards Office or the venue as soon as practicable after the completion of the examination. If papers are not collected, the Progression, Assessment and Awards Office will deliver to the School, usually within 24 hours of the completion of the examination.

2.21 No student will:

2.21.1 Be admitted to the venue after the first hour (including reading time) has expired;

2.21.2 Leave the venue until one hour of the examination has expired;

2.21.3 Leave the venue during the last 15 minutes of the examination; and

2.21.4 Be re-admitted to the venue after they have left unless, during the full period of their absence, they have been under approved supervision.

3. **RESPONSIBILITIES**

In addition to any responsibilities set out in section 2.

3.1 **Academic Registrar**

Is responsible for:

a) Determining the correct or intended interpretation and scope of this procedure; and

b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. **SCOPE OF PROCEDURES**

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5.   DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6.   RELATED DOCUMENTS/LINKS/FORMS

Statute No. 10 – Student Disciplinary Statute
Curtin's Fines, Debts and Sanctions
Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual
Awards and Graduation Manual
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16th July 2018
	Approved	12/09/2019	Deputy Vice-Chancellor, Academic	EM1950	-
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2173	Effective 1st January 2022

ALTERNATIVE ARRANGEMENTS

1.   STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2.   PROCEDURAL DETAILS

2.1   Alternative arrangements may be facilitated for students where circumstances mean the student will be disadvantaged if they sit either the examination or other scheduled assessment in standard conditions. Alternative arrangements may fall into the following categories:

    2.1.1   Disability

    2.1.2   Medical

    2.1.3   Religious

    2.1.4   Social Inclusion

    2.1.5   Elite Athlete

2.2   Applications for all alternative arrangements will be completed three weeks prior to the commencement of the relevant examination or other centrally scheduled assessment period, unless extenuating circumstances or a student's approved conditions prevent this (e.g. CAP).

2.3   It is the responsibility of the student to ensure that an application for an alternative arrangement is made prior to the deadline.

2.4   Where required, a student will sign a Statutory Declaration to ensure confidentiality of a task with an alternative arrangement.

2.5   The area managing the alternative arrangement will notify the student(s) in writing of any alternative scheduling arrangements.

2.6   The area managing the alternative arrangement will inform the appropriate Unit Coordinator and approving staff that the student is to be assessed under alternative arrangements.

2.7   If applicable, the Unit Coordinator will determine whether a separate examination is to be supplied.

Disability/Medical

2.8   Students will contact Counselling, AccessAbility and Wellbeing Services to seek approval and determination of appropriate reasonable adjustments. Students are required to provide relevant documentation to substantiate their condition.

2.9   When a request for an alternative arrangement is supported, Counselling, AccessAbility and Wellbeing Services will:

    2.9.1   Submit a request to the Progression, Assessment and Awards Office (for centrally scheduled alternative arrangements); or

    2.9.2   Provide a Curtin Access Plan (CAP) detailing approved alternative arrangements for the student (for School scheduled arrangements).

2.10   If the alternative arrangement is School scheduled, the School will be responsible for providing the venue (where required), appropriate conditions and invigilation.

2.11   A student with no existing CAP will apply and be assessed each study period if alternative arrangements are requested.

Obligatory Religious Requirements

2.12   Students will contact the Student Wellbeing Advisory Service to seek approval and determination of appropriate reasonable adjustments.

2.13   Students will provide documentary evidence to substantiate their religious obligations.

2.14   A student with Obligatory Religious requirements will apply and be assessed each study period if alternative arrangements are required.

2.15   When a request is supported, the Student Wellbeing Advisory Service will:

   2.15.1   Submit a request to the Progression, Assessment and Awards Office (for centrally scheduled alternative arrangements), or

   2.15.2   Provide the student with a supporting letter for the student to take to the Unit Coordinator (if the alternative arrangement is school scheduled). The School will be responsible for providing the venue (where required), appropriate conditions and invigilation for school scheduled alternative arrangements.

Social Inclusion

2.16   Alternative arrangements that fall under Social Inclusion are based on reasons other than disability and/or medical, such as pregnancy and family responsibility.

2.17   Students will contact a Student Wellbeing Officer to seek approval and determination of appropriate reasonable adjustments.

2.18   Students with Social Inclusion reasons will apply and be assessed each study period if alternative arrangements are required.

Elite Athletes

2.19   Students will contact Curtin's Elite Athlete Coordinator to seek approval and determination of appropriate reasonable adjustments.

2.20   The Elite Athlete Coordinator will act as a proxy on behalf of Elite Athletes to request alternative arrangements.

2.21   In assessing an application for an alternative arrangement, the Elite Athlete Coordinator (or authorised officer) will interview the student and consider the following:

   2.21.1   Formal recognition of the student as an "Elite Athlete"; and

   2.21.2   Official documentation produced by the student in relation to their sporting commitments and why alternative arrangements are required.

2.22   Where the date of the alternative arrangement falls within the centrally scheduled period, the Progression, Assessment and Awards Office will either organise and coordinate the alternative arrangement or provide information regarding the administrative process to the relevant teaching area.

2.23   Where the date of the alternative arrangement falls outside of the centrally scheduled period, the School will organise and coordinate the administrative process.

2.24   In cases where the student may also require equity arrangements, they will be referred to Counselling, AccessAbility and Wellbeing Services by the Elite Athlete Coordinator (or authorised officer). The Progression, Assessment and Awards Office or the School will then organise and coordinate the administrative process for the alternative arrangement as recommended by Counselling, AccessAbility and Wellbeing Services.

2.25   Elite Athletes will apply and be assessed each study period if alternative arrangements are required.

3.   **RESPONSIBILITIES**

In addition to any responsibilities set out in section 2.

3.1   **Academic Registrar**

   Is responsible for:

   a)   Determining the correct or intended interpretation and scope of this procedure; and

   b)   Deciding cases where an issue is not clearly dealt with in these procedures.

4.   **SCOPE OF PROCEDURES**

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5.   DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6.   RELATED DOCUMENTS/LINKS/FORMS

Disability Standards for Education 2005
Curtin's Disability Access and Inclusion Plan
Curtinlife
Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual
Awards and Graduation Manual
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16th July 2018
	Approved	21/11/2018	Deputy Vice-Chancellor, Academic	EM1831	Unconditional
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2174	Effective 1st January 2022

STUDENT ACCESS TO EXAMINATION ANSWERS

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

2.1 During the retention period, if requested, a Unit Coordinator (or authorised officer) will provide the student access to their examination answer(s).

2.2 A staff member will be present in all cases when a student is provided with access to their examination answer(s).

2.3 Students will not be permitted to copy or remove examination answer(s) from the location at which supervised access is provided. The examination answer(s) will remain in the possession of a staff member (or authorised officer) at all times.

2.4 For students who reside remotely from the campus (e.g. external students), the relevant Recognised Examination Centre (REC) or Nominated Invigilator (NI), will be contacted and requested to allow the student to view the examination answer(s) under supervision.

2.5 The REC will be considered as the first option when nominating a place for the external student to access their examination answer(s).

2.6 Subsequent to the REC or NI approval, a copy of the examination answer(s) will be provided to the REC or NI. The REC or NI will destroy the copy after it has been reviewed by the student.

Retention and Disposal of Examination Answer(s)

2.7 Examination answer(s) will be retained by the School after the conclusion of any examination appeals deadline in accordance with Western Australian University Sector Disposal Authority (WAUSDA) requirements.

2.8 Curtin Singapore examination answer(s) will be retained for a period of five years under EduTrust regulations. (The EduTrust certification scheme is a voluntary certification scheme administered by the Council for Private Education for private education institutions in Singapore).

Retention and Disposal of Examination Attendance Cards

2.9 Examination attendance cards will be retained after the conclusion of any examination appeals deadline in accordance with WAUSDA requirements.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

a) Determining the correct or intended interpretation and scope of this procedure; and

b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

Information Management Policy
Information Management Procedures
Western Australian University Sector Disposal Authority (WAUSDA)

Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual
Awards and Graduation Manual
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16th July 2018
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2175	Effective 1st January 2022

RELEASE OF EXAMINATIONS

1. **STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED**

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. **PROCEDURAL DETAILS**

2.1 A Unit Coordinator may authorise the University Library to release past examinations or sample questions.

2.2 Examinations may be deemed inappropriate to release if there is a limited scope for developing questions in the content area.

2.3 Access to past examinations that have been released will be available to current students and staff via the University Library website.

2.4 A past examinations database will be maintained in the University Library and the examinations will be retained for a period of five years.

2.5 The University Librarian may remove an examination from the database if it:

2.5.1 is misleading or confusing;

2.5.2 is superseded, outdated or no longer relevant;

2.5.3 was released in error; or

2.5.4 is for other compelling reasons.

2.6 University Library staff are not responsible for obtaining examinations or sample questions.

2.7 Additional assessment examples and access to the University Library's past examinations may be provided through the University's learning management system.

