

Assessment Procedure (Singapore)

Colleges of Business and Technology (WA) Pty Ltd

Trading as Curtin College, a member of Navitas Pty Limited

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Document

Document Name	Assessment Procedure (Singapore)
Brief Description	This procedure identifies how Curtin College will manage assessment and assessment-related activities.
Responsibility	Director of Academic Services
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Version Control

Date	Version	Summary of Changes	Reviewer Name and Office
18/03/2021	2.0	General review and update against current regulatory obligations	Academic Director
27/11/2024	3.0	Detail added for clarity. Made consistent with Curtin University's <i>Assessment and Student Progression Manual</i> .	Academic Policy Working Group
03/06/2025	3.1	10.3 clarification of Further / Supplementary Assessment criteria. 7.41 terminology change from 'Leve of Absence' to 'Deferral of Studies'. Addition of Informal Review provision. <i>Guidelines on the Use of Assessment Confirmation Checks</i> moved to the <i>Academic Integrity Procedures</i> .	Academic Director

Related Documents

Name	Location
Academic Integrity Policy	Curtin College Website
Appeals Policy	Curtin College Website
Assessment Policy	Curtin College Website
Progress and Intervention Policy	Curtin College Website
Support for Students Policy	Curtin College Website
Student Code of Conduct	Curtin College Website

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1 Purpose and Scope

- 1.1 The *Assessment Procedure* is designed to ensure that:
- a) students are appropriately guided to meeting learning outcomes;
 - b) individual student achievement of learning outcomes is verifiable and reliable;
 - c) staff and students are informed about assessment design, grading schema and any variations to assessment; and
 - d) final grades are awarded to students legitimately.
- 1.2 This Procedure supports the *Assessment Policy*.

2 Scope

- 2.1 The Procedure applies to all Curtin College units in Singapore.

3 Assessment Design

- 3.1 Assessment design within a unit and across a program of study will consider student and staff workload, assurance of student learning and mitigation of assessment-related risk.
- 3.2 Assessment practices will aim to use the minimum number of assessment tasks necessary to reach an informed decision about student achievement, unless exempted under these Procedures.
- 3.3 To the maximum extent possible, assessment burden will be broadly comparable for units with the same credit point value. Generally, twenty-five (25) credit point units will have no more than four (4) summative assessments.
- 3.4 Within each unit, it is important to ensure that there is reasonable confidence that it is the student's own work that has been assessed. At least 50% of the assessment marks for a unit will be derived from assessment tasks that are supervised, invigilated or subject to monitoring (e.g. content matching software).
- 3.5 Where a Hurdle Requirement(s) is specified for a unit, the nature of the requirement(s) and the consequences of failing to meet it will be included in the published Unit Outline and the Program Manager will ensure that:
- a) formative tasks will not be permitted as a Hurdle Requirement;
 - b) students who do not satisfy the Hurdle Requirement(s) in a unit will be given the grade F even if they have obtained more than 50% of the marks available by completing other assessment tasks; and
 - c) a final examination will not be worth more than 50% of the unit final mark.
- 3.6 Assessment tasks which involve group work will ensure that the basis for marks for group processes and/or individual processes is fair, transparent and defensible.
- 3.7 When setting the due date and time for submission of an assessment task, staff will provide due consideration to minimise potential disadvantage to students.
- 3.8 Attendance alone will not comprise the majority of an assessment task; however, attendance will be taken into consideration by Curtin Singapore when making decisions such as whether to offer a Further / Supplementary examination.

- 3.9 A student will be expected to complete all assessment requirements as described in the relevant Unit Outline. A student who has previously completed an assessment task within a unit (e.g. if repeating a unit) within the last twelve (12) months may only include previously submitted material with the written approval of the Unit Coordinator who will provide the student with advice relating to self-plagiarism where appropriate. Such work will be clearly annotated to indicate that it contains material that has been previously submitted. Program Managers will approve on a case-by-case basis.
- 3.10 Assessment tasks must be generally equivalent across all locations. Equivalence means comparable in terms of complexity, cognitive knowledge/skills to be demonstrated by the student and benchmarked against the same learning outcomes. Equivalence does not mean identical; assessments can be contextualised for different cohorts and locations as long as it is approved by the Unit Coordinator in consultation with the Program Manager.

