

## Assessors Guidelines

Within each school, prior to the Faculty Assessors meeting each semester

- (1) As part of the process of finalising marks in each unit prior to submitting them, unit coordinators should take into account the following:
  - Where a result falls in the 45-49% range, the case should be reviewed and a decision made to award either a pass or fail.
  - In these cases, mechanisms such as vivas or extra work are available and if used, results will need to be withheld. Withheld results are to be resolved as soon as possible.
  - Final marks are not to be left at break points, that is, at 49, 59, 69 and 79.
  - A record should be kept of the reviews undertaken, and a notation made on examination booklets. If, as part of the review process, an initial examination mark is reduced, this needs to be supported by a reduced mark for a particular question or questions that is recorded on the examination booklet.
  
- (2) Upon receipt of the schedule of assessment results, each student who has failed only one unit offered by the school for the semester, who has a mark falling within the range 40 to 49 in that unit, and who has failed no other unit taken in that semester, is to be identified. A memo recommending that supplementary examinations be offered to the students falling into this group is to be prepared subject to the following:
  - In the case of students needing only this one unit to graduate, supplementary examinations will be recommended whatever the final mark as long as a “reasonable attempt” has been made in the unit.
  - In the case of part-time students, results from previous semesters will need to be considered to ensure that they have only one failure from the most recently taken units that constitute “an equivalent full-time load”.
  - A student who has not satisfied a minimum continuous assessment requirement in the relevant unit would not be recommended for a supplementary examination.
  - If a student has failed only one unit, and that unit has no examination component, the option of withholding results and using mechanisms such as vivas or extra work is to be considered. In this case, the submitted result will be WT, not NS.
  - For the purposes of identifying students with only one failure for the semester, if a student has a deferred ordinary examination or a withheld result in another unit, it is to be assumed that the student will pass that unit.
  - A Terminating Pass (TP) result will count as a pass for the purposes of identifying students with only one failure for the semester.

### At the Faculty Assessors meeting

Representatives from each School will submit the signed memos recommending supplementary examinations, signed by the relevant Head of School, to the Faculty Executive Officer 24 hours before the meeting. These will be accepted at the meeting subject to the following:

- In the case of students taking units that are offered by the Business Faculty but who are enrolled in courses offered by other faculties, recommendations to other faculty assessors' meetings will need to be made.
- In exceptional cases, decisions may be made to award supplementary examinations to other students not identified in the process described above.
- Also, in exceptional cases, it may be decided to award faculty passes, terminating passes, or terminating supplementary examinations.