3. **RESPONSIBILITIES**

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

a) Determining the correct or intended interpretation and scope of this procedure; and

b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. **SCOPE OF PROCEDURES**

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. **DEFINITIONS**

Refer to Schedule 1 of this manual for relevant definitions.

6. **RELATED DOCUMENTS/LINKS/FORMS**

Curtin University Library Catalogue
Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual
Awards and Graduation Manual
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16th July 2018
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2176	Effective 1st January 2022

BOARD OF EXAMINERS

1. **STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED**

   Assessment Policy

   Strategic Plan Theme: Learning and Student Experience

2. **PROCEDURAL DETAILS**

   2.1 The Board of Examiners will convene, at a minimum, at the end of each study period.

   2.2 The Board of Examiners is responsible for:

   2.2.1 Ratification of final results;

   2.2.2 Finalisation of:

   a) Each student's academic status;
   b) Conversion of Deferred Assessment (DA) and Grade not Submitted (GNS) interim grades to final grades;
   c) Application of a DA interim grade;
   d) The offer of Further Assessment to a student (see *Further Assessment Procedure*);
   e) Awards with distinction (see *Award with Distinction Procedure*, *Awards and Graduation Manual*); and
   f) Awards with honours and the level of honours.

   2.2.3 Review of any areas of concern or potential scope for development.

   Composition of the Board of Examiners

   2.3 The Chair of the Board of Examiners will be the Head of School (or authorised officer) for school owned courses; the relevant Faculty Pro Vice-Chancellor (or authorised officer) for Faculty owned courses; or may be the Manager Progression, Assessment and Awards where there is no Faculty or School course ownership (non-award).

   2.3.1 Where it is not practical to have results for students finalised and ratified by a School-based Board of Examiners, a Non-Award Board of Examiners may be convened by the Manager Progression, Assessment and Awards. The Manager Progression, Assessment and Awards will liaise with the relevant School(s) regarding their specific unit results. Any change of grade will be authorised as per the *Responsibility for Academic Results Procedure*.

   2.4 For double degree courses, the Owning Organisational Unit/School of the course is responsible for convening the Board of Examiners for all students enrolled in the Double Degree course.

   2.5 Members will be as determined by the Chair of the Board of Examiners. Appropriate members may include Course Coordinators, Unit Coordinators and/or teaching staff of units that comprise part of the course (including where applicable, Unit Coordinators and/or teaching staff from other Schools for service taught units and double degree courses).

   2.6 The Chair may require nominated Unit and Course Coordinators (and may invite other staff as required) to participate in the Board of Examiners to provide an analysis of results and academic advice on student progress as appropriate.

   Powers of Chair after Meetings

   2.7 After the Board of Examiners has convened, the Chair is responsible for reconvening the Board at such time(s) as considered necessary to finalise outstanding matters that are the responsibility of the Board.

   2.8 Where outstanding matters are not considered sufficient to warrant re-convening the Board of Examiners, the Chair may carry out all functions and make all decisions of the Board of Examiners without re-convening the Board.

   2.9 The academic status of students who have been granted approval for a deferred or Further Assessment, will be finalised as soon as practicable after the assessment is complete and a recommended final result for the student in the unit is known.

   Record of Decisions

   2.10 The Chair of the Board of Examiners will approve the collation sheets.

2.11 The rationale for the decision taken by the Board of Examiners will be recorded on, or form part of, the collation sheets.

2.12 The written authorisation for change of academic status or change of results will constitute the official record of decisions taken by the Chair.

Post Publication Variation of Results

2.13 Where a student's result is varied after official results publication, the student will be informed of the decision by the Owning Organisational Unit/School.

2.14 Where the variation is a reduction in marks, the student will be notified in writing and provided with an explanation of the reason for the change.

RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

a) Determining the correct or intended interpretation and scope of this procedure; and

b) Deciding cases where an issue is not clearly dealt with in these procedures.

3 SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4 DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5 RELATED DOCUMENTS/LINKS/FORMS

Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual
Awards and Graduation Manual
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16th July 2018
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2177	Effective 1st January 2022

UNIVERSITY GRADING SYSTEM

1.   STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2.   PROCEDURAL DETAILS

2.1   Under the Curtin University Grading System, units are classified as either pass/fail or grade/mark.

2.2   For pass/fail units there is no mark recorded.

2.3   For grade/mark units, the mark is from the scale 0-100.

2.4   The result type (either pass/fail or grade/mark) will be specified at the time the unit is initially approved.

2.5   The result type may only be changed in accordance with the University course approval process.

2.6   For study periods determined by Curtin to be affected by the COVID-19 pandemic, following the release of marks, students may apply to receive a pass designation in place of a passing Grade/Mark. This will be available within units except where a Grade/Mark is required (e.g. Honours units, accreditation requirements). The grade (P) will be recorded on the transcript in place of the original Grade/Mark and the unit will not contribute to the calculation of semester or course weighted averages.

Pass/Fail Units – Final Grades

Grade	Description	Application
PASS	Pass	Student has passed a unit classified as a Pass/Fail unit.
FAIL	Fail	Student has failed a unit classified as a Pass/Fail unit.
PX	Pass After Further Assessment	Student has passed the unit following a Further Assessment. PX will replace the previously recorded X.
FX	Fail After Further Assessment	Student has failed the unit following a Further Assessment. FX will replace the previously recorded X.
F-IN	Fail – Incomplete/ Insufficient Assessment	May be used as an alternative to FAIL at the discretion of the Board of Examiners where a student has not completed or submitted all required assessable work for the unit.
ANN	Result Annulled Due to Academic Misconduct	Student has been found guilty of academic misconduct and a penalty of an ANN grade has been imposed.

Grade/Mark Units – Final Grades

Grade	Mark (Range)	Description	Application
10	100		Student has passed a unit classified as a grade/mark unit and achieved a percentage mark in the range specified without Further Assessment.
9	90 -99		As above
8	80 – 89		As above
7	70 – 79		As above
6	60 – 69		As above
5	50 – 59		As above
F	0 – 99		Student has failed a unit classified as a grade/mark unit
P	Any passing grade		Student has passed a unit classified as a grade/mark unit. This grade can be used where clause 2.6 applies.
PX	0-99	Pass After Further Assessment	Student has passed the unit following a Further Assessment. PX will replace the previously recorded X and the mark will remain the same as that originally recorded.
FX	0-99	Fail After Further Assessment	Student has failed the unit following Further Assessment. FX will replace the previously recorded X and the percentage mark will remain the same as that originally recorded.
F-IN	0-99	Fail – Incomplete/ Insufficient Assessment	May be used as an alternative to Fail at the discretion of the Board of Examiners where a student has not completed or submitted all required assessable work for the unit.
ANN	0	Result Annulled Due to Academic Misconduct	Student has been found guilty of academic misconduct and a penalty of an ANN grade has been imposed.

Interim Grades (used for both Pass/Fail and Grade/Mark units)

Grade	Description	Application
GNS	Grade Not Submitted	A result in a unit is not available to the Board of Examiners because marking is not complete. A GNS is an interim grade and will be converted to a final grade as soon as is reasonably practicable after the Board of Examiners.

X	Outstanding Further Assessment	Student, who otherwise would be awarded a grade of F or FAIL, is granted Further Assessment by a Board of Examiners.
		Once the Further Assessment is completed, the student will be awarded a grade of either PX (Pass After Further Assessment) or FX (Fail After Further Assessment).
		In both cases, for grade/mark units the original mark will be retained.
		An X grade will be converted to a final result by no later than the end of the next study period that the student would normally enrol in.
		Any extension will be approved by the Academic Registrar (or authorised officer).
DA	Deferred Assessment	A DA grade is used to indicate that the Board of Examiners have permitted one or more assessment tasks to be completed in a following study period.
		A DA grade will normally be converted to a final result in the next study period that the student would normally enrol in.
		If exceptional circumstances exist, the conversion of a DA grade may be extended for one additional study period.
		However, any extension beyond two additional study periods will be approved by the Academic Registrar (or authorised officer).
OA	Ongoing Assessment	This interim grade may be used where assessment tasks and assessment for a unit cover more than one study period (the study period of enrolment and the subsequent study period of enrolment).
		The OA grade may be used as an interim (holding) grade until the assessment tasks and assessment are completed for both study periods.
		An OA grade will be converted to a final result by no later than the end of the next study period that the student would normally enrol in.
		Any extension will be approved by the Academic Registrar (or authorised officer).

Unit Withdrawal

2.7   A withdrawal from a unit after a census date may be recorded on the Academic Transcript as a "WD".

Indicator	Description
WD	Withdrawal

2.8   A WD will remain on the Academic Transcript irrespective of whether a fee refund or remission of debt is approved.

F-IN Fail – Incomplete/Insufficient Assessment

2.9   The F-IN grade (Fail as a consequence of incomplete or insufficient assessment) is a Fail grade but may be used in lieu of a normal FAIL or F:00 grade to show that the reason the student has failed is due to non-completion of a significant or compulsory assessment task.