4 Assessment Communication and Feedback

- 4.1 Requirements to pass the unit will be explicitly stated in the Unit Outline, uploaded to Moodle during Orientation Week.
- 4.2 Details of assessment tasks will be specified and made available to students in the Unit Outline. Any other details relevant to the completion of an assessment task will be provided in writing to students sufficiently in advance of the task.
- 4.3 Students will be informed as to when and how they will receive feedback on each assessment task.
- 4.4 Feedback will provide students with information regarding their performance in the assessment task and guidance on how to improve. Feedback may be provided through various methods and from a variety of sources.
- 4.5 Students will receive marks and/or feedback as soon as practicable, to maximise the opportunity to improve their performance.
- 4.6 Feedback to students will be provided under normal circumstances within ten (10) working days.
- 4.7 Where more than one marker is used, the markers will be provided with feedback on the marking and moderation process.
- 4.8 Feedback (and if relevant, the submitted artefact) will only be provided to those authorised to receive it.

5 Assessment Submission

- 5.1 Students are responsible for the submission of an assessment and will retain proof of their submission.
- 5.2 The assessment submission process (unless precluded by assessment type, e.g., oral presentation) will include a declaration of originality and that it is the student's (or where applicable) the group's own work.
- 5.3 Students will be advised of acceptable file format(s) for submission.
- 5.4 Online submissions must be submitted in the format specified in the Unit Outline.
- 5.5 Students will ensure that the file is not corrupted and can be opened by the marker. It is recommended that students use the Navitas One Drive for file storage.
- 5.6 Submitted files that are unable to be read cannot be marked and will be treated as a non-submission.

- 5.7 Online submissions not submitted by the due date and time will incur a late submission penalty.
- 5.8 The submission date/time is indicated by the date/time that electronic submission is recorded in Moodle.
- 5.9 Students experiencing technical difficulties will send an email and screenshot to the Lecturer indicating what the technical issue is and include the assessment where possible. Students will make every effort to submit the assessment item using the facilities at Curtin Singapore.

6 Late Assessment

- 6.1 Penalties for late assessment will be consistently applied across Curtin Singapore.
- 6.2 The Program Manager may determine that late assessment is excluded in part or all a unit. This will be specified in the Unit Outline, will apply to all students enrolled in that unit and will be monitored by the Program Manager.
- 6.3 All assessment tasks for which students are required to submit a physical or electronic piece of work will have a due date and time specified in the Unit Outline. Work submitted after this time will be considered late.
- 6.4 If late submission of work is excluded, any work submitted after the specified due dates and times will be considered late and will receive a penalty of 100% (i.e. a zero mark for the assessment component that was late for a grade/mark unit or an F for a Pass/Fail unit).
- 6.5 If late submission of work is accepted, and the student does not have an approved assessment extension, a penalty will be applied as follows:

Submission	Reduction
Up to 24 hours late	The mark is reduced by 5% of the total marks allocated for the assessment item.
Beyond 24 hours late, up to 168 hours late (7 days)	The assessment mark is reduced by 5% of the total marks allocated for the assessment item for the first 24 hours it is late. AND The assessment mark is reduced by a further 10% of the total marks allocated for the assessment item for each additional 24 hours period that is commenced.
Beyond 168 hours late	A mark of zero is recorded.

All penalty timeframes are inclusive of weekends and public holidays.

- 6.6 All assessment tasks involving an assessment event (e.g. examinations, in-class tests, presentations and performances) will identify in the Unit Outline the week(s) of the study period when the event will be scheduled to occur. Once scheduled, students will be given at least ten (10) working days' notice of the date/time of the event. Students who miss the event, without an approved assessment extension, will be given a mark of zero (0) for the assessment for a grade/mark unit or an F for a Pass/Fail unit.
- 6.7 A student who is late to an in-class assessment event may be permitted to complete the assessment within the original timeframe for the event but will not be permitted extra time. The Lecturer may prevent a student who is more than fifteen (15) minutes late to an assessment event from entering the classroom and completing the assessment event.

