Assessment Policy
## ASSESSMENT POLICY

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<th>Approved by:</th>
<th>Date:</th>
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<tr>
<td>UOW College Academic Board</td>
<td>04 June 2010</td>
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<tr>
<th>Date Effective:</th>
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<td>28 June 2010</td>
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<th>Custodian:</th>
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<tr>
<td>Program Manager Curriculum</td>
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### Supporting Documents, Procedures & Forms:
- ECUST Student Handbook
- Procedure for Managing Alleged Academic Misconduct by a Student
- Student Conduct Policy
- Student Disability Policy
- Student Grievance Policy & Procedure – Academic
- UOW College Student Handbook
- Participation Guidelines

### References & Legislation:
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1. **Overview**

1.1. UOW College (the College) is committed to providing a quality learning environment through a range of programs designed to advance students’ learning. To achieve this the College ensures its assessment policies, rules and procedures are fair for all students.

1.2. Assessment is an essential part of the teaching and learning process. It promotes learning, measures student progress and helps to improve student performance. The reporting of assessment also provides an official record of student learning achievements that leads to issuing a qualification or a Certificate of Achievement.

1.3. The College’s assessment methods and content are designed to measure student learning outcomes against the stated subject and course objectives. Refer to the Course/Subject Outlines on the UOW College website [www.uowcollege.edu.au](http://www.uowcollege.edu.au)

2. **Purpose of Policy**

2.1. The assessment policy and procedures establish the assessment principles and requirements, including assessment design, at a course/subject level.

2.2. This policy sets out the specific responsibilities of parties in relation to assessment, as well as procedures for teaching staff and students.

2.3. This policy should be read in conjunction with the UOW College Student Handbook (refer to [www.uowcollege.edu.au/current-students/studenthandbook](http://www.uowcollege.edu.au/current-students/studenthandbook) / ECUST Student Handbook (supplied to ECUST students in printed form).
3. Definitions

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>adjustment</td>
<td>a measure or action (or a group of measures or actions) taken by an education provider that has the effect of assisting a student with a disability on the same basis as a student without a disability, and includes an aid, a facility, or a service that the student requires because of his or her disability</td>
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<tr>
<td>assessment</td>
<td>work which a student is required to complete to provide a basis for an official record of achievement or certification of competence in a subject (e.g. examination, test, take-home examination, quiz, assignment, essay, laboratory report, demonstration, folio of work, performance, tutorial presentation), as stipulated in the Course/Subject Outline</td>
</tr>
<tr>
<td>course</td>
<td>a program of study</td>
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<tr>
<td>course/ subject outline</td>
<td>the document in hard copy and/or electronic format governing content, delivery and assessment of material for a subject</td>
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<tr>
<td>ECUST course coordinator</td>
<td>a staff member with nominated responsibility for the Associate Diploma in Business ECUST course</td>
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<tr>
<td>examination room</td>
<td>a designated place where an examination or in-session test is held</td>
</tr>
<tr>
<td>final examination</td>
<td>a formal examination conducted during the College's designated examination period, normally at the end of the teaching session, or a supplementary examination approved in place of an examination during the designated examination period</td>
</tr>
<tr>
<td><strong>group work</strong></td>
<td>an assessment task that involves a group of students jointly producing a single assessable outcome</td>
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<tr>
<td><strong>in writing</strong></td>
<td>written task delivered in hard copy and/or electronically</td>
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<tr>
<td><strong>in-session assessment</strong></td>
<td>any assessment conducted during the session or cycle, excluding the final examination period</td>
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<tr>
<td><strong>program manager</strong></td>
<td>a staff member with nominated responsibility for the program</td>
</tr>
<tr>
<td><strong>program manager curriculum</strong></td>
<td>a staff member with nominated responsibility for the oversight and coordination of quality assurance in the delivery of UOW College programs</td>
</tr>
<tr>
<td><strong>assistant program manager</strong></td>
<td>a staff member with nominated responsibility to assist in the oversight and coordination of quality assurance in the delivery of UOW College programs</td>
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<tr>
<td><strong>reasonable adjustment</strong></td>
<td>an adjustment in relation to a student with a disability that provides a valid and fair outcome for the student</td>
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<tr>
<td><strong>student</strong></td>
<td>any person who is enrolled in any course or program offered at, or in conjunction with, the college</td>
</tr>
<tr>
<td><strong>subject coordinator</strong></td>
<td>a staff member with nominated responsibility for the subject</td>
</tr>
<tr>
<td><strong>supplementary examination</strong></td>
<td>an examination conducted in place of a formal examination as a result of an approved academic consideration request. It is normally conducted during the relevant examination period</td>
</tr>
<tr>
<td><strong>teaching staff</strong></td>
<td>staff of the College (whether permanent, sessional or casual) who carry out teaching responsibilities under the authority of the program manager/ECUST course coordinator</td>
</tr>
<tr>
<td><strong>technical fail</strong></td>
<td>this is awarded in cases where a student may have achieved an overall final pass mark of 50%, but has not successfully met other condition(s).</td>
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4. **Application & Scope**

