

Procedure Name	ASSESSMENT PROCEDURE
Procedure Number	A002_PR_HE (Academic)
Purpose	This procedure details the systems and processes aligned to the assessment of student work within Higher Education courses and subjects at Whitehouse Institute of Design, Australia, (Whitehouse).
Scope	This procedure applies to all subjects in all accredited Higher Education courses across all campuses and is binding on all students and staff.
Procedure	This procedure applies to the roles and responsibilities of the following: • Students undertaking assessments. • Executive Management staff. • Academic staff. • Course Coordinators. • Support staff. 1. Confirmation of Assessment 1.1 Each assessment task is based on the curriculum's subject outlines and all learning outcomes are met through assessment. 1.2 Students are provided with Subject Outlines for each subject. The scope and nature of the assessment for each subject is explicitly stated in the subject outline and published no later than one week prior to the commencement of the study period. The subject outline specifies: 1.2.1 The number of assessments tasks in a subject 1.2.2 the weighting of an assessment task and relative to the other assessment tasks in a subject overall 1.2.3 the due date for submission 1.2.4 the conditions for extensions of time, re-submissions or special considerations and the penalties for breaches of late submissions, non-submissions, or violation of assessment briefs/specifications (e.g. scope) 1.3 Assessment measures performance against the stated learning outcomes in a subject. 1.4 Changes to the nature, weighting or due date of assessment tasks made after the publication of the subject outlines may only be made in exceptional circumstances and with final approval from the Executive Management Team. 1.5 Any necessary modifications to the scope or nature of any assessment task that are made are: 1.5.1 communicated in writing to all students enrolled in the subject before the halfway point of the subject, and 1.5.2 applied so that no student is disadvantaged by the modification.

2. Types of Assessment

2.1 Assessment in each subject includes more than one type, including but not limited to:

- written evidence
- visual evidence
- verbal evidence
- evidence of research process
- project work
- sit-down examinations (e.g. Illustration)
- exam panel (live presentation by students to a Panel of Assessors)
- peer review
- student engagement in coursework - demonstrated evidence of learning through class attendance and participation.

2.2 Assessment will be a combination of formative and summative feedback, marking and grading. No single item of a summative assessment in each subject may contribute more than two thirds of the total assessment for the subject overall.

2.3 Where possible, program-level coordination and scheduling of assessments consider other academic demands on a student's time, including other assessments or the requirements of other subjects within the course to avoid overlap or convergence.

2.4 Students are informed of the style of academic referencing required and given opportunities to practice and gain feedback on academic writing and relevant scholarly conventions in the subject discipline.

3. Assessment Grading

3.1 Subject Grading:

3.1.1 Subject assessment results are graded.

3.1.2 Grades are applied consistently in accordance with the grade descriptors in Addendum #1.

3.1.3 Tasks must be marked according to the published criteria provided to students.

3.1.4 Whitehouse will award common result grades as set out below in 3.1.6

3.1.5 A student who completes a subject for which only a Pass or Fail result is available will be recorded as having satisfied requirements.

3.1.6 Each summative assessment task contributes to the overall subject grade, which in turn contributes to the award grade. This means that a Transcript of Academic Record will list subject results, as follows:

85-100% = High Distinction

75-84% = Distinction

65-74% = Credit

50-64 % = Pass

0-49% = Fail

45-49% = Conceded Pass (refer Addendum #1)

50% = Special Consideration Pass * (also refer Addendum #1)

AC = Advanced standing

NA = No attempt.

- 3.1.7 Assessments are moderated and validated against the relevant subject grading criteria / benchmarks and outcomes discussed among colleagues teaching within the specialised design program to refine the performance standards, where needed.