2.10 Examples of where an F-IN may be appropriate are:

2.10.1 Failure by a student to complete all compulsory assessment tasks. For example if a student must complete certain assessment tasks (or all assessment tasks) in order to pass a unit (irrespective of their mark they obtain on the assessment tasks they complete), and the only reason for the unit fail is that they did not complete that assessment task or tasks, then awarding an F-IN in lieu of a FAIL or F:00 may be appropriate.

2.10.2 Failure by a student to sit a final examination where that examination is worth a significant proportion of the final mark and the failure to sit the examination is considered the reason for the unit fail.

2.11 If however, it is considered that the student would not have passed the unit even if he or she had sat the examination, it would not be appropriate to award an F-IN. Rather, a FAIL or F:00 may be awarded instead. An example would be where the student would have to obtain a mark in the examination significantly higher than their past results would indicate was likely.

2.12 The intent of the F-IN grade is to indicate that the student has failed as a consequence of not completing all assessment tasks rather than as a consequence of actual marks obtained.

2.13 It is therefore important not to use the F-IN grade in circumstances where a student has attempted sufficient assessment tasks to enable successful completion of the unit.

ANN Grades (Result Annulled Due to Academic Misconduct)

2.14 An ANN grade will remain on the student's academic record for a minimum period of 12 months after the student ceases study at Curtin University. After this period, a student may apply to the Academic Registrar (or authorised officer) to have the ANN grade converted to a FAIL (Pass/Fail units) or an F:00 (grade/mark units).

2.15 The application to have the ANN grade converted to a FAIL or F:00 will be in writing and provide an explanation of the circumstances of the original offence and justification for converting the ANN grade.

2.16 The Academic Registrar (or authorised officer) will take into account the views of the relevant Head of School in making a decision whether to convert the ANN to a FAIL or F:00. In deciding whether to approve the conversion of an ANN grade to a FAIL or F:00, the Academic Registrar (or authorised officer) may take into account any relevant factors including:

a) The circumstances of the original offence and the level of seriousness of the academic misconduct that led to the imposition of the ANN grade or grades;

b) Whether the student was found guilty of more than one instance of academic misconduct; or

c) The period of time that has elapsed since the ANN grade or grades were imposed.

2.17 The Academic Registrar (or authorised officer) may refuse to convert an ANN grade to a FAIL or F:00 where a student has been found guilty of more than one instance of academic misconduct or where the offence was of such magnitude that conversion to a FAIL or F:00 is considered inappropriate.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

a) Determining the correct or intended interpretation and scope of this procedure; and

b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

Examinations and Results website
Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual
Awards and Graduation Manual
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16th July 2018
	Approved	07/04/2020	Deputy Vice-Chancellor, Academic	EM2004	
	Approved	01/10/2020	Deputy Vice-Chancellor, Academic	EM2085	Clause 2.7 Effective 1st January 2021
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2178	Effective 1st January 2022

CALCULATION OF SWA AND CWA

1.   STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2.   PROCEDURAL DETAILS

2.1   Calculation of the Semester Weighted Average (SWA) includes:

2.1.1   Marks for any grade/mark unit (including units that are Failed);

2.1.2   Marks (if any) for any unit with a result of F-IN (Fail - Incomplete/Insufficient Assessment); and

2.1.3   Zero marks (0) for any grade/mark unit with a result of ANN (Result Annulled due to Academic Misconduct).

2.2   Calculation of the Course Weighted Average (CWA) includes:

2.2.1   Marks for any grade/mark unit credited towards the course as Automatic Credit or Designated Credit;

2.2.2   Marks for any grade/mark unit (including units that are Failed);

2.2.3   Marks (if any) for any unit with a result of F-IN (Fail - Incomplete/Insufficient Assessment);

2.2.4   Zero marks (0) for any grade/mark unit with a result of ANN (Result Annulled due to Academic Misconduct).

2.3   Exclusions from the calculation of SWA and CWA include:

2.3.1   Pass/Fail Units;

2.3.2   Units recorded as a Withdrawal (WD);

2.3.3   Units with a Deferred Assessment interim result (DA);

2.3.4   Units with an Ongoing Assessment (OA) interim result.

2.3.5   Units with a Grade/Mark P.

2.4   The formula for calculating SWA and CWA is at Schedule 2.

Grade Point Average (GPA)

2.5   Curtin University does not use a Grade Point Average (GPA).

3.   RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1   Academic Registrar

Is responsible for:

a)   Determining the correct or intended interpretation and scope of this procedure; and

b)   Deciding cases where an issue is not clearly dealt with in these procedures.

4.   SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5.   DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6.   SCHEDULES

Schedule 2: Formula for Calculating SWA and CWA

7.   RELATED DOCUMENTS/LINKS/FORMS

Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual
Awards and Graduation Manual
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16th July 2018
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2179	Effective 1st January 2022

ACADEMIC STATUS AND PROGRESSION

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

2.1 Academic status for enrolled students will be finalised by a Board of Examiners for each study period and records of reasons for their decision will be maintained.

2.2 Academic status will be one of the following three categories:

Academic Status	Description
Good Standing	The student is achieving satisfactory course progress and is permitted to continue in the course and to re-enrol.
Conditional	The student is at risk of not achieving satisfactory course progress but is permitted to continue in the course and to re-enrol, under such conditions as may be determined by the Head of School (or authorised officer), Student Progress Appeals Committee or Academic Registrar.
Terminated	The student has not achieved satisfactory course progress or is deemed academically unsuitable and their place in the course is Terminated. The student is not permitted to continue in the course or to re-enrol without appropriate approval.

2.3 Where a course has further requirements for progression (in addition to the criteria for academic status as outlined in this procedure), the School will document these requirements and provide them to all students prior to enrolment. Within this documentation, the School will outline how the additional requirements will be assessed over the duration of the course and will explain the impact these requirements may have upon student progression. The School will ensure compliance with the progression criteria outlined in the *Academic Status and Progression Procedure*.

2.3.1 If there are reasonable grounds to believe that a student is (or will be) unable to complete the inherent (specific) requirements of a course, the student will be advised of the potential issue and given the opportunity to make an informed decision with respect to course/unit selection and onward progression. Whilst it is recognised that reasonable adjustments to assessment tasks (set out in the *Assessment Design Procedure*) will be sought wherever possible, there are some situations where such adjustments are not possible (e.g. as a consequence of accreditation requirements). In this case, the School will identify potential alternative course pathways and/or exit awards and will confirm these in writing with the student.

2.4 All students enrolled in a course are expected to achieve satisfactory course progress.

Academic Status

2.5 The criteria for academic status for all courses is set out in the table below.

Criteria	Decision	Name
In the study period just ended, as a minimum a student will meet the following: • Attain SWA of at least 50.00 • Pass more than 50% of enrolled units each study period	Will be given an academic status of Good Standing, unless other criteria for Conditional or Terminated status are also met (e.g. fail a core unit)	Good Standing

In the study period just ended, one or more applies: • The student fails 50% or more of enrolled units • The student attains SWA of less than 50.00	Will be given an academic status of Conditional and a documented intervention strategy will be provided to the student.	Conditional
In the study period just ended: • Student fails a core unit	May be given an academic status of Conditional and this may continue in subsequent study periods until the failed core unit is passed. A documented intervention strategy will be provided to the student.	
If a student, regardless of current academic status, breaches professional behaviour/practice requirements (where these are a component of course accreditation)	May be given an academic status of Conditional.	
Student will have an academic status of Conditional in the study period just ended (unless it is the student's first study period) and meet one or more of the following: • Fail 50% or more of enrolled units • SWA of less than 50.00 • Fail any unit a second time	May be given an academic status of Terminated if a documented intervention strategy was provided to the student. *(If the student meets the Terminated criteria on more than one occasion and a documented intervention strategy was provided to the student, it is normally expected that their place in the course will be Terminated.)*	Terminated
If a student repeatedly fails one or more units.	May be given an academic status of Terminated if a documented intervention strategy was previously implemented for the student.	
If a student is enrolled in their first study period and they meet the following: • Fail all enrolled units and there is documented evidence that an intervention strategy was implemented during the study period in sufficient time for the student to undertake the necessary action to avoid failing all units.	May be given an academic status of Terminated.	

If a student, regardless of current academic status, seriously and/or repeatedly breaches professional behaviour/practice requirements (where these are a component of course accreditation)	May be given an academic status of Terminated	

2.6 If a student fails a core unit twice, the Head of School (or authorised officer) is the approval authority for the student to re-enrol. If the student fails a core unit for the third time, the Academic Registrar is the approval authority for the student to re-enrol.

2.7 A student with an academic status of Conditional will be returned to Good Standing in the subsequent study period if they meet all of the following criteria:

2.7.1 Pass any previously failed core units that resulted in their status remaining Conditional;

2.7.2 Meet all conditions that may have been set down in relation to Conditional status; or

2.7.3 No longer meet the criteria for Conditional or Terminated.

Documented Intervention Strategy

2.8 A documented intervention strategy will be in place for all students who are at risk of not achieving satisfactory course progress requirements and may be implemented either:

2.8.1 during the first study period of a student's enrolment prior to the student being given an academic status of Conditional; or

2.8.2 when a student is placed on Conditional status.