- 6.8 Where an assessment extension has been granted, late assessment provisions are based on the updated due date/time.
- 6.9 It is the responsibility of the Lecturer to notify the student by email through the portal that a late assessment penalty has been applied. The email will contain the following information:
- title of assessment item;
 - the total value of the assessment item (e.g., 20%);
 - the value of the penalty/ies applied; and,
 - clear reasons for the final mark that has been awarded, particularly in those cases where no permission was granted to the student to submit the assessment item late (i.e., it was an unapproved late submission).

Example: Student has submitted an assessment item achieving a mark of 16/20

Assessment	Reduction	Final Mark after Penalty
Submitted on time	N/A	16/20
23 hours late	5% of 20 marks	15/20
26 hours late	15% of 20 marks	13/20
62 hours late	25% of 20 marks	11/20
168 hours late (7 days) and beyond	A mark of zero is recorded.	0/20

7 Assessment Extension

- 7.1 Assessment Extension is a process involving the formal permission for a student to delay the submission of an assessment task.
- 7.2 Students must have an 80% unit attendance record to be considered for late submission.
- 7.3 The Unit Coordinator is responsible for determining whether applications for Assessment Extension will be accepted in a unit and for clearly notifying students in the Unit Outline and for determining the outcome of an application for Assessment Extension.
- 7.4 Whether Assessment Extension is or is not accepted in a unit, the following provisions will apply:
- where special circumstances exist, the Program Manager may, in consultation with the Unit Coordinator, approve an Assessment Extension with or without application; or
 - where there is a legislative requirement for Assessment Extension applications to be accepted.
- 7.5 Where a student has been granted an Assessment Extension and a new assessment task is required, the design of the assessment task will be equivalent to the original assessment and ensure the student does not gain an unfair advantage.

Application for Assessment Extension

- 7.6 An application for an extension must, wherever possible, will be submitted three (3) calendar days prior to the due date. If this is not possible, the application for extension must be submitted within two (2) working days of the submission deadline.
- 7.7 All requests for extensions should be submitted to Assessments and Progressions and include:

- a) a completed *Assessment Extension Form*, which is available in Moodle;
 - b) supporting evidence setting out the circumstances for requesting the delay; and
 - c) a draft of the work already undertaken on the assessment item to demonstrate that work toward the assessment has commenced.
- 7.8 Holidays do not count as acceptable circumstances for an Assessment Extension.
- 7.9 The Lecturer or Student and Academic Services will notify the student of the outcome of the request via an email sent to the student's official Curtin Singapore email address.
- 7.10 If circumstances prevent the student from submitting the form within the prescribed timeframe, the Director of Academic Services may exercise discretion and decide whether to accept or not, the delay in processing the form. An application may be accepted up to five (5) working days after this at the discretion of the Director of Academic Services, where the student is able to provide a reasonable explanation as to why they were not able to submit their application prior to the assessment due date/time.
- 7.11 If an application for Assessment Extension relates to multiple assessment items across different units, Curtin Singapore will take steps to ensure that decision-maker(s) are able to provide consistency.
- 7.12 A Unit Coordinator, in consultation with the Program Manager, may offer an Assessment Extension to a student or group of students, without application, in recognition of circumstances where the resources required to complete the assessment are not available. This might arise, for example, if essential equipment is damaged or unavailable for such a period that students would be unfairly disadvantaged in the assessment process.
- 7.13 Approval for an Assessment Extension will only be given where the decision-maker is satisfied that the reason a student was not able to complete an assessment task was due to exceptional circumstances beyond the student's control. The existence of exceptional circumstances does not in itself mean that an application for Assessment Extension will be approved.
- 7.14 In determining an Assessment Extension, consideration will be given to any impact the approval of a request may have on the student requesting the extension.
- 7.15 Normally, extensions will not be granted in situations such as:
- a) a digital file has been lost; or,
 - b) a digital file that is corrupt and which cannot be opened by the marker.
- Events such as these will be considered to be a Late Application for extension to an assessment deadline.
- 7.16 Late enrolment will not result in an automatic Assessment Extensions for students.
- 7.17 A student will not submit multiple applications for Assessment Extensions within a unit; if more than one application is submitted, the Unit coordinator will decide whether more than one Assessment Extension will be granted.