4.1. This policy applies to all College students enrolled in:

   a. English language programs
   
   b. UOW College Higher Education programs – Diplomas
   
   c. UOW accredited courses – Foundation Studies Program (FSP), Special Tertiary Entrance Program (STEP), and University Access Program (UAP)
   
   d. The Associate Diploma of Business in the East China University of Science and Technology (ECUST) program

5. **Policy Principles**

5.1. The principles guiding this policy are:

   a. All students shall be treated fairly and openly
   
   b. All students are responsible for understanding the requirements of their course
   
   c. Appropriate information shall be made available to all students to assist them in understanding and completing their assessments
   
   d. Quality assessment methods and practices shall be applied throughout all programs

5.2. Underlying the requirements, definitions, and procedures of this policy are the principles of equity, consistency, transparency and natural justice.

5.3. If a student does not believe that the requirements in this policy are being adhered to, the student should discuss the matter with the relevant Program Manager/ECUST Course Coordinator in the first instance. If the matter remains unresolved, the student should refer to the Student Grievance Policy & Procedure – Academic (refer to www.uowcollege.edu.au/policies)
6. **Purposes of assessment**

6.1. The purposes of assessment are:

a. To promote learning

b. To measure performance, by awarding marks/grades which indicate whether and how well a student has met the stated learning outcomes of the course/subject

c. To provide feedback to students which indicates levels of progress and attainment, and which indicate and assists in the diagnosis of learning difficulties

d. To provide feedback to teaching staff indicating areas in which students are experiencing difficulties, and to identify and improve ineffective teaching

e. To provide feedback to other stakeholders who are involved in a student’s learning (e.g. a sponsor). It should be noted that for this feedback to be given to stakeholders, the student will first need to have signed an Information Release Form.

f. To provide information that allows a decision to be made whether the student has met the requirement that leads to the award of a qualification or a certificate of achievement

7. **Assessment design**

7.1. Assessment tasks designed must be valid. That is, they must assess what they claim to assess. In order to be valid, assessments must focus on the subject outcomes documented in the subject outline. Furthermore, they should allow assessors to be able to obtain sufficient evidence of a learner’s performance to be able to make a valid decision.

7.2. Assessment tasks must be reliable. To be reliable, the tasks designed should enable consistent judgments of a learner’s performance to be made. To ensure reliability, a range of assessment methods and tools should be used at different points throughout the course.
7.3. When planning teaching, learning and assessment activities, teaching staff need to take into consideration the total time that students will need to allocate to all major and related tasks required to engage with the course content and successfully achieve the desired course outcomes. This includes attendance at lectures, tutorials, practicals, laboratory sessions, participation in online activities and completion of assessment tasks and self-directed, independent course-related reading, research and reflection to enable meaningful engagement with theories and concepts. Teachers must ensure an appropriate balance between time allocated to teaching and time allocated to completing assessment tasks. For example, assessment tasks should only account for approximately 10% of the overall face to face hours.

7.4. Program Managers/the ECUST Course Coordinator are responsible for monitoring assessment within courses to ensure that assessment requirements are compliant.

7.5. All subjects are required to have a representative range of assessment tasks that allow the assessment of all learning outcomes enabling students to demonstrate achievement.

7.6. Additional requirements, which are conditions for passing a subject or assessment task other than the overall mark, may be used. They include, but are not limited to, such things as achievement of a specified minimum in a particular assessment or attendance requirements. The inclusion of additional assessment requirements must be approved through the Course/Subject Outline approval process and must be kept to an absolute minimum. Failure by a student to comply with such mandatory requirements will constitute grounds for failure in that subject.