2.9 Students are responsible for seeking advice and support to engage in the intervention strategy.

2.10 If a student does not take action in relation to the recommendations provided as part of the intervention strategy, this may result in their place in the course being Terminated or possible changes to their commonwealth supported status (where applicable).

2.11 The Head of School (or authorised officer) will ensure that a student who is at risk of not achieving satisfactory course progress will be provided an intervention strategy in writing. The intervention strategy will:

2.11.1 Notify the student that they are at risk of not achieving satisfactory course progress (e.g. Conditional status);

2.11.2 Provide the student with appropriate guidance. This will, as a minimum address the following recommendation(s):

a) specific conditions to maintain enrolment (e.g. counselling, remedial courses, meeting with Unit Coordinator or Course Coordinator, requirement to pass specific core units, enrolment advice, Student Progression Agreement, reduced enrolment load, achieving a specified SWA); and

b) follow up responsibilities of the student throughout the study period; and

2.11.3 advise the student of possible implications if they do not engage with the intervention strategy recommendations.

2.12 Individual Faculties and Schools may implement their own intervention strategies, in addition to the minimum requirements at 2.11, to assist students to achieve satisfactory course progress.

2.12.1 Based on a student's circumstances, referral to the following may also be recommended:

a) Curtin University Library provided learning support;

b) Services that may provide advice on personal circumstances including accommodation, welfare, finance;

c) Student Assist;

d) Counselling, AccessAbility and Wellbeing Services; or

e) Funding sources.

2.13 A student whose academic status is either Conditional or Terminated will receive formal notification of this decision via an Official Communication. The Official Communication will be sent by the Progression, Assessment and Awards Office.

2.14 If prior to the completion of the first study period of enrolment, a student is identified as at risk of not achieving satisfactory course progress the Head of School (or authorised officer) is responsible for contacting the student in writing regarding the intervention strategy.

Student Agreement Regarding Conditions

2.15 The University may place condition(s) associated with course progression upon a student and specify these condition(s) (e.g. through a Student Progression Agreement).

2.15.1 A student whose place in the course has been re-instated as a result of a review or appeal and who fails to agree and adhere to any condition(s) will have their place in the course Terminated immediately.

Student Continuation in their Course

2.16 The entitlement to continue in a course and to re-enrol is, in all cases, subject to any other restrictions or prohibitions imposed on the student (e.g. a prohibition on enrolment due to outstanding fees or misconduct, requirement to sign and adhere to a Student Progression Agreement regarding conditions).

Application of Academic Status for Students who Transfer Courses (course switch)

2.17 Where a student has a status of Conditional in their previous course, if the course transfer is approved they will enter the new course with an academic status of Conditional.

2.18 It is the responsibility of the Head of School (or authorised officer) of the new course to ensure the appropriate academic status is applied in the first study period of enrolment for all students who transfer courses. Schools may also implement their own academic support strategies for students to enhance learner knowledge and engagement.

Australian Commonwealth Supported Place Students

2.19 Commonwealth Supported Place (CSP) students are additionally subject to Federal Government requirements in relation to minimum unit completion rates.

2.19.1 Where a student is at risk of not meeting minimum unit completion rates, they will be contacted in writing and appropriate information provided (e.g. details about impact on student contribution, course transfer information, support mechanisms).

2.19.2 Where a student does not meet these minimum unit completion rates, they will be notified and no longer eligible for a CSP unless the University is satisfied that special circumstances apply as per the requirements of the relevant legislation. Application processes for consideration of special circumstances will be published by the Chief Student Services Officer (or authorised officer).

2.20 The Chief Student Services Officer (or authorised officer) will monitor and assess students (where applicable) in accordance with the Federal Government requirements to determine whether a student is a genuine student.

Reporting Unsatisfactory Course Progress: International Onshore Students (Australian Campuses)

2.21 International Onshore students at Australian campuses whose place in their course has been terminated due to unsatisfactory course progress will be reported in the Provider Registration and International Student Management System (PRISMS) in accordance with s19(2) of the Education Services for Overseas Students Act 2000 (ESOS Act).

2.22 Unsatisfactory Course Progress reporting in PRISMS will occur if:

2.22.1 the internal and external complaints processes have completed and the student's place in their course remains terminated; or

2.22.2 the student chooses not to submit an academic status appeal and the relevant deadline has passed; or

2.22.3 the student withdraws from the academic status appeal process by way of written notification to the Manager Progression, Assessment and Awards (or authorised officer); or

2.22.4 the student chooses not to access the external complaints process.

2.23 Students will be advised in their course termination notification of the Unsatisfactory Course Progress reporting requirement.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

a) Determining the correct or intended interpretation and scope of this procedure; and

b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual
Awards and Graduation Manual
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual
Education Services for Overseas Students (ESOS) Act
Higher Education Support Act (2003)
Administration Guidelines 2012
National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16th July 2018
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2180	Effective 1st January 2022
	Amended	21/02/2023	Deputy Vice-Chancellor, Academic	EM2309	Effective 21st February 2023

COURSE TRANSFER FOLLOWING TERMINATION

1.   STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2.   PROCEDURAL DETAILS

2.1   A student whose place in a course is Terminated may apply to transfer to an alternate course (course switch).

2.2   The table below outlines the approval authority for transfer into an alternate course following Termination from a course.

No. of Terminations From a Course	Action	Approval Authority
First Termination (from any course)	Transfer to a second course	Head of School (or authorised officer)
Second Termination (from any course)	Transfer to a third course	Academic Registrar

2.3   In requesting a transfer to a third course, a student will demonstrate that their study in the two previous courses was severely affected by exceptional or extenuating circumstances outside of their control.

2.3.1   Full documentation supporting any request will be submitted by the student.

2.3.2   Any request to allow a student to transfer to a third course will be submitted in writing by the new Head of School (or authorised officer) to the Academic Registrar.

2.4   A student whose place in a course was previously Terminated but is permitted to transfer into an alternate course will be subject to the following conditions, including any additional conditions reasonably imposed by the Head of School (or authorised officer) and/or Academic Registrar:

2.4.1   the student will be placed on Conditional status unless an exception is approved by the Academic Registrar;

2.4.2   a support plan for the student will be implemented; and

2.4.3   it is recommended that a reduced study load be required until the student returns to Good Standing.

International Onshore Students (Australian Campuses) – Transfer to a new course after a student's place in a course is Terminated

2.5   International Onshore students will only be admitted or transferred into a CRICOS registered course.

2.6   The University will provide an International Onshore student, in accordance with the relevant legislation, the opportunity to appeal the original decision irrespective of whether the student has transferred to another course after their place in the course was Terminated. If an appeal is not submitted or is unsuccessful, the student will be reported to the relevant government department as having their place in the course Terminated due to a failure to achieve satisfactory course progress.

2.7   If visa cancellation occurs and as a consequence, the student is not permitted to continue study in Australia, the student will receive no credit for any uncompleted units at the time the visa is cancelled. Any entitlement to a fee refund will be in accordance with the University fee refund policy.

2.8   Transfer to another course is not considered to be a valid appeal reason when appealing against an academic status of Terminated.

3   RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

a) Determining the correct or intended interpretation and scope of this procedure; and

b) Deciding cases where an issue is not clearly dealt with in these procedures.

4 SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5 DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6 RELATED DOCUMENTS/LINKS/FORMS

Education Services for Overseas Students (ESOS) Act
Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual
Awards and Graduation Manual
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual
Refund and Remission of Fees

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16th July 2018
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2181	Effective 1st January 2022

FUTURE RE-ADMISSION TO THE SAME COURSE FOLLOWING TERMINATION

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

2.1 A student whose place in a course has been Terminated may apply for re-admission to the same course after a minimum period of 12 months since their last enrolment has elapsed.

2.2 The table below outlines the approval authority for admission to the same course following Termination.

No. of Terminations From a Course	Action	Approval Authority
First Termination	Re-admission to the same course on Conditional status 12 months after last enrolment	Head of School (or authorised officer)
Second (or any subsequent) Termination	Re-admission to the same course on Conditional status 12 months after last enrolment	Academic Registrar

2.3 In requesting re-admission following two previous Terminations, a student will demonstrate that their study in the two (or more) previous attempts was severely affected by exceptional or extenuating circumstances outside their control.

    2.3.1 Full documentation supporting any request will be submitted.

2.4 A student whose place in a course was previously Terminated but is accepted into the same course again will be subject to the following conditions, including any additional conditions reasonably imposed by the Head of School (or authorised officer) and/or Academic Registrar:

    2.4.1 the student will be placed on Conditional status;

    2.4.2 a support plan for the student will be implemented; and

    2.4.3 it is recommended that a reduced study load be required until the student returns to Good Standing.

Re-Admission Within 12 Months

2.5 In exceptional circumstances, the Academic Registrar may approve re-admission to a course that the student has been Terminated from within a period of 12 months since the last enrolment.