Outcome of Assessment Extension Application

- 7.18 Assessment Extension applications will be determined and the student notified of the outcome via Curtin Singapore email under normal circumstances within three (3) working days. If it is not possible to determine the outcome of the application within this normal timeframe, the student will be notified of reasons for the delay and the expected date they will be advised of the outcome.

- 7.19 If an application for Assessment Extension is rejected, the decision-maker will provide reasons for their decision, alert them to their right to ask for a Formal Review of the decision.
- 7.20 A student who fails to complete the assessment task for which they received the extension at or by the new specified due date/time will forfeit the right to any further extension. A further extension will only be considered if a student can demonstrate that ongoing or additional exceptional circumstances outside of their control impacted their ability to complete the assessment task.
- 7.21 If a student repeatedly submits applications for Assessment Extensions at a unit or program level, the Director of Academic Services may require the student to take further action to ensure appropriate support mechanisms are investigated and provide evidence of action undertaken (e.g. establish or update a *Curtin Access Plan* (CAP), meet with relevant staff). The Director of Academic Services retains the right to reject the application.
- 7.22 Students submitting an assessment after the new specified due date/time will be subject to a penalty as per the Late Assessment section of this procedure.
- 7.23 If the reason the assessment task was not able to be completed by the new specified due date/time was due to circumstances other than those described in the original application, the student will complete and submit a new application form.
- 7.24 Assessment Extension will not be used to allow a student to repeat a unit in a future study period.

Timeframe for Assessment Extension

- 7.25 If an Assessment Extension is granted, an appropriate new due date/time will be specified.
- 7.26 The period of the extension may vary depending on the student's other pending College commitments; the extension allocated must factor any such commitment into consideration to avoid causing undue and unreasonable stress for the student.
- 7.27 For assignments or other submitted work an extension may be up to five (5) working days after the initial due date/time unless the exceptional circumstances warrant a longer delay.
- 7.28 If the assessment extension is for an assessment item with a scheduled date/time for the task (e.g. examination, presentation or performance), the student will be provided with at least two (2) working days' notice of the new examination date/time and it is the student's responsibility to be available to attend or complete the assessment extension task at the notified time. If the student does not attend the assessment, a further extension will normally not be granted.
- 7.29 Where practical, the assessment task for which an Assessment Extension has been granted will be completed before the date of the Board of Examiners (BoE) meeting.
- 7.30 If an assessment task for which an assessment extension has been granted is not finalised prior to the BoE, subject to a consideration of onward study load, the BoE may permit completion in the following study period in which the student would normally enrol.
- 7.31 If exceptional circumstances exist, the BoE may permit an extension for one study period.
- 7.32 To accommodate Assessment Extensions for examinations or similar events that occur during an examination period (where a time period for these is not identified), Curtin Singapore will determine a specific period (generally one week) for these to occur and publish this information.

Recording an Assessment Extension

- 7.33 If the assessment for which an extension has been granted is received and can be marked prior to the deadline for submission of unit marks, then the mark will be recorded and the final grade and mark submitted. If the assessment is not received and the student does not have a Deferred Assessment (DA) for this assessment or it cannot be marked by the deadline a grade of GNS will be submitted and the Unit Coordinator will advise the BoE.
- 7.34 If the Assessment Extension extends beyond the BoE meeting an interim grade of 'DA' is recorded. Once the assessment is received and marked a final grade and mark will be submitted for ratification.
- 7.35 The Student and Academic Services Manager is responsible for the regular review of DA interim grades to ensure that they are converted to a final result.
- 7.36 If the circumstances warrant the requested extension, the DA may be maintained for the period approved by the Director of Academic Services.

DA Grade and Deferral of Studies

- 7.37 Typically, a student with an interim grade of DA will not be permitted to take a break from studies. Where there are exceptional circumstances that warrant a Deferral and the student has a DA grade, this request will be determined by the Director of Academic Services.