* Note to 3.1.6: About the Special Consideration Pass (SCP):

- The SCP Is awarded to students that satisfy the requirements as specified in clause 7.2 and sub-clause 7.2.1 of this procedure and have experienced major disruption due to natural and or social conditions beyond their control, and the event has impacted on their attendance, completion of coursework and assessment.
- The student's academic performance in each subject is examined according to clause 7.1 and 7.2, and if there is satisfactory evidence of their learning achievement, a Special Consideration Pass grade may be awarded for the relevant subject.
- The student's work must evidence reasonable engagement with the coursework and in-class tasks. The work must demonstrate that the student has met the minimum learning criteria stated for each of the assessments in the subject outline.
- The student may fall below the minimum attendance rate of 90% and will be supported by the Supporting Students Policy and Procedure (A019) and the Student Progression and Exclusion Procedure (A0009).
- Students enrolled on a full time or part time basis may receive a SCP grade in more than one subject for a trimester, but no more than 50% of subjects attempted in that trimester.
- The student's academic performance and progression will be closely monitored and when necessary, supported by an individual learning plan (refer 7.4.3 - 7.4.8 of this procedure; Student Progression and Exclusion Policy and Procedure (A0009); Supporting Students Policy and Procedure (A019); Student Wellbeing and Support Services Policy and Procedure (G018).

3.2 Course Grading:

Whitehouse higher education degree courses are graded.

- 3.2.1 Whitehouse reports and issues graded qualifications (the Testamur) based on the average mark achieved across all graded subjects that contribute to the grading of the qualification.
- 3.2.2 Where students received Advanced Standing; Conceded Pass or a Special Consideration Pass (SPC) for subjects, the qualification will only be graded if those subjects make up less than 50% of the total subjects in the course.

The qualification grading marks cuts offs are:

85-100% = High Distinction
75-84% = Distinction
65-74% = Credit
50-64 % = Pass

Refer below Addendum 1: Subject Grading.

Refer also [A015 Qualification Issuance Policy](#) and Procedure.

4. Feedback

- 4.1 Assessments are spread across the study period so that earlier feedback may inform subsequent assessments. Feedback is provided with sufficient time for students to make improvements or rectify issues before their next assessment task is due.
- 4.2 Feedback is informative and constructive, aiming to promote learning. It is aligned to the learning outcomes, identifying strengths and weaknesses, providing guidance and advice on how to improve and encourages students to develop strategies to prepare for future assessment tasks.
- 4.3 Effective feedback is communicated to students. It is the student's responsibility to note and accept formative assessment feedback. Feedback is sought and provided in a timely manner but is also considerate of the demands on staff workloads.
- 4.4 Evaluative feedback from students and graduates (e.g. from surveys) in relation to assessment is incorporated by teachers, where appropriate, into learning and teaching strategies and future assessments.

5. Submission

The subject outlines detail the assessment submission requirements. Subject teachers advise students the assessment requirements at the first class of a subject with follow up reminders.

The following process applies to the submission of each assessment task:

- 5.1 Assessments are to be submitted electronically via Google Classrooms, unless otherwise instructed. Assessments submitted as digital files should be named as follows: StudentName_Subject_Code_Assessment_Number_TeachersName.pdf
- 5.2 Where hard copy submissions are required and made, they should be accompanied with a completed Assessment Cover Sheet and submitted to the allocated submission area through the campus library or reception on or before the due date.
- 5.3 Where assessments are submitted as hard copy, students are given a receipt, which they must retain as evidence until their results are published at the end of a study period.
- 5.4 Where a student is unable to submit an assessment task in person when it is due, the work may be submitted by a class colleague or courier, (except in the circumstance of class presentation, exam panel presentation or peer review) on the due date and must include a completed Assessment Cover Sheet.
- 5.5 Late submissions incur penalties (see section 8.1 Late Submission Penalties).

6. Re-Submissions

- 6.1 Should a student not pass an assessment task, i.e. obtains a grade of 49% or lower (that was submitted on time, and with approval from the Academic Director or equivalent), the student may re-submit the assessment. Only one re-submission is permitted per assessment task and a deadline of up to seven days (five working days and a weekend) is given to complete a re-submission, except

under **special consideration** where the deadline could be extended to another 7 days for a total of 14 days.

- 6.2 A 'Notice to Resubmit' form is filled out and signed by the assessor and includes the date of notice and the deadline for re-submission. A student can only be awarded a Pass grade of 50% for a successful re-submission.