2.6 Approval to allow a student to be re-admitted to the course within 12 months will only be given where the student is able to demonstrate that their study in the previous attempt was severely affected by exceptional or extenuating circumstances outside their control.

2.7 Full documentation supporting any request will be submitted by the student and the Head of School (or authorised officer) will be required to provide support for any re-admission request indicating any recommended conditions to be imposed.

2.8 The Academic Registrar will review the request and proposed conditions and may vary those conditions specified at 2.4 and 2.7.

Appeal

2.9 If a student whose place in their course was previously Terminated, applies for re-admission to the same course and their request is denied, they may submit an appeal in writing within 10 working days of receiving their notification. The appeal avenue exists regardless of whether the request for re-admission is made within 12 months of their place in the course

2.10 being terminated or more than 12 months of their place in the course being terminated. Their appeal will be determined by:

   a) the Academic Registrar if the request for re-admission was denied by the Head of School (or authorised officer); or

   b) the Deputy Vice-Chancellor Academic if the request for re-admission was denied by the Academic Registrar.

2.11 The Academic Registrar or Deputy Vice-Chancellor Academic's decision regarding the appeal is final.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

   a) Determining the correct or intended interpretation and scope of this procedure; and

   b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual
Awards and Graduation Manual
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16th July 2018
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2182	Effective 1st January 2022

RESPONSIBILITY FOR ACADEMIC RESULTS

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

Head of School Responsibilities

2.1   The Head of School is responsible for ensuring all results are accurately recorded for all students enrolled in courses owned by that School.

2.2   The Head of School is also responsible for ensuring that outstanding interim results (Grade Not Submitted, Deferred Assessment, Further Assessment and Ongoing Assessment) are converted to final results within the prescribed timeframes (or for requesting approval for an extension).

Unit Coordinator Responsibilities

2.3   The Unit Coordinator is responsible for the grades and marks submitted for students in a unit to the Board of Examiners by the relevant deadline.

2.4   The Unit Coordinator is responsible, on behalf of the Head of School, for the accuracy of results recorded on the student records system by the deadline prescribed by the Academic Registrar.

Co-Assessor Responsibilities

2.5   The Unit Coordinator will be assisted by a co-assessor appointed by the Head of School.

2.6   The co-assessor's role is to support the Unit Coordinator and responsibilities of the co-assessor include checking draft examination(s), documentation for other assessment tasks, and confirming the accuracy of final marks.

Change of Results

2.7   Results may only be changed on the written authority of the Head of School, Chair of the Board of Examiners or by the Academic Registrar.

2.8   The Academic Registrar may change results in the following circumstances:

   2.8.1   Where a request to change an ANN grade to an F:0 or FAIL is approved;

   2.8.2   Where, as a consequence of disciplinary action, it is determined that an interim or final grade is to be recorded;

   2.8.3   Where a student has an outstanding interim grade beyond the allowable timeframe and the Academic Registrar determines that a final result will be recorded (for example, by converting a GNS to an F:0, FAIL or F-IN);

   2.8.4   As a consequence of handling an internal or external complaint or assessment issue, and the outcome is that the student(s) result will be changed.

2.9   In any instance where a result is changed by the Academic Registrar, the Head of School will be notified.

Official Unit Results to Students

2.10   Access to official unit results (final grade, and where applicable, mark), for each unit completed will be provided after ratification and at the time specified for results publication, by the Chief Student Services Officer.

2.11   All assessment marks provided through any means (e.g. Blackboard) are provisional and are not regarded as official until ratified and the result publication date for the study period has passed.

Students with Sanctions

2.12   Any student with a sanction preventing access to results is not entitled access to their results unless approved by the Academic Registrar or Chief Student Services Officer (or authorised officer).

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

a)   Determining the correct or intended interpretation and scope of this procedure; and

b)   Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

Learning Innovation and Teaching Excellence Centre (LITEC) website
Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual
Awards and Graduation Manual
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16th July 2018
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2183	Effective 1st January 2022

ACADEMIC TRANSCRIPT

1.   STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2.   PROCEDURAL DETAILS

Provision of an Academic Transcript

2.1   The Academic Registrar is responsible for determining the content of the Academic Transcript.

2.2   Students will be provided with an Academic Transcript, free of charge, in the following circumstances:

    2.2.1   On graduation, following the conferral of an academic award by Council.

    2.2.2   In such other circumstances as approved by the Academic Registrar.

2.3   In all other circumstances, an Academic Transcript will be provided to a student on payment of the prescribed fee.

Content of Academic Transcript

2.4   The following information is included on the Academic Transcript:

    2.4.1   Student name, address and Student ID number
    2.4.2   Date of Issue
    2.4.3   Course code and title
    2.4.4   Grade and mark achieved for each unit (or "Pass/Fail" for any unit classified as a "Pass/Fail" unit)
    2.4.5   Total credits accrued
    2.4.6   Course Weighted Average
    2.4.7   Academic Status
    2.4.8   Major and minor/specialisation

    and where applicable:

    2.4.9   The Completion Date and Conferral Date
    2.4.10   The Award Number
    2.4.11   Details of Credit for Recognised Learning
    2.4.12   Details of Automatic and Designated Credit
    2.4.13   Notation that the student has been granted an Award with Distinction
    2.4.14   Notation that the student has been granted an Award with Honours and the level obtained
    2.4.15   Notation that the student has been included on the Vice-Chancellor's List (including year and study period)
    2.4.16   Notation of language of instruction if any parts of the course of study or units of study or assessment were conducted in a language other than English
    2.4.17   The student's thesis statement

2.5   The reverse of the Academic Transcript will include details of the University Grading System and such other explanatory information as deemed necessary by the Academic Registrar.

Issuing of Academic Transcripts

2.6   Academic Transcripts will be issued by or as authorised by the Academic Registrar.

Security of Academic Transcript Paper

2.7   Academic Transcript paper will be stored in a secure manner. Only authorised staff will be permitted access to Academic Transcript paper.

Students with Sanctions or Outstanding Debt

2.8   Any student with a sanction preventing access to results or who has outstanding debt to the University is not entitled to receive an Academic Transcript unless approved by the Academic Registrar.

Recording of Cross Institutional (Outbound) Enrolments

2.9   Any approved cross institutional enrolment of a Curtin student at an external institution will be recorded on the Curtin Academic Transcript as a generic Cross Institutional enrolment (i.e. not

by individual unit title) and with a Pass/Fail grade irrespective of the grading system used at the external institution.

Recording of Collaborative Awards

2.10 All collaborative awards will bear the following notation under the "Course Code and Title".

"The program of study for this degree was undertaken in association with [insert institution/s]"

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

a) Determining the correct or intended interpretation and scope of this procedure; and

b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English unless otherwise specified.

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

Examinations and Results website
Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual
Awards and Graduation Manual
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16th July 2018
	Approved	21/11/2018	Deputy Vice-Chancellor, Academic	EM1832	Unconditional
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2184	Effective 1st January 2022

ASSESSMENT APPEALS

1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2. PROCEDURAL DETAILS

Review of Assessment - Marks Awarded for an Assessment Task

2.1 Any student who has evidence that the mark or result awarded for an assessment task is inaccurate is encouraged to raise their concern with the Unit Coordinator in the first instance. If appropriate, the Unit Coordinator may refer the student to the member of staff responsible for marking the work.

    2.1.1 At their discretion, the Unit Coordinator may arrange for the work to be re-marked and the outcome notified to the student.

Formal Assessment Appeal - Marks Awarded for an Assessment Task

2.2 Students wishing to submit a formal appeal against marks awarded for an assessment task to the Head of School (or authorised officer) will do so within 10 working days of the date the mark for the assessment task was notified to the student or publication date of the official unit results, whichever is the earlier.

Review of Assessment - Official Unit Result

2.3 Any student who has evidence that their official unit result is inaccurate is encouraged, in the first instance, to raise their concerns with the Unit Coordinator.

    2.3.1 At their discretion, the Unit Coordinator may arrange for the student's work to be re-marked as appropriate and notify the outcome and change of result, if applicable, to the Head of School.

    2.3.2 The Chair of the Board of Examiners will approve any change of result.

Formal Assessment Appeal - Official Unit Result

2.4 Students wishing to submit a formal appeal against an official unit result to the Head of School (or authorised officer) will do so within 10 working days of the official unit result publication date.

Grounds for a Formal Assessment Appeal

2.5 Inaccurate assessment is the criterion for a review or for an appeal.

2.6 Students requesting a review or lodging a formal assessment appeal will document the grounds on which they feel they were inaccurately assessed.

Determination of Appeal by Head of School (or authorised officer)

2.7 Where the Head of School (or authorised officer) has been involved in the original assessment in respect of which the appeal has been lodged, they will not be involved in determining the appeal. The appeal will be determined by the relevant Faculty Pro Vice-Chancellor (or authorised officer).