7.7. Unless a specific case is made for variation, and this is accepted by the Program Manager/ECUST Course Coordinator, the following requirements apply:

a. Every effort will be made to identify students who are likely to require support during the relevant session, and to offer appropriate support to these students by the end of week 4 of that session. Students in the ECUST program who are likely
to require support during a course are identified by UOW College teachers. Support is provided by ECUST teachers.

b. Due dates for assessment tasks will be coordinated across a course to ensure students are not unreasonably overloaded at any one time during a study period.

c. When marks are awarded for participation as an assessment task, clear criteria must be specified. These criteria will be based on the criteria published in the Participation Guidelines. It is the responsibility of teaching staff to maintain regular and complete records of participation marks awarded, and to inform students of their current participation mark regularly throughout session. Marks will not be awarded for participation in lectures. Participation will not count for more than 10% of the total mark for a subject.

d. No single assessment task will count for more than 50% of the total mark for a subject in UOW College Higher Education programs and UOW accredited courses. No single assessment task will count for more than 60% of the total mark for a subject in English language program or ECUST subjects.

e. At least one assessment task for each subject will require students to produce some written work, with the exception of some English language program subjects.

f. All written assessment tasks must be submitted in the English language.

g. Marks cannot be awarded for attendance except for some Study Tours.

7.8. Design of assessment tasks should take into consideration the need to minimise opportunities for plagiarism and other forms of cheating.

7.9. Deadlines for submitting each piece and type of work for assessment, outlined in the Course/Subject Outline, are designed to help students take steps towards achieving the subject's stated learning outcomes.
8. Specification of Assessment Requirements

8.1. A Course/Subject Outline must be approved for each subject offered by the College.

8.2. Teaching and assessment in the subject must be conducted as specified in the Course/Subject Outline.

8.3. An approved copy of the Course/Subject Outline for each subject must be made available online for students by the first lesson of the subject.

8.4. Each Course/Subject Outline must be completed on the UOW College Course/Subject Outline template and have written guidelines that specify the following:

a. The objectives of the subject

b. The relationship between the subject and the College’s Graduate Qualities

c. Clear details of the assessment tasks used to assess the subject

d. The weight given to each assessment task in determining the final mark

e. Whether the student is required to perform to a specified level in an assessment task (as an additional assessment requirement) in order to be awarded at least a Pass for that subject

f. Timeframes for the submission or presentation of any assessment task

g. The method to be used when submitting each assessment task

h. The length, style and format required for any written work

i. A statement that plagiarism will not be tolerated, along with a web reference to the College’s policy on plagiarism

8.5. Students are responsible for ensuring they are aware of and understand the assessment requirements for the courses in which they are enrolled. Students should speak to their teacher or to the
8.6. Teaching staff are responsible for outlining the content of the Course/Subject Outline with students during the first week of each subject.

9. Management of Assessments

9.1. Where practical, students are required to keep a copy of all work submitted and marked work returned, and maintain it until the final subject results are recorded, submitted and released. Students should be prepared to re-submit a copy of work previously submitted if requested to do so by teaching staff or the Program Manager/ECUST Course Coordinator.

9.2. Teaching staff are required to submit copies of all in-session assessment task requirements and instructions with a weighting of 10% or more of the total assessment (in electronic format) and related marking criteria (in hard copy and/or electronic format) prior to the administration of the assessment task. This documentation must be submitted to the Assistant Program Manager Curriculum.

9.3. The Program Manager Curriculum is responsible for ensuring that that an audit of all in-session assessment tasks of 10% or more is completed annually, according to the UOW College Audit Schedule.

9.4. UOW College staff will take reasonable steps to protect the personal information they have access to against loss, unauthorised access, use, modification, disclosure and misuse. This personal information includes assessment tasks, and assessment results and feedback. UOW College staff may use assessment work submitted by students for educational purposes within College programs, however in such cases all information that may identify the student(s) must be removed. UOW College staff must not use assessment work submitted by students for their personal use (e.g. research or personal study purposes) without prior consent.
10. Managing Final Exams

10.1. Responsibility for writing and assessing final examination scripts for each subject is communicated to teaching staff on an Exam Writers and Assessors Matrix.

10.2. Final examination scripts must be written in accordance with the UOW College Final Exam Process Procedure.

10.3. The Final Examination Review Panel checks all final examination scripts prior to the examination period.

10.4. A sample of marked final examination papers will be audited by an internal assessor for inter-marker and intra-marker consistency and accuracy, and a report will be written to record identified issues. These issues will be addressed as part of the performance management process. For all subjects in Diploma courses, the final examination script and a sample of marked final examination papers is audited by a member of University of Wollongong teaching staff from the relevant faculty.

