

# Flinders University

## STATEMENT OF ASSESSMENT METHODS - 2008

Students' attention is drawn to the *Student Related Policies and Procedures Manual 2008* (<http://www.flinders.edu.au/ppmanual/student.html>), which outlines the University's Assessment Policy.

Topic number and title:

Date on which this statement was provided to students:

Duration of topic:

Academic Organisational Unit(s) responsible for topic (Department/School):

Topic Coordinator:

Telephone number of Topic Coordinator:

Expected student workload\* ([http://www.flinders.edu.au/ppmanual/student/SecC\\_expected.html](http://www.flinders.edu.au/ppmanual/student/SecC_expected.html)): *number of hours per week or in total (specify).*

*\* Indicative only of the estimated minimum time commitment necessary to achieve an average grade in the topic. Expected student workload should be based on the standard student workload of approximately 30 hours of student time commitment per unit.*

Details of assessable work in the topic. (Optional forms of assessment, where permitted, are also detailed):

Format of each form of assessable work	Proportion of total marks	Deadline for submission*	Penalties to be applied if deadline is not met	Date work is expected to be returned to students

\* Extensions may be granted by a topic coordinator where the following criteria apply:

- the student has made a written request for an extension prior to the due date for the assessment item;
- the student has justified the request on the basis of unforeseen individual circumstances that are reasonably likely to prevent completion of the assessment by the specified due date.

The criteria for successful completion of the topic (including, where appropriate, the achievement of a certain minimum level of competence in both the theoretical and practical components of the topic and details of special requirements concerning particular elements or aspects of the topic such as attendance/participation requirements, group activity) are as follows:

### Detection of Breaches of Academic Integrity

Staff may use a range of methods (including electronic means) to assist in the detection of breaches of academic integrity. In addition, the University makes available for staff and student use the electronic text matching software application – *SafeAssignment*.

Will the electronic text matching software application *SafeAssignment* be used?: Yes / No

If Yes, students will receive a written statement describing how the software will be used and be advised about the Flinders Learning Online (WebCT) Academic Integrity site.

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Will scaling procedures be used in determining marks for each piece of work or for determining the final topic grade? Yes / No

Details of scaling procedures:

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May assessment exercises be resubmitted after revision for re-marking? Yes / No

The circumstances under which assessment exercises may be resubmitted, the form this may take and the maximum mark obtainable are as follows:

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Students who believe that their ability to satisfy the assessment requirements for this topic has been or will be affected by medical, compassionate or other special circumstances and who want these circumstances to be taken into consideration in determining the mark for an assessment exercise may apply to the Topic Coordinator of the topic for special consideration. The preferred method of application is: *specify*

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Supplementary assessment for this topic may be approved on the following grounds:

- **Medical/Compassionate** – a student who is unable to sit or complete the original examination due to medical or compassionate reasons may apply for supplementary assessment. If the illness or special circumstance prevents the student from sitting or completing the scheduled supplementary examination, or from submitting by the agreed deadline a supplementary assessment exercise, the student will be either: awarded a result in the topic of Withdraw, Not Fail (WN); or be offered the opportunity to demonstrate competence through an alternative mechanism. If the illness or special circumstance is demonstrated to persist up to the commencement of the next academic year, then the student will be awarded a result in the topic of WN.
  - **Academic** – a student will be granted supplementary assessment if he/she :
    - achieves an overall result in the topic of between 45 and 49%, (or between 40 and 49% where a student obtains a fail grade in the last 12 units required for completion of a course) or the equivalent where percentage marks are not awarded;
    - has completed all required work for the topic;
    - has met all attendance requirements; and
    - obtains at least a pass level grade in any specific component of assessment (other than an examination) for the topic where this is explicitly stated to be a formal requirement for the successful completion of the course or topic.
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A student with a disability, impairment, or medical condition who seeks reasonable adjustments in the teaching or assessment methods of a topic on the basis of his/her disability may make a request to the Topic Coordinator or the Disability Liaison Officer as soon as practicable after enrolment in the topic. Any such reasonable adjustments must be agreed in writing between the student and the Topic Coordinator and must be in accordance with related University policy. A student who is dissatisfied with the response from the Topic Coordinator or with provisions made for reasonable adjustments to teaching or assessment methods may appeal in writing to the Faculty Board.

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Signature of Topic Coordinator

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Date