2.8 On receipt of a formal assessment appeal, the Head of School (or authorised officer) will request the Unit Coordinator to provide the following:

    2.8.1 Comments on the appeal including any information on discussions already conducted with the student;

    2.8.2 A recommendation as to how the matter will be determined;

    2.8.3 A copy of the assessed work that is subject to the appeal (if available);

    2.8.4 Details of the criteria used to assess the student's work; and

    2.8.5 Any other information relevant to the appeal.

2.9 If the Head of School (or authorised officer), believes there are sufficient grounds for further review of the mark awarded or the official result, they will arrange for the work in question to be re-marked by a person or persons not previously involved in assessing the student's work.

2.10   Where possible, the re-marking will be conducted anonymously with the student identity not disclosed to the marker or markers.

2.11   Where work is subject to re-marking, the following applies:

    2.11.1   If the percentage mark awarded by the two markers differs by less than 10, the mark is determined by simply averaging the two marks.

    2.11.2   If the percentage mark awarded by the two markers differs by 10 or more, both markers should be advised and they should attempt to reach a consensus decision about the mark. Where a consensus can be reached this new mark will stand as the mark. If a consensus cannot be reached, a third marker will be appointed. In this case the mark will be the average of the two closest marks from the three markers.

    2.11.3   Where the marking is conducted by a group and consensus cannot be reached, a single marker will be used to remark the work. The marker's score will be used to substitute the mark from the group that is furthest from the median and the final mark will be the average of these marks.

    2.11.4   Where a student has raised valid concerns about possible bias in the original marking, the Head of School (or authorised officer) may instead select two new markers to re-mark the work. In this case the mark will be the average of the two closest marks from the three markers.

2.12   If either 2.11.1, 2.11.2, 2.11.3 or 2.11.4 have been undertaken, the re-marking process is concluded.

2.13   Where suitable staff eligible to re-mark work are not available within the University, the Head of School (or authorised officer), may nominate an external marker. The School will be responsible for any associated costs involved.

2.14   The appeal will be determined within 10 working days of it being received by the Head of School (or authorised officer).

2.15   The decision of the Head of School (or authorised officer) is final.

Notification to the student

2.16   Once a decision has been made on the appeal by the Head of School (or authorised officer), the student will be advised in writing of the outcome immediately and in any case, no later than three working days from the date of the decision.

2.17   It is the responsibility of the Head of School (or authorised officer), to ensure the student is advised in writing of the outcome of the appeal and the reasons for the decision. The decision of the Head of School (or authorised officer), is final.

Change of Results

2.18   Where an appeal has been upheld and the result for a student requires amendment, it is the responsibility of the Head of School (or authorised officer) to arrange the change of result on the student records system.

2.19   The change of result may also require the student's academic status to be reviewed.

Variation to Appeal Timeline

2.20   Where a student is subject to misconduct investigations during an assessment appeal, the assessment appeal will be set aside until the misconduct is finalised.

2.21   Any assessment appeal timelines may be varied at the discretion of the Academic Registrar who will notify the School and student.

Student Assistance

2.22   A student is encouraged to seek assistance and advice (e.g. from Student Assist) in preparing an assessment appeal.

2.23   In any discussions regarding review of marks or official results, the student is entitled to be accompanied and assisted by a support person, but the support person will not act as an advocate unless invited to do so.

Staff Assistance

2.24   In any discussions regarding review of marks or official results, a staff member may be accompanied by any other staff member of the University.

Complaints (Grievance) Resolution

2.25   Once all applicable dispute resolution or appeals processes have been exhausted, students may lodge a complaint if they believe that a step in the process has not been followed.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1   Academic Registrar

Is responsible for:

a)   Determining the correct or intended interpretation and scope of this procedure; and

b)   Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

Conflict of Interest Procedures
Complaints Procedures
Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual
Awards and Graduation Manual
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16th July 2018
	Approved	17/10/2019	Deputy Vice-Chancellor, Academic	EM1957	Effective 10th February 2020
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2185	Effective 1st January 2022

ACADEMIC STATUS APPEALS

1.   **STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED**

Assessment Policy

Strategic Plan Theme: Learning and Student Experience

2.   **PROCEDURAL DETAILS**

Request for Review

2.1   A student whose place in a course has been terminated due to failure to achieve satisfactory course progress has a right of review and a right of appeal regarding that decision.

2.2   On receipt of formal notification of having their place in a course Terminated, if the student wishes to request a review of the decision, they will submit a written request within 20 working days as specified in the Official Communication.

2.3   The basis for a Request for Review is exceptional circumstances. The student will need to demonstrate that their results have been affected by circumstances outside their control. The existence of exceptional circumstances does not in itself mean that a Request for Review will be successful.

2.4   In considering the Request for Review, the decision maker will take into account the student's exceptional circumstances, explanation for poor academic performance, the student's overall academic record and the criteria for course Termination.

2.5   Circumstances that may warrant a review of the decision to Terminate a student's place in a course, include, but are not limited to:

2.5.1   Student injury, illness or medical condition of such magnitude that the student's results were significantly impacted;

2.5.2   Family issues (family injury or illness, bereavement etc.) of such magnitude that the student's results were significantly impacted;

2.5.3   Commitments to participate in elite sport or other activities that warrant favourable consideration;

2.5.4   Commitments to assist with community service activities (e.g. bushfire protection);

2.5.5   Unavoidable and unexpected work commitments (e.g. relocation);

2.5.6   Commitments to participate in military services.

2.6   All Requests for Review will be accompanied by appropriate documentation. Failure to provide documentation may result in the request being rejected.

2.7   The Request for Review will be submitted in accordance with these procedures and on the form prescribed by the Chief Student Services Officer. Failure to submit a request within the required timeframe will result in the request being rejected. If warranted by demonstrated and unavoidable exceptional circumstances, discretion may be exercised by the Manager Progression, Assessment and Awards (or authorised officer) to accept a late request.

Referral to Head of School (or authorised officer)

2.8   On receipt of the Request for Review, the Manager Progression, Assessment and Awards (or authorised officer) will register the request and forward it to the relevant Head of School (or authorised officer).

2.9   On receipt of the Request for Review, the Head of School (or authorised officer) will review the original decision, taking into account the information contained in the student's request, and any information that may not have been known at the time the original decision was made.

2.10   The Head of School (or authorised officer) will determine that either:

2.10.1   The original decision to Terminate the student's place in the course will stand;

2.10.2   The original decision will be varied and the student's academic status changed to Conditional;

2.10.3   The original decision will be varied and the student's academic status changed to Good Standing.

2.11 This decision will be made within 10 working days of receipt of the Request for Review.

2.12 Once the decision has been made, the Head of School (or authorised officer) will immediately notify the Progression, Assessment and Awards Office of the decision and the reasons for the decision.

2.13 The Progression, Assessment and Awards Office will then notify the student in writing of the outcome and the reasons for decision via Official Communication.

Appeal against Termination

2.14 If a student has reason to believe that the Request for Review was inaccurate or the process was not correctly followed, they may request that the matter be determined by the Student Progress Appeals Committee as a formal appeal.

2.14.1 Where a student has previously had two appeal applications considered by the Student Progress Appeals Committee, any further appeals will be determined by the Academic Registrar in consultation with the relevant parties.

2.15 The Student Progress Appeals Committee will typically comprise the following members:

2.15.1 Student Discipline and Appeals Officer, Office of the Academic Registrar (Chair);

2.15.2 A staff member from Counselling, AccessAbility and Wellbeing Services;

2.15.3 A staff member from Student Assist; and

2.15.4 An academic staff member from a Faculty.

2.16 Participating staff members will be nominated by their area for approval by the Manager, Student Discipline and Compliance, who may change the composition of the Student Progress Appeals Committee at their discretion.

2.17 Quorum of the Student Progress Appeals Committee is the Chair and two other members.

2.18 Any person involved in determining the Request for Review is not eligible to participate as a member in the Student Progress Appeals Committee.

Lodgement of an appeal

2.19 An appeal will be lodged by the student within 10 working days of the date of notification of the outcome of the Request for Review by the Head of School (or authorised officer).

2.20 The appeal will be submitted in accordance with these procedures and on the form prescribed by the Chief Student Services Officer.

2.21 If warranted by demonstrated and unavoidable exceptional circumstances, discretion may be exercised by the Academic Registrar (or authorised officer) or Chair, Student Progress Appeals Committee (as appropriate) to accept a late appeal.

2.22 All appeals will be sent or delivered to the Manager Progression, Assessment and Awards.

Consideration of Appeal

2.23 Copies of all paperwork associated with the original review by the Head of School (or authorised officer) will be provided to the Chair, Student Progress Appeals Committee or Academic Registrar.

2.24 Normally, the Committee will only consider material from the first review, but where warranted the Chair, Student Progress Appeals Committee may permit the submission of additional material. Where the appeal is to the Academic Registrar, all relevant information held by the University and provided by the student will be considered.