7. Special Consideration

- 7.1 A student may apply for special consideration if they consider that illness or misadventure adversely affected their performance in an assessment task or they were prevented from attendance or submission of a task due to circumstances beyond their control, such as a serious illness, or hospitalisation.
- 7.2 Special consideration can only be granted due to compassionate or compelling circumstances that are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:
- 7.2.1 medical condition or serious illness where a medical certificate states that the student was unable to attend classes and/or submit assessment/s on time
 - 7.2.2 specific disability or special need
 - 7.2.3 bereavement of close family member(s) (where possible, a death notice should be provided)
 - 7.2.4 major political upheaval or natural disaster or pandemic in the state/territory/country of study (for domestic students) or home country (for international students) requiring emergency social isolation and / or travel and this has impacted on the student's studies, or
 - 7.2.5 a traumatic experience which could include:
 - (i) involvement in /or witnessing of a serious accident, or (ii) witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports).
 - 7.2.6 Religious beliefs (a supporting letter from the student's imam, pastor, rabbi or equivalent spiritual or community leader should be provided)
 - 7.2.7 Compulsory absence (a copy of the summons, subpoena, court order or notice of selection for jury duty should be provided)
 - 7.2.8 Continuing employment would be jeopardised (documentation from the student's employer should be provided)
 - 7.2.9 Other situations not specified above where supporting documentation is considered by Whitehouse.
- 7.3 Special consideration is divided into four categories:
- 7.3.1 extension of time to complete an assessment task
 - 7.3.2 adjustment of assessment mark, because of circumstances beyond the student's control affecting the assessment outcome, and
 - 7.3.3 reasonable adjustment of assessment task, where a student has a specific disability or special need
 - 7.3.4 granting of a Conceded Pass or a Special Consideration Pass (SCP).
- 7.4 The following process applies to students who apply for special consideration:

- 7.4.1 the application must be made as soon as practical prior to an assessment task due date once the compassionate or compelling circumstances are identified
- 7.4.2 students must submit a completed 'Application for Special Consideration' form, to the Student Administration Officer
- 7.4.3 the Student Administration Officer will arrange a meeting with the Academic Director or Course Leader, an Administration staff member and the student during this meeting, the parties will negotiate an Individual Learning Plan (ILP) (refer ILP template), outlining the type of special consideration arranged, and any timeframes and conditions applicable
- 7.4.4 ILPs must detail the negotiated arrangements, what deliverables are required, and the attendance timeframe
- 7.4.5 the Academic Director or Course Leader will then consider the negotiated ILP, ensuring it is fair and equitable, and advise the Student Administration Officer of their decision for recording on the student's file
- 7.4.6 if the negotiated ILP is approved by the Academic Director or Course Leader for an extension or reasonable adjustment of assessment task, Administration will monitor the student's progress regarding timeframes and conditions outlined in the plan
- 7.4.7 when the assessment task is submitted, an Academic staff member will assess the outcome and submit the result to the Course Leader for review
- 7.4.8 the Course Leader is then responsible for providing the result to Student Administration.

8. Attendance and participation

Attendance and class participation are worth 30% of a subject's overall mark/grade, 10% for attendance and 20% for in-class participation. Students will be expected to come to class, engage with the subject's learning coursework requirements by participating in and undertaking set activities, interacting with teachers, peers, asking questions and responding to feedback, preparing, and submitting formative assessment tasks by the end of the lesson.

8.2 Attendance

- 8.2.1 Attendance (in-class on campus or logged on to Google Classroom when learning on-line) is worth 10% of a subject's total assessment mark.
- 8.2.2 Students are required to attend 90% of their scheduled weekly classes.
- 8.2.3 Instances of non-attendance will adversely affect participation marks, for if a student is absent from class, by de-fault they will also be non-participants.
- 8.2.4 Attendance rollcalls are taken, and penalties apply for non-attendance, as detailed in 9.2 below

8.3 Participation

- 8.3.1 Participation (in-class or on-line) is worth 20% of a subject's total assessment mark
- 8.3.2 Students are required to actively participate and engage with the coursework in class (face-to-face and/or online)
- 8.3.3 Types of participation may include, but are not limited to:
 - engaging in learning task(s) that constitute work on the formative and summative parts of a subject's assessments
 - completing set learning task(s) and uploading these onto Google Classroom by the end of the lesson

- engaging in peer/team based learning and assessment activities
- presenting work in progress and/or submitted work
- giving and / or responding to feedback and criticism.

