

ASSESSMENT & EXAMINATION GUIDELINES FOR STUDENTS

GUIDELINES			
Approved by:	Academic Quality Manager	Date:	18 July 2016
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Supporting Documents & Forms:	Academic Consideration Policy Assessment Guidelines Procedure for Managing Alleged Academic Misconduct by a Student Remark Request Form		

1. Purpose

- 1.1 These guidelines outline and formalise for students what is and what is not acceptable conduct related to assessments and examinations. These guidelines assist students in understanding the College's expectations of them regarding assessments and examinations. Students can be held accountable to these guidelines.

2. Definitions

- 2.1 Please refer to the UOW College Assessment Policy for the meaning of any defined terms.

3. Scope

- 3.1 These guidelines apply to all students enrolled in UOW College courses.

4. Assignments

- 4.1 Students must submit the prescribed assessment work in accordance with the requirements outlined in the relevant Course/Subject Outline.
- 4.2 Students must follow the method(s) of submission, and the format and procedure for submission, as detailed in the Course/Subject Outline.
- 4.3 Students must complete a cover sheet when submitting hard copy assessment tasks, excluding in-class assessments. For group assessment tasks, each member of the group is required to complete and sign the cover sheet attached to the hard copy.
- 4.4 Use of a student's UOW username and password to access the required system is equivalent to their signature when used to submit an assessment task electronically.
- 4.5 Students must not attempt to avoid assessment requirements using unauthorised means, e.g., by forging or altering documents supporting Academic Consideration applications. A breach of assessment requirements or guidelines may amount to misconduct and disciplinary action being taken under the UOW College Procedure for Managing Alleged Academic Misconduct by a Student. These policies and procedures can be found at <http://www.uowcollege.edu.au/policies>.
- 4.6 All of the work submitted for assessment must be the student's own work. Where any material is not entirely the work of the student, in whole or in part, the student must fully reference that material in accordance with the UOW style of Harvard referencing that is available online via the UOW library Web page. Vocational nursing students use the Author Date (Harvard) referencing method..
- 4.7 Students may not submit the same assessment task or part of more than once or in more than one subject at UOW College, UOW or any other educational institution.
- 4.8 Students must keep a copy of all submitted work and be prepared to resubmit if requested.
- 4.9 Students must submit all assessment tasks by the due date or penalties will be applied.
- 4.10 For Academic students only- if a student submits an assessment after the due date (i.e: late submission), the assessment will be awarded an original mark (out of the total available mark), and then a penalty will be applied to that original mark in accordance with the table below:

No. of calendar days late	Penalty
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No. of calendar days late	Penalty
1	10% of the original mark.
2	20% of the original mark.
3	30% of the original mark
More than 3	A mark of zero will be awarded for the assessment.

- 4.11 Academic and ELICOS students only- A mark of zero will be awarded where a student fails to submit an assessment task unless a student applies for and receives Academic Consideration.
- 4.12 Students who commence a session or subject late for reasons which are not valid, will receive zero for any missed assessment tasks. Refer to the *Academic Consideration Policy*.
- 4.13 A student can apply for a remark of any assessable work by completing a Remark Request Form, which can be found at <http://www.uowcollege.edu.au/current-students/forms/index.html> and is available from the College Customer Service desk. The request must be submitted by no later than two working days after the release of the assessment result, to which the remark request relates. A processing fee applies to all remark requests, as identified on the Remark Request Form. Where the assessment mark increases as a result of a remark request, the processing fee will be refunded to the student upon request via a Student Advisor.

5. Examinations

- 5.1 Misreading or misinterpretation of the examination timetable will not be accepted as an excuse for being late to an examination or failing to attend an examination.
- 5.2 Students will be seated in an examination at the direction of the Supervisor.
- 5.3 Student ID cards MUST be brought to ALL examinations for the purpose of student identification and entry to the examination. Student ID cards must be left on the desk throughout the examination.