10.5. The Program Manager/ECUST Course Coordinator is required to action issues in this report as part of the performance management process.

10.6. Teaching staff are required to submit all marked final examination papers once the examinations are marked, and prior to the Course Assessment Committee meeting. ETS final exams, and Academic exams for audit that session are submitted to the Program Manager. ECUST papers are submitted to ECUST Course Coordinator. All other exam scripts are tied together in bundle with a completed Exam Storage Coversheet and locked in the exam storage cupboard.

10.7. UOW College Administration is responsible for the storage of all final examination papers for at least one year after the release of final results for the relevant session.

10.8. UOW College Administration is responsible for the secure disposal of all final examination papers and assessment-related information once required storage periods have expired.
11. Submission of In-Session Assessments

11.1. Unless permission is first obtained from the relevant Program Manager/ECUST Course Coordinator, students must submit the prescribed assessment work in accordance with the requirements set out or referred to in the relevant Course/Subject Outline. Failure to meet the requirements for an assessment task as set out in the Course/Subject Outline will result in a reduction in marks or a fail grade for that assessment.

11.2. Each Course/Subject Outline must include details of the submission process and due dates for in-session assessment tasks. Such procedures must be clearly communicated to students and must include possible method(s) of submission, and the format and procedure for submission. Submission criteria will be outlined during class in the first week.

11.3. All in-session assessment tasks, excluding those completed in the classroom, must be submitted electronically and/or in hard copy as specified in the Course/Subject Outline. Electronic and hard copy submissions must be identical. Students enrolled in the ECUST program are exempt from the requirement to provide electronic copies of assessment tasks.

11.4. Exemptions to rule 11.3 may apply in subjects in the English language program. These exemptions will be noted in the Course/Subject Outline.

11.5. Students will complete a cover sheet when submitting hard copy assessment tasks, excluding assessment tasks that are completed within the classroom.

11.6. In the case of written submissions for group assessment tasks, each member of the group is required to complete and sign the cover sheet attached to the hard copy.

11.7. The requirement to use cover sheets for assessment tasks submitted electronically is determined by the Subject Coordinator/ECUST Course Coordinator.
11.8. Students are required to confirm adherence to UOW College’s relevant policies when submitting assessment tasks electronically. (refer to www.uowcollege.edu.au/policies).

11.9. Use of a student’s University of Wollongong username and password to access the required system is equivalent to their signature when used to submit an assessment task electronically.

12. Penalties for lateness and non submission

12.1. Students who do not meet the specified deadline for an assessment task will be penalized for late submission, unless a Academic Consideration Request is approved granting an extension for the task. In such cases, if the submission is outside the approved Academic Consideration extension period, standard penalties for lateness will apply.


12.3. A mark of zero will be awarded where a student fails to submit an assessment task unless a student applies for Academic Consideration and this request is approved, refer to the Student Academic Consideration Policy for further information. Students have the right to appeal this decision, as outlined in the Student Grievance Policy & Procedure – Academic (refer to www.uowcollege.edu.au/policies).

13. Marking and Feedback

13.1. For all in-session assessment tasks, the College is committed to providing marks and feedback that reflect and assist student progress towards the stated learning outcomes.

13.2. Feedback on an assessment task is one of the most important aspects of the learning process and serves the critical function of enabling students to make timely and informed judgements about their performance so that subsequent assessment can be undertaken with likelihood of success.

13.3. All teaching staff will provide useful, timely, appropriate and explanatory feedback to all students on all work submitted for
assessment to allow students to revise and improve learning. Constructive and timely feedback on assessment is important in order to:

a. Assist learning
b. Recognise achievement
c. Provide encouragement
d. Explain grades
e. Identify students' strengths and weaknesses and advise them how they can improve in order to help them in future assessments

13.4. Subject Coordinators/the ECUST Course Coordinator are responsible for developing clear criteria for the marking of each assessment task, and making these criteria available to students.

13.5. Feedback is provided in a variety of ways, which may include:

a. Model answers to questions
b. Comments from teaching staff, both individually and to the whole class
c. Emails and online discussion comments, both individually and to the whole class
d. Oral comments on presentations and participation in class discussions
e. Preliminary assessment task advice
f. Face-to-face assessment task discussion, individually, and in groups, and
g. Written/oral feedback comments on drafts and assessment tasks.