8.3.4 The classroom teacher will:

- allocate the last 10 minutes of class time to the students' preparation and upload of work to Google Classroom
- Check that the student has attended class and engaged in the tasks provided
- conduct an evaluation of completed class work against the task's 'brief'/criteria which have been aligned to relevant subject's learning outcomes, and
- At the end of each class, award the student a mark out of 10 for participation and attendance

8.3.5 If a student has a valid reason(s) for not attending class (Refer sections 6 and 7 above and 15 and 16 below) and has provided evidence to support their claim, they can complete the task in their own time and submit their work before or at the next class.

8.3.6 The weekly marks uploaded to the marking sheet will be automatically converted to the weighted assessment mark

8.3.7 Penalties apply for non-participation / engagement, as detailed below in section 9.2.

9. Penalties

9.1 Late Submissions:

9.1.1 All assessment tasks must be attempted and submitted for students to progress in the course, even if a submission exceeds the 7-day **late** re-submission deadline.

Students will not be able to progress to the subsequent subject in the next study period (or Trimester) if they have outstanding assessment tasks.

9.1.2 An assessment task is considered 'late' when it is not submitted by the due date or by the agreed extension date.

Work submitted after the due date or agreed extension date will receive a deduction of 5% of the mark for each day thereafter for a maximum of 35% over the 7-day extension period.

9.1.3 A 7-day deadline applies to late submissions, after the due date, and this extension deadline is binding, (special consideration notwithstanding).

9.1.4 The cut-off date for **late / overdue** submissions is 14 days in total, i.e. 7 days for a **late** submission after the due date and then 7 days for an **overdue** submission after the agreed extension date, the latter under special consideration.

Any work submitted after the 7-day extension date without an arrangement for special consideration and within the maximum 14-day **late / overdue** submission cut-off date will be marked in the 0-49% Fail range but will still contribute the mark to the overall grade of the subject.

Should a student fail to submit the outstanding assessment task within the entire 14 days period, the assessment result is recorded as NON-SUBMIT,

and the student will be required to re-attempt the subject, incurring the tuition expenses for that subject in order to progress in the course.

9.2 Non-Attendance and Non-Participation applicable penalties

- 9.2.1 If a student has not attended class, they will not be given a mark for attendance and participation in that class.
- 9.2.2 Continued absence and subsequent non-participation from class places students at risk and has serious consequences for their course progression, completion, and graduation.
- 9.2.3 The maximum cumulative marks penalty cannot exceed a total of 10% for a given subject.

10. Processing and Recording Results

- 10.1 Assessors are required to formally record results for each subject and submit them to Student Administration.
- 10.2 Individual assessment tasks are marked and returned to students no later than 10 working days of the submission date.
- 10.3 Subject results are reviewed, moderated, and validated at the end of each Trimester and finalised.
- 10.4 Finalised results are approved by the Moderation of Assessment Panel, who then authorise Student Administration to publish them.
- 10.5 Students can access their results via Google Classroom after the results have been reviewed, moderated, approved and published.
- 10.6 While studying, students receive their subject results as “grades” only.
- 10.7 On course completion and graduation, subject results are published as grades and marks both on their Transcript of Academic Record.

11. Moderation

- 11.1 Assessment moderation is the review of assessment decision-making to ensure consistency in grading. Student subject results are reviewed, and moderation applied at the end of each Trimester, as per the Policy and Moderation of Assessment Guide.
- 11.2 Moderation increases the reliability of the assessment process and application of standards, promotes consistency, validity, supports objectivity, and establishes a shared understanding of standards and fairness in assessment.

12. Validation

- 12.1 Validation of assessment is a quality review process for continuous improvement. It may take place before, during or after assessment is conducted, with the latter form being the most frequently used method. It includes, but is not limited to:
 - 12.1.1 validating the quality of assessment processes
 - 12.1.2 evaluating the rigour and quality of individual assessment components
 - 12.1.3 seeking comments and feedback from peers, and/or industry experts

- 12.1.4 reviewing feedback from students
- 12.1.5 validating the consistency of assessor judgements
- 12.1.6 making recommendation for future continuous improvements.