- 5.4 A student wearing clothing that obscures their face may be asked to remove that clothing for identification purposes. If required, this will occur in a separate private area with a person of the same gender.
- 5.5 Students may be asked to turn out their pockets.
- 5.6 On entering the examination room, students are to switch off mobile phones and other electronic devices including watches (digital or analogue) and fitness devices. Where student bags are inside the room (front or back), these items are placed in student bags. Student bags are only left outside the room if they are secure and in this case, these items are placed in student bags. In the event of a student not having a bag, such devices can be placed in a clear plastic slide/snap/zip-lock bag on the floor under their examination desk or placed on a desk at the front of the room with some form of identification attached, for example a post-it note. This placement is dependent on what the room allows e.g. the front of the room is more suited to venues such as lecture theatres. Students will be prohibited from attending to and using mobile phones and other electronic devices during an examination. Electronic devices detected on desks, in pockets or otherwise in a student's possession will be confiscated and the matter treated as academic misconduct.
- 5.7 Student should be waiting to enter the examination room not less than 10 minutes before the time specified for the commencement of the examination.
- 5.8 No student will be admitted to an examination room more than 30 minutes after the start of the reading time of the examination.
- 5.9 No student will be readmitted to the examination room after leaving unless the student has been supervised by an approved person for the full period of absence.
- 5.10 Students should not speak or attempt to communicate with other students once they are seated in the examination room.
- 5.11 Students may not leave their seat for any reason without permission.
- 5.12 Students must not give or receive assistance to / from any other student or cause any disruption to the examination.
- 5.13 Students should inform an examiner if they are aware that another candidate is cheating from them.
- 5.14 Students who have been issued with a Reasonable Adjustments document by UOW Disability Services and require special arrangements for an examination should consult with the relevant Head of Program or Student Advisor at least 2 weeks prior to the examination.

- 5.15 Students are not permitted to share resources with other students during examinations.
- 5.16 Students are allowed to have the following items in an examination: official photo ID, pens, examination paper, examination writing booklets, bottle of water. Calculators, without cases, are allowed if stated on the examination paper and only UOW approved calculators with a tamperproof label are permitted.
- 5.17 All answers must be written in blue or black pen and in English unless otherwise stated.
- 5.18 If assistance is required, students should raise their hand and wait to be attended to by an examination supervisor.
- 5.19 Students who are unable to attend an examination and are eligible for Academic Consideration should inform the College prior to the examination or within three working days following the scheduled examination and submit an Academic Consideration Request via SOLS and provide supporting documentation to the College Customer Service Desk.
- 5.20 A final examination mark of zero will be awarded to students who do not sit the final examination and either: did not apply for Academic Consideration or applied for Academic Consideration but whose request was not approved.
- 5.21 A student may appeal the final examination mark by completing a Remark Request Form, which can be found at <http://www.uowcollege.edu.au/current-students/forms/index.html> and is available from the College Customer Service desk. The request must be submitted no later than 2 working days after release of results.
- 5.22 Any breach of these Assessment and Examination Guidelines may amount to misconduct and disciplinary action may be taken under the UOW College Procedure for Managing Alleged Academic Misconduct by a Student. These policies and procedures can be found at <http://www.uowcollege.edu.au/policies>.

6. Final Results

- 6.1 Student results will be withheld in cases where a fee or charge imposed by UOW College or UOW 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.
- 6.2 Final Examination results will not be released to students.



7. Version Control and Change History

Revision No.	Approved By	Date Approved	Amendment
1	Academic Quality Manager	October 2015	New guidelines, however rules taken out of the Student Handbook (for Academic and English Program students) after being reviewed. Students informed via SOLS mail.
2	Academic Quality Manager	21 October 2015	Minor grammatical and formatting amendments made to the Guidelines, particularly in section 4.10.
3	Academic Quality Manager	5 August 2016	Reviewed to be in line with UOW re electronic devices. Document rebranded. Communicated to relevant staff and students via teachers.