13.6. Program Managers, in conjunction with Subject Coordinators, will develop and implement appropriate moderation to ensure inter-marker and intra-marker consistency in judgments made about student achievement and the quality of feedback given in and across courses. The ECUST Course Coordinator will develop and implement appropriate moderation in the ECUST program.
13.7. Where there are several teachers marking an in-session assessment task within a single subject, and that task has a weighting of 30% or higher, benchmarking and/or mark checking will be conducted. Assessments that meet this criterion but are marked based on worked examples with clear criteria (for example, in a mathematics subject) are exempt from this rule. The ECUST Course Coordinator is responsible for benchmarking and/or mark checking in the ECUST program.

13.8. All in-session assessment task feedback will normally be provided within two weeks of the due date of the assessment task, or the date of submission, whichever is later.

13.9. Assessment results cannot be released to students until the Program Manager or delegate gives approval.

13.10. Where a subsequent assessment task builds on earlier assessment tasks, feedback must be provided in time to enable students to improve their performance before further assessment.

13.11. Assessment tasks that are relevant to the final examination for the subject must be marked and made available for collection in time to enable students to improve their performance before the final examination.

13.12. Where possible some expectation should be built into the assessment design and grading process for students to acknowledge and act on the feedback provided.

13.13. Assessments that involve group work must be designed to allow individual contributions to be reflected in the final mark awarded to each student.

13.14. Feedback for assessment tasks, excluding final examinations, will include as a minimum:

a. Marks and/or comments in response to key components of the task, and
b. A summary comment and/or mark.
14. **Final Exam Feedback**

14.1. Final examination marks can be obtained on application to the Program Manager. Students enrolled in the ECUST program can obtain final examination marks upon request from the ECUST Course Coordinator.

14.2. Students may request the opportunity to receive feedback on their final examination by making an appointment with the Program Manager/ECUST Course Coordinator within two weeks of the release of final results for that study period. As part of this process students have the right to sight their examination scripts, but are not entitled to retain either the original or a copy. Students wanting to see their examination script need to submit their request in writing to the Program Manager/ECUST Course Coordinator.

14.3. The College does not routinely scale marks, however it reserves the right to scale marks in any subject. Scaling may be used when the marks of a group are affected (positively or adversely) by the assessment regime of the subject in an unplanned way. Marks for individual components of assessment cannot be scaled down once they have been released to students.

15. **Return of Assessments**

15.1. Each Course/Subject Outline must contain written procedures for the return of written assessment tasks. Such procedures must be clearly communicated to students and must include possible method(s) of return/collection.

15.2. Subject Coordinators/ECUST Course Coordinator will determine the time and venue of return of marked student assessment tasks for each course. This information is to be communicated to students prior to the submission of an assessment task.

15.3. Where there are several teachers marking an in-session assessment task within a single subject, the return of all marked assessment tasks will occur within the same week, and within the usual timeframe for the return of assessments.

15.4. Marked assessment tasks must not be left unattended for collection.
15.5. Assessments will only be returned to the student who completed the assessment unless prior written approval is given by the student. Acceptable means by which marked assessment tasks can be returned to students include:

   a. Collection during class
   b. Collection from Subject Coordinator, lecturer or tutor by prior arrangement
   c. Electronically.

16. Academic Consideration


17. Late enrolment

17.1. Students unable to start on the first day of a session or cycle, due to circumstances beyond their control, must provide evidence explaining the reasons for their late arrival. If reasons for late arrival are approved, the student must apply for Academic Consideration for assessment tasks affected by this late start. The Program Manager/ECUST Course Coordinator in consultation with teaching staff will decide on suitable arrangements for any missed work.

17.2. Students who commence a session or subject late for reasons that are not approved will be awarded a mark of zero for any missed assessment tasks.

18. Extensions of time


18.2. If a student is granted an extension for an assessment task with a new approved due date, late penalties will be applied from the new due date.
19. Supplementary examinations for final exams and other assessment tasks

19.1. Supplementary examinations will not be automatically offered to students who have missed an in-session or final examination. In the ECUST program only, a student who is awarded a final examination mark of 40%-49% is automatically permitted to complete a supplementary final examination. The student is awarded the higher mark out of the two attempts at the final examination.

19.2. In some circumstances a student who has an Academic Consideration Request approved may be offered a supplementary examination in addition to or instead of the final examination.