13. Benchmarking

- 13.1 Assessment benchmarking refers to an activity or process that compares assessments against a benchmark or standard, internal, or external
- 13.2 Benchmarked assessments are considered model examples that have undergone a process of moderation and validation and set a standard for achievement
- 13.3 Benchmarks serve as reference points against which judgements about the quality of assessments and further improvements are then made
- 13.4 Assessment benchmarking may include:
 - 13.4.1 comparing cross-campus assessments
 - 13.4.2 comparing assessment items and tools with other, similar higher education providers
 - 13.4.3 establishing externally set and marked assessments (e.g. with industry)
 - 13.4.4 developing a suite of validated and benchmarked assessments (e.g. student portfolios)

Also refer Whitehouse [G015 Benchmarking Policy](#) and Procedure

14. Academic Integrity

- 14.1 Students are strongly advised to adhere to and practice academic integrity and honesty and avoid plagiarism, cheating, fraud, or collusion, including making false declarations or submitting false documents (e.g. medical certificate; statutory declaration), or using AI tools in breach of the [A016 Academic Integrity policy](#) when submitting assessments, requesting extensions, late submissions, re-submissions, or special considerations.

15. Reasonable Adjustment

- 15.1 Students with a disability or need can apply for a “reasonable adjustment” to an assessment, attendance, and/or learning requirements, using the Application for Special Consideration form, attaching relevant documentation to support the application and submitting both documents to Student Administration. Refer [Access and Equity Procedure](#), section 3.2.
- 15.2 Once the Application for Special Consideration has been submitted Student Administration will meet with the student and an academic staff member to discuss their situation and to negotiate an Individual Learning Plan. This will be submitted to the Course Coordinator for approval. If the application is approved a notification for reasonable adjustment will be emailed to the teacher(s) outlining the approved arrangements and a copy forwarded to Student Administration.
- 15.3 Information provided to Whitehouse staff will be treated as strictly confidential, as per the Whitehouse [Privacy](#) policy.

16. Appealing an Assessment Result

- 16.1 If a student is dissatisfied with an assessment result, the student should approach the assessor in the first instance to discuss the result and and/or request a review of that assessment.
- 16.2 If an assessment result is reviewed (blind marking) by another staff member, the reviewed assessment grade will be final. This may be that the original mark / grade stands or improves (goes up) or goes down.
- 16.3 If the student remains dissatisfied with the outcome of the review the student can lodge a formal grievance in writing, using the Academic Grievance Form and submit this to Student Administration within five (5) working days after receiving the notification of the review outcome.

Refer to the A005 Academic Grievance and Appeals [Policy](#) and [Procedure](#).

17. Review of Assessment

- 17.1 The Learning, Teaching, Assessment and Curriculum Committee (LT&ACC) is responsible for the regular review of assessment practices and learning and teaching activities of Whitehouse.
- 17.2 Whitehouse has a range of quality assurance systems and processes in place to ensure that feedback and input from assessors, academic staff, students, and external advisers is collated, considered, and acted upon.
- 17.3 The LT&ACC reviews assessment strategies in accordance with the curriculum review cycle and forwards recommendations for change to the Academic Board for approval.
- 17.4 Whitehouse acknowledges the complex relationship between assessment outcomes and course design and delivery. The ongoing consideration of this relationship and the evaluation of assessment outcomes provides Whitehouse with the opportunity to improve its course design, instructional and assessment strategies.

18. Record Keeping

- 18.1 Records of assessment results are stored electronically in the Whitehouse Student Administration system and are archived for a period of at least 30 years.