2.24.1 The School will be provided the opportunity to comment on any additional material.

2.25 The Student Progress Appeals Committee or the Academic Registrar will assess the appeal and determine that either:

2.25.1 The original decision to Terminate the student's place in their course will stand;

2.25.2 The original decision will be varied and the student's academic status changed to Conditional; or

2.25.3 The original decision will be varied and the student's academic status changed to Good Standing.

2.26   Where an appeal is considered by the Student Progress Appeals Committee and a consensus decision is not reached, the Chair, Student Progress Appeals Committee will determine the appeal.

2.27   The decision on the appeal will be made within 10 working days of receipt of the appeal and is final.

2.28   Once the decision has been made, the Academic Registrar (or authorised officer) will notify the student will be advised in writing of the outcome and the reasons for the decision via Official Communication.

External Right of Complaint or Appeal

2.29   Any student that is not satisfied with the conduct of the formal appeal process described above may request that their appeal be considered by an external person or body independent of and external to the University.

2.30   If the appeal is not upheld, the notification of the outcome will include information on the process for lodging external appeals.

Advice to Students of External Right of Complaint or Appeal

2.31   The following information will be provided to students who are unsuccessful in their appeal. This Advice to Students text may be changed at the discretion of the Academic Registrar.

Advice to Students

If you are not satisfied that the University's internal complaint and appeal process has been conducted fairly, you can make a complaint, in writing, to the Western Australia Ombudsman. The Ombudsman is independent and external to the University and does not charge any fees for their services.

Please note that the Ombudsman will normally only consider whether the University has followed its own policies and procedures and whether the handling of your case has been fair and reasonable. The Ombudsman does not make a new decision, however, as a result of an investigation the Ombudsman may recommend that the University reconsider your case.

Contact details for the Ombudsman are:

Mail: Ombudsman Western Australia

            PO Box Z5386

            St Georges Terrace

            Perth WA 6831

Facsimile: 08 9325 1107

Email: mail@ombudsman.wa.gov.au

Website: http://www.ombudsman.wa.gov.au

If you have any queries about making a complaint to the Ombudsman, please ring the Office of the Western Australia Ombudsman on 9220 7555 or freecall 1800 117 000 (outside the metropolitan area) and ask to speak to an Enquiry Officer.

3.   RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1   Academic Registrar

Is responsible for:

a)   Determining the correct or intended interpretation and scope of this procedure; and

b)   Deciding cases where an issue is not clearly dealt with in these procedures.

4. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

5. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

6. RELATED DOCUMENTS/LINKS/FORMS

Admission and Enrolment Manual
Credit for Recognised Learning Policy
Credit for Recognised Learning Procedure
Assessment and Student Progression Manual
Awards and Graduation Manual
Scholarships and Financial Assistance Policy
Scholarships for International Undergraduate and Postgraduate Coursework Procedures
Scholarships for Undergraduate and Postgraduate Coursework Procedures
Course Quality Assurance Manual
Complaints Procedure
Education Services for Overseas Students (ESOS) Act
Conflict of Interest Procedures

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16th July 2018
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2186	Effective 1st January 2022

SCHEDULES

Schedule 1: Definitions

The following definitions apply to all sections of this manual.

Academic Status (Good Standing, Conditional or Terminated) for enrolled students is finalised by a Board of Examiners for each study period.

An *Academic Transcript* is the official University record of a student's results and is printed on official University transcript paper.

Academic Registrar refers to the Academic Registrar at the Perth Campus.

An *Alternative Arrangement* means any examination or other assessment, that is scheduled separately from the centrally or school scheduled examinations in order to meet special requirements for an individual student or a group of students.

Assessment is the method(s) and processes by which a student's academic progress and performance is measured in a unit.

An *Assessment Extension* is a process involving the formal permission for a student to delay the completion or submission of an assessment task after the original date/time (e.g. examinations, tests) or due date/time (e.g. assignments).

An *Assessment Extension Task* is an assessment task undertaken by a student who has been granted an assessment extension.

An *Assessment Task* is any task or activity that may be used to gauge the progress of student learning and determine the student's result for the unit. Attendance at classes is not an allowable form of assessment.

Availability indicates the location, study period and fee basis on which a unit or course is offered.

Automatic Credit is the transfer of equivalent/identical units from one Curtin course to another Curtin course.

An *Award Course* means a structured combination of units approved by the University Academic Board which when completed qualifies the student for an award from Curtin University.

An *Award Number* is the sequential number allocated to an award conferred by Council.

An *Award with Distinction* is granted in recognition of outstanding performance in the course.

An *Award with Honours* may be earned either as the outcome of a year of study that is additional to a bachelor degree in a discipline or as the outcome of an honours program that is studied concurrently with a normal pass degree of four years or more in a discipline.

A *Board of Examiners* is a committee that is constituted for each award course to ensure that the assessment and determination of performance of each student enrolled in that course is conducted in a fair and equitable manner.

A *Centrally Scheduled Examination* is an examination (including invigilated online examinations) managed by the Progression, Assessment and Awards Office.

Check second marking is a moderation activity more limited in scope than second marking. In check second marking the second marker simply checks the marking procedure to ensure that administrative errors have not been made. Can be used where the subject matter involves right or wrong answers or where knowledge is so specific that a second marker cannot apply the marking criteria.

The role of the *Co-assessor* is to work with the Unit Coordinator to ensure assessment quality and accurate recording of student marks and grades in the learning and student management systems. Co-assessors are appointed by the Head of School for each unit.

A **Completion Date** is the date on which a Board of Examiners finalises that a student has completed all course requirements.

Conditional is an academic status finalised by the Board of Examiners. The student is at risk of not achieving satisfactory course progress but is permitted to continue in the course and to re-enrol under such conditions as may be determined by the Head of School (or authorised officer), Student Progress Appeals Committee or Academic Registrar. The entitlement to continue in a course and to re-enrol is in all cases subject to any other restrictions or prohibitions imposed on the student (for example, a prohibition on enrolment due to outstanding fees or misconduct, requirement to sign and adhere to a student agreement regarding conditions).

A **Conferral Date** is the date on which Council confers an award on a graduand.

A **Core Unit** is a unit that is compulsory for the student to complete within a particular course or major.

A **Course** is a structured combination of approved units and may include award courses, non-award courses, foundation and enabling programs.

A **Course Weighted Average (CWA)** is a calculation of a student's weighted average percentage mark for all grade/mark units in which the student is enrolled in a course, including units credited as Automatic Credit or Designated Credit.

Credit for Recognised Learning (CRL) means credit that may be granted to a student in recognition of prior learning. This encompasses General Credit, Elective Credit, Credit Transfer, Designated Credit and Exemptions.

A **Curtin Access Plan (CAP)** is the official communication document used by Counselling, AccessAbility and Wellbeing Services to recommend 'reasonable adjustments' for students with disability/medical conditions.

Deferred assessment is the formal approval, by the Board of Examiners, to delay the determination of a student's final grade in a unit to permit the student to complete an assessment task(s) at a later date. A "DA" is used as the interim result.

Designated Credit is granted based on completion of an identical Curtin University unit through one of the partners of Curtin University. The identical unit will show on a student's Academic Transcript with the unit name, credit points and a grade/mark.

An **Elite Athlete** identifies a student at Curtin University who is registered in the Elite Athlete Friendly University (EAFU) program in association with the Australian Sports Commission, of which Curtin University is a recognised participant.

Equity grounds, includes: sex, marital status, pregnancy, potential pregnancy, breast feeding, sexual orientation, gender history, race, nationality, colour or ethnic origin, age, religious or political conviction, impairment or disability, family responsibility or family status.

An **eTest** refers to a computer based or online test used to assess learning outcomes and is classified as a summative assessment (contributes to the unit mark) during the study period. An **Invigilated eTest** is delivered in a controlled testing environment with either an invigilator present or where an alternative form of invigilation (e.g. IRIS) is employed to monitor student behaviour for the purpose of detecting academic misconduct. A **Non-invigilated eTest** is delivered in an uncontrolled testing environment, without any form of invigilation.

An **Examination** type assessment task may be face to face or online and includes all assessments where students are asked to respond to a fixed set of questions/stimuli. Examinations conventionally operate within a controlled environment and the student's behaviour is monitored (i.e. invigilated). This includes centrally scheduled examinations, School Invigilated Examinations and School Invigilated Tests. The classification also includes invigilated eTests (see **eTest** definition).

An **Examination Answer Booklet** means a paper booklet, normally provided by the University, in which the student records answers to examination questions.

An **Examination Period** is a designated period, generally one or two weeks at the end of a study period in which centrally scheduled examinations and other assessment activities will take place. Where it is necessitated by available facilities, an examination period may commence on a Saturday.

A **Formative** task is any learning or assessment task designed to provide students with feedback about their learning and does not contribute to the unit mark or unit outcome. (A formative task is not permitted to be a hurdle requirement.)

Further Assessment describes a process whereby, at the discretion of the Board of Examiners, an eligible student is offered an opportunity to undertake a Further Assessment Task in order to confirm that they have met the required learning outcomes for the unit.

Further Assessment Task is an additional assessment task which is used to determine whether a student has met the required learning outcomes for that unit.