19.3. Supplementary examinations will normally be scheduled as close to the scheduled examination time as possible.

19.4. Completing a supplementary exam may delay the release of final results for a subject.

20. Disabilities Support

20.1. Refer to the Student Disability Policy for details - www.uowcollege.edu.au/policies ..

21. Remarking and Re-submission

21.1. A student can apply for a remark of any assessable work by completing a Remark Request and Attendance Recalculation Form, which is available from College Reception or the ECUST Course Coordinator. The request must be submitted no later than two working days after the release of the assessment result.

21.2. The Program Manager/ECUST Course Coordinator is required to approve the outcome of all remarks prior to the student being notified of the awarded grade. In cases where the final subject mark changes after the release of final results, this change must be approved by the Assessment Committee.
21.3. In cases where the remark is different to the original assessment mark and:

a. the remark is no more than 10% higher than the original assessment mark, the student will be awarded the higher of the two marks, or

b. the remark is no more than 10% lower than the original assessment mark, the student will be awarded the original mark, or

c. there is a variation of more than 10% between the original assessment mark and remark, a third marker will independently review the paper. If the remark is higher than the original assessment mark, the mark awarded will be determined by the Program Manager. If the remark is lower than the original assessment mark, the student will be awarded the original mark. In either case the first and second marker will be informed of the discrepancy between marks.

Assessments in the ECUST program are exempt from this rule.

21.4. A processing fee applies to all remark requests. In cases where the assessment mark increases as a result of a remark request, the processing fee will be refunded to the student upon request. Students enrolled in the ECUST program are exempt from this processing fee.

21.5. If a student is still not satisfied, the student is advised to speak to the Program Manager/ECUST Course Coordinator. A student may also submit a written grievance in accordance with the Student Grievance Policy & Procedure - Academic (refer to www.uowcollege.edu.au/policies).

22. **Determination of Final Results**

22.1. The College must follow the process for determining and declaring students’ marks and grades as stipulated in the Assessment Committee and Declaration of Results Guidelines.
22.2. A mark and/or an approved grade of performance will be determined and declared for each subject in which a student is enrolled. Unless otherwise approved, the final assessment mark for each student in a subject shall be determined on the scale of 0%-100%, using the methods set out in the Course/Subject Outline. These marks and/or approved grades, if meeting course requirements will lead to the awarding of a qualification or certificate of achievement.

22.3. Upon completion of a subject, grades will be awarded as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Name</th>
</tr>
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<tbody>
<tr>
<td>TF</td>
<td>Technical Fail</td>
</tr>
<tr>
<td>F</td>
<td>Fail (0%-49%)</td>
</tr>
<tr>
<td>P</td>
<td>Pass (50%-64%)</td>
</tr>
<tr>
<td>C</td>
<td>Credit (65%-74%)</td>
</tr>
<tr>
<td>D</td>
<td>Distinction (75%-84%)</td>
</tr>
<tr>
<td>HD</td>
<td>High Distinction (85%-100%)</td>
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<tr>
<td>CO</td>
<td>Complete</td>
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<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>NC</td>
<td>Not Complete</td>
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22.4. Student results will be withheld in cases where a fee or charge imposed by UOW College or the University of Wollongong has not been paid by the student after due notice has been given. Results will be released once these fees and/or charges have been paid in full.
23. **Academic Integrity**


24. **Version Control and Change History**

<table>
<thead>
<tr>
<th>Revision No.</th>
<th>Date Approved</th>
<th>Date Effective</th>
<th>Approved By</th>
<th>Amendment</th>
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<tr>
<td>1</td>
<td>04/06/10</td>
<td>28/06/10</td>
<td>WCA Academic Board</td>
<td>New Policy</td>
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<tr>
<td>2</td>
<td>02/07/10</td>
<td>02/07/10</td>
<td>Program Manager - Curriculum</td>
<td>Correction to references in 23.3</td>
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<td>3</td>
<td>10/08/10</td>
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<td>ITC Quality Manager</td>
<td>Migrated to new template</td>
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<td>20/06/11</td>
<td>20/06/11</td>
<td>ITC Quality Manager</td>
<td>Updated for name change</td>
</tr>
<tr>
<td>5</td>
<td>19/10/11</td>
<td>19/10/11</td>
<td>Ian Tobin</td>
<td>Section 21.3 reworded to reflect current practice, sections on Academic Consideration, Academic Integrity &amp; Disabilities Support amended to refer to relevant policy</td>
</tr>
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