19. Publication

This procedure is published on the Whitehouse website at:

<https://www.whitehouse-design.edu.au/legals>

The student forms are available on the Student Portal of the Whitehouse website at:

<https://whitehouse-design.edu.au/student-portal/>

Relevant Legislation

- [Higher Education Standards Framework \(Threshold Standards\) 2021](#)
- [2016 Higher Education Support Act \(2003\)](#)
- [Australia Qualifications Framework \(AQF\)](#)

References

- [S Sundhu, Formative vs Summative Assessment, a Comparison, January 31 2022 \(Accessed 20 May 2024\)](#)
- J, Orrell, A Generic Learning Rubric, 2003

	• J, Orrell, Designing an assessment rubric, Flinders University Online Learning Good Practice Guide (TEQSA), 2022 (Accessed 20 May 2024) • M Larson, How to Design Effective (Analytic) Rubrics, Centre for Transformative Teaching, University of Nebraska, 2022 (Accessed 20 May 2024)
Key Related Documents	• Assessment Policy • Code of Conduct (Students) • Student Progression and Exclusion Policy and Procedure (HE) • Academic Integrity Policy and Procedure (HE) • Academic Grievance and Appeals Policy and Procedure (HE) • Student Access and Equity Policy and Procedure (HE) • Privacy Policy and Procedure (HE) • Qualification Issuance Policy and Procedure (HE) • Assessment cover sheet • Application for extension - form • Application for Special Consideration - form • Notice to re-submit assessment - form. • Student consultation - form • Academic grievance - form • Individual Learning Plan.
Definitions	Key terms: Assessment, learning outcomes, moderation, validation, benchmarking, formative, summative, plagiarism, adjustments, results, Recognition of Prior Learning (RPL). Assessment: the process of collecting evidence of a student’s knowledge, skills, and attributes in relation to specified criteria in a subject. The judgment made of the level of a student’s achievement provides their result grade for that subject. Accredited course: any of the higher education delivered by Whitehouse, that lead to a nationally recognised qualification. Student Learning Outcomes: student work is assessed against specified learning outcomes (a standard) identified for each subject. Australian Qualifications Framework (AQF): the guidelines established for learning outcomes, knowledge, and skill levels for defined qualification levels of education in Australia. Formative Assessment: occurs during the process of skills and knowledge acquisition, it does not contribute to the final grade. It is a type of assessment used to assist in measuring a student’s progress to date and identifying requirements still to be met. Summative Assessment: occurs at the conclusion of a period of study in subjects of learning and results that contribute to the final grade for subjects. Result grade: The result recorded for an individual assessment, overall subject or course, based on a “marks range” cut-offs from 0-100% and represented by a code or symbol denoting the grade level (refer Attachment A below)

	Moderation: the review of assessment decision-making to ensure consistency in grading student learning against specified outcomes (or rubrics). Validation: the process by which assessment tools and assessment evidence are reviewed with respect to the AQF requirements and standards established for each level. Benchmarking: is a process that compares assessments against a set of standards or benchmarks for the purpose of improvement. Academic Integrity: <i>'the expectation that teachers, students, researchers and all members of the academic community act with honesty, trust, fairness, respect and responsibility.'</i> (TEQSA: What is academic integrity?) Breaching academic integrity is also known as 'academic misconduct' or 'academic dishonesty'.
Responsible Officer	Chief Executive Officer Academic Staff
Approval Authority/ Authorities	Academic Board
Date Approved	20/12/2023
Date of Commencement	21/12/2023
Date for Review	21/12/2026
Documents superseded by this Procedure	010-11P Assessment Policy 010-11D Assessment Procedure
Amendment History	08/2025 • Update to Procedure section clauses 2.1 vis examinations; added 10.6, 10.7 • Checked and updated links. • Updated the Key Related Documents section. • Updated Definitions section vis Academic Integrity 12/2023 • Update to Procedure statement and section clauses 1.2, 2.3; 3.17 notes 4, and 5; 6.1; 9.1; 10.1 to 10.4; 11; 14.1 re GenAI and academic integrity; 15.1, 15.3; 16.1 and 16.2; 17.3. • Checked and updated links. • Updated the Key Related Documents section. • Updated Definitions section. 02/2021

- Updated sections 8 and 9 relating to attendance and corresponding penalties.
- Added new sub-clauses in sections 8 and 9 related to classroom engagement and participation, and applicable marks and penalties.
- Added a definition for *classroom participation*.
- Re-numbered sections, clauses, and sub-clauses.

