

Examinations for Degrees and Diplomas

Assessors' Guidelines



The Assessors' Guidelines apply to all campuses and geographic locations.

Within each School, and 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 co-ordinators 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 39,49, 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 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 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 any deferred ordinary examinations or withheld results in other units, it is to be assumed that the student will pass those units.

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 Manager-Academic Administration 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:
 - supplementary examinations may be awarded to students not identified in the processes described above;
 - where a student has failed for the first time a unit being the last unit needed to complete degree requirements an FS result may be awarded as long as a reasonable attempt has been made (as confirmed by the relevant School);
 - where a student has failed for a subsequent time a unit being the last unit needed to complete degree requirements an FP result may be awarded as long as a reasonable attempt has been made (as confirmed by the relevant School);
 - the ADTL may approve the awarding of FS/FP grades outside of the Faculty's Assessors meeting, in accordance with the criteria stated above.

- In the case of Flexible Units having a formal examination conducted by the Academic Registrar, a supplementary examination may be awarded but with a notation to the Examinations Office that the examination will be administered by the relevant School.