Good Standing is an academic status finalised by the Board of Examiners. The student is permitted to continue in the course and to re-enrol. The entitlement to continue in a course and to re-enrol is in all cases subject to any other restrictions or prohibitions imposed on the student (for example, a prohibition on enrolment due to outstanding fees or misconduct).

A **Grade** is either a numeric code used to signify the percentage range of the mark awarded (if applicable), or an alphabetic code used to indicate the outcome of unit or an interim status until such time as the unit outcome is determined.

A **Grade Descriptor** is an alphabetic code used to indicate the outcome of an assessment and may be mapped to a percentage range of the mark awarded.

Head of School means the senior academic position in charge of a School employed by the University.

A **Hurdle Requirement** is a condition that students must meet, (other than the overall mark) in order to pass the unit. A Hurdle Requirement will be linked to the unit learning outcomes and will only be used where necessary to demonstrate course learning outcomes that are not covered elsewhere (e.g. completion of a specific lab exercise that is available only in one unit within a course). A Hurdle requirement will be articulated in the Unit Outline. Formative tasks and other requirements such as Working with Children checks are not permitted to be identified as a hurdle requirement. Other uses of hurdle requirements (e.g. requiring a pass within the examination/test separately to the unit final mark) are generally inappropriate and advice from the Office of the Academic Registrar should be sought before adopting this approach.

An **Incremental Assessment** task is a set or series of low stakes assessment tasks designed to provide students with opportunities to benchmark their learning progress, to practice skills/behaviours/thinking/communication approaches appropriate to the discipline and to improve their performance through the provision of feedback. To be grouped together as an incremental assessment task, each task in the series/set will be similar. The incremental assessment task will be counted as one summative assessment task.

Generally, a **Marginal Fail** is taken to mean a failing mark of 45% or higher in the unit. However, the determination of marginal failure is at the discretion of the Board of Examiners.

A **Mark** means the number used to signify the percentage awarded for the assessment.

Moderation refers to a holistic quality assurance process directed at ensuring that assessments are marked with accuracy, consistency and fairness. The process chiefly focuses on the development of robust assessment criteria and consistent application between markers. At Curtin, moderation activities have been described in relation to the assessment lifecycle as Pre-marking moderation, Intra-marking moderation, and Post-marking moderation.

A **Nominated Invigilator (NI)** is an approved student-nominated invigilator who may conduct examinations on behalf of Curtin University.

A **Non-Award Course** means a program of study, which does not lead to a formal award. It may comprise a unit or units of study from an award course and may be counted as credit towards an award course in some cases.

Obligatory Religious Requirements is a compulsory requirement of a religion or faith binding to all followers of that tradition. An Obligatory Religious Requirement will have set times and dates observed by all members of that faith tradition and require refraining from all work and study commitments in order to observe that event.

An **OC** is an official communication between the University and a student that will be retained as a permanent record for future reference.

Open Universities Australia provides online higher education and is owned by a consortium of several Australian universities of which Curtin is a member.

OUA is an acronym for Open Universities Australia.

A **Performance** type assessment task includes assessments where the performance is evaluated/marked by a marker who was present and able to view/experience the performance or views a recording of the performance.

Post-marking moderation is the period from the determination of the raw mark to the communication of the result to the student.

Pre-marking moderation is the period leading up to the date of the assessment or due date for the submission of an assessment artefact.

The **Progression, Assessment and Awards Office** is the area responsible for the coordination of centrally scheduled examinations and the release of final results.

A **Pro Vice-Chancellor** is the senior academic position in charge of a Faculty.

A **Reasonable Adjustment** is a measure or action taken by Curtin that has the effect of assisting a student with a disability in relation to admission or enrolment, participation in a course or program, or to use facilities or services on the same basis as a student without a disability (*Disability Standards for Education 2005*). An adjustment is **reasonable** in relation to a student with a disability if it balances the interests of all parties affected (*Disability Standards for Education 2005*).

A **Recognised Examination Centre (REC)** is an approved facility that may conduct examinations on behalf of Curtin University.

A **Result** comprises a grade and, where applicable, a percentage mark.

A **Sanction** is a warning that is applied to a student's record to alert the student and staff to outstanding requirements, such as non-payment of fees or charges that may prevent the student from accessing results, re-enrolling or graduating.

Scaling refers to the process of adjusting the raw marks for a cohort of students (or all students) to change the mean or distribution of the marks.   At Curtin, marks are not routinely scaled, but scaling may occur to correct errors as part of a moderation process or to recalibrate an external result in order to be consistent with Curtin's grading system.

A **School** is used in this manual as the generic term for an academic area responsible for the delivery of units.

A **School Scheduled Examination** is an examination which is scheduled and coordinated by the School, not by the Progression, Assessment and Awards Office. School scheduled examinations should be scheduled during the examination period.

Second marking is a moderation activity involving the remarking of a student's assessment artefact by a second marker. The second marker may be given a clean copy of the student's work (blind second marking) or be able to see the first marker's comments, and/or completed marking key/rubric.

A **Semester Weighted Average (SWA)** is a calculation of a student's weighted average percentage mark for all grade/mark units in which the student is enrolled in any one study period. The term Semester Weighted Average is used even if the study period is not a semester (for example, Trimester).

For an examination or assessment to be considered to be **Sufficiently Different**, it will have substantial changes in the content such as (but not limited to) wording, values and formulae. Minor variations are not considered Sufficiently Different. Staff will be confident that a student who gains knowledge of the contents of an earlier examination or assessment are not unfairly advantaged.

A **Student** means any person enrolled in a course/unit.

A **Study Period** is a period of time in which a unit is available (e.g. Semester 1, Trimester 1, Study Period 4 etc.).

Summative Assessment provides information to judge the extent to which a student has achieved the unit learning outcomes and to determine student progression within the course. The mark from a summative assessment task contributes to the final mark for the unit or in the case of pass/fail assessment tasks, contributes to the unit outcome.

Terminated is an academic status finalised by the Board of Examiners. The student has not achieved satisfactory course progress or is deemed academically unsuitable and their place in the course is Terminated. The student is not permitted to continue in the course or to re-enrol without appropriate approval.

A **Unit** means a discrete entity of study within a subject area that is a component of a course.

A **Unit Coordinator** is the academic staff member responsible for a particular unit.

A **Unit Outline** is a document containing essential and administrative information about a unit of study, including details of learning outcomes, assessments and schedules.

A **Working Day** is any day, Monday to Friday other than University-observed holidays (including Academic and Professional staff observed public holidays) and formal close down periods of the University.

Schedule 2: Formula for Calculating SWA and CWA

The formula used is [Sum (Unit Credits x Mark)] / [Sum (Unit Credits)].

The mark for each completed unit will be multiplied by the credit weighting of the unit.

For example:

Unit	Credits	Mark
Unit 1	12.5	57
Unit 2	25	60
Unit 3	25	63
Unit 4	25	67

[Sum (Unit Credits x Mark)]

Unit Credits x Mark

12.5 x 57 = 712.5

25.0 x 60 = 1500

25.0 x 63 = 1575

25.0 x 67 = 1675

Therefore, [Sum (Unit Credits x Mark)] = (712.5 + 1500 + 1575 + 1675) = 5462.5

[Sum (Unit Credits)]

12.5 + 25.0 + 25.0 + 25.0 = 87.5

Therefore, [Sum (Unit Credits x Mark)] / [Sum (Unit Credits)]

Is 5462.5/87.5 = 62.43

Calculated SWA in this example is 62.43.

Schedule 3: Examples - Time Zone Differences & Requirements for Sufficiently Different Examinations

EXAMPLE	EXPLANATION	OUTCOME
Different commencement times but in the same time zone	Two hour examination, commencing Perth 09.00, commencing Hong Kong 10.00	The same examination may be used as the difference between commencement times (one hour) is less than the duration of the examination (two hours)
Different commencement times but in the same time zone	Two hour examination, commencing Perth 09.00, commencing Hong Kong 13.00	A sufficiently different examination will be used as the difference between commencement times (four hours) is more than the duration of the examination (two hours)
Same commencement times but in different time zones	Two hour examination, commencing Perth 09.00, commencing Sydney 09.00	The same examination may be used as the time zone difference (two hours) is less than or equal to the duration of the examination (two hours)
Same commencement times but in different time zones	Two hour examination, commencing Perth 09.00, commencing Mauritius 09.00	A sufficiently different examination will be used as the time zone difference (four hours) exceeds the duration of the examination (two hours)

Example 1: Two examinations are supplied as the examination is scheduled at different times within the same time zone. The examination papers consists of five short answer questions, and both examine the required learning outcomes. In each case, whilst the topics examined are similar (and therefore consistent), the question wording is different.

This would be considered to be a 'sufficiently different' examination paper, because a student who obtained knowledge of the content of the earlier examination would not be advantaged.

Example 2: Two examination papers are supplied as the examination is scheduled at the same time but across different time zones. The papers are very similar with minor occasional changes to numerical values used within the question.

This would not be considered to be a 'sufficiently different' examination paper, because a student who obtained knowledge of the content of the earlier examination would gain an advantage.