09/2020

Updated sections 3 and 7; Appendix; Definitions with respect to introducing a new result grade code: Special Consideration Pass (SCP), necessitated by a global event pandemic in 2020.

11/2019

- New section 3 re Assessment Grading of subjects and qualification, with an Addendum describing the result grades.
- Updated sections 3, 4, 5 and 6.
- New section 8.2 outlining the requirements for attendance and penalties applied for non-attendance.
- New sections 11 and 12 related to assessment validation and benchmarking.
- Added definition for result grades, validation, benchmarking.
- Updated Links and Key Related Documents section.

05/2018

Re-branding – Header & Footer only.

10/2016

Policy and Procedures separated, and HE and VET documentation separated. Updated formatting and minor amendments.

01/2016

Late submission penalties and late submission amended for a 0-49 marking band.
Reporting lines within the document amended as per new operational chart.

06/2014

Late Submission Penalties changed based on benchmarking.
Special Consideration, Extensions and Adjustments collated, and process of application reviewed.
Minor adjustments to higher education policy wording.

11/2012

Changed formatting – included procedure and policy in one document.

Minor adjustments and inclusions to policy wording – no material change Semester 2, August 2012.

30 /03/2012

Approved - Academic Board, Agenda item number 5.4.

Signed and dated for Whitehouse Pty Ltd			
		Leanne Whitehouse	20 12 2023
	Signature	Name	Date

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Academic Board Executive Management LT&ACC Committee Students Academic Staff Administration Staff

Addendum 1: Subject Result Grades

Result	Symbol	Mark	Meaning of Grades
High Distinction	HD	85-100%	Exceptional performance indicating complete and comprehensive understanding of the subject matter; genuine mastery of relevant skills; demonstration of an extremely high level of interpretative and analytical ability and intellectual initiative; and achievement of all major and minor objectives of the subject. This grade can also be awarded to recognise singular originality or creativity.
Distinction	D	75-84%	Excellent (advanced) performance indicating a very high level of understanding of the subject matter; development of relevant skills to a very high level; demonstration of a very high level of interpretative and analytical ability and intellectual initiative; and achievement of all major and minor objectives of the subject.
Credit	C	65-74%	Good (proficient) performance indicating a high level of understanding of subject matter; development of relevant skills to a high level; demonstration of a high level of interpretative and analytical ability and achievement of all major objectives of the subject; some minor objectives may not be fully achieved.
Pass	P	50-64%	Satisfactory (functional) performance indicating an adequate understanding of most of the basic subject matter; partial development of relevant skills; adequate interpretative and analytical ability and achievement of all major objectives of the subject; some minor objectives may not be achieved.
Fail	F	0-49%	Unsatisfactory performance indicating an inadequate understanding of the basic subject matter; failure to develop relevant skills; insufficient evidence of interpretative and analytical ability; and failure to achieve major and minor objectives of the subject.
Conceded Pass	CP	45-49%	Only awarded if the result is the final outstanding unit before a student is eligible to graduate. The student must show the potential to satisfy the achievement of course learning outcomes and an understanding of theory and skill application.
Special Consideration Pass	SCP	50%	Only awarded in cases where an illness or misadventure adversely affected student performance in an assessment task or they were prevented from attendance or submission of a task due to circumstances beyond their control, such as a pandemic, armed conflict (war), serious illness, or hospitalization.
Advanced Standing	AC		Relates to the credit or exemption received by a student in a subject of study through advanced standing or recognition of an individual's formal prior learning.
Incomplete	I		Refers to a variety of circumstances that are currently affecting the recording of marks against the specified assessment criteria in a subject of study.
No attempt	NA		Students fail to submit any assessed work after the FEE HELP census date and who do not withdraw prior to the withdrawal date.
Withdrawn – Fail	WDF		Refers to the withdrawal of a student from a subject of study or the entire course after the FEE HELP Census date.
Withdrawn – Not Failed	WDNF		Refers to the withdrawal of a student from a subject of study or the entire course on or before the FEE HELP Census date (No Fees Payable)