8 Assessing Student Work

Assessment and Submission

- 8.1 The Academic Director will ensure that assessment processes are adequately resourced for each unit. A Unit Coordinator will be appointed for each unit.
- 8.2 The Unit Coordinator will document the processes used to determine assessment task marks and record evidence of activities employed.
- 8.3 Where peer assessment is utilised, references to staff within this procedure will be taken to include students, as appropriate.
- 8.4 Assessments will be completed in accordance with the requirements specified in the Unit Outline.
- 8.5 Staff will provide students with clear feedback on their performance in an assessment task through completion of marking rubrics and, where relevant, additional written feedback.
- 8.6 Staff will take reasonable steps to ensure the authenticity of students' work. Such steps may involve submission through Turnitin, confirmation checks, or other similar processes consistent with the discipline.
- 8.7 The Unit Coordinator may initiate a confirmation check on a student's work at any point (see Appendix 1).
- 8.8 Staff will report any identified or potential cases of academic misconduct, as required by the *Academic Integrity Policy* and will follow the *Academic Integrity Procedures*.

Pre- Moderation and Marking

- 8.9 The Unit Coordinator will determine the assessment tasks that will be moderated in the unit. Generally, assessment tasks such as low-weighted online multiple choice tests will not be moderated, whereas assessment tasks with higher weighting and those that involve subjective judgements by markers will require moderation.

- 8.10 The Unit Coordinator will ensure that staff responsible for marking student work will engage in pre-marking moderation meeting. This will include, as a minimum, the provision of an assessment rubric (or marking guide) to staff, supplied in advance of the marking task.
- 8.11 The goal of this meeting is to:
- a) Confirm expectations of student performance in the assessment task;
 - b) Clarify understanding of the relevance of the assessment task to the unit learning outcomes; and
 - c) Promote consistent communication to students.
- 8.12 Pre-marking moderation strategies (such as consensus building activities) may be implemented for units involving multiple markers and/or delivery at multiple locations. The target is to achieve good marker consensus (which is generally taken to be within 10% variation).
- 8.13 The Unit Coordinator will identify potential threats to assessment integrity and security and will implement any mitigating strategies required.
- 8.14 The Unit Coordinator will ensure that they are available to other markers to provide clarification and/or guidance if required during the assessment or marking process.

Post-Marking Moderation

- 8.15 The Unit Coordinator will conduct post-marking moderation of results appropriate to the type of assessment to ensure fairness and consistency in the marking process. For assessments involving the marking of submitted work, as a minimum, post-marking moderation will include at least one of the following methods:
- a) an analysis of the variances between markers and locations (noting that the efficacy of this depends on the nature and size of the sample);
 - b) second marking or check second marking of a random sample of student work to check for consistent application of marking criteria and standards;
 - c) second marking or check second marking of a sample of student work deemed to be at significant thresholds (e.g. Pass/Fail);
 - d) second marking or check second marking student work deemed to be borderline (just above/below pass mark);
 - e) second marking or check second marking of a sample of outliers (high or low scoring assessments);
 - f) second marking or check second marking of marked work by individuals outside of the marking team; or
 - g) review of item performance and other psychometric analyses of item banks and spot checking to ensure that automated systems are functioning correctly.
- 8.16 Where more than one member of staff is involved in the assessment of student work in a unit, it is recommended that the Unit Coordinator reviews the outputs of those markers early in the marking process.
- 8.17 Scaling of student marks within a unit to a normal distribution is not permitted. Any requirement to adjust marks as part of a moderation process or to recalibrate an external result to be consistent with Curtin College's grading system will be approved by the Academic Director (or authorised officer).

- 8.18 If anomalies are detected, student work will be re-assessed and marks adjusted accordingly before marks are released to students.
- 8.19 Additional requirements for moderation may be put in place for Curtin Singapore, but the minimum moderation requirements specified within this procedure will be met.

Recording Marks

- 8.20 Rounding will occur to the final unit mark. The threshold is x.5 (e.g. a mark between 79.50 and 79.99 will be rounded to 80.00 and a mark between 79.01 and 79.49 will be rounded to 79.00).
- 8.21 Marks for each summative assessment task will be entered into Moodle as soon as is reasonably practicable to facilitate a student's onward progression or graduation. If misconduct issues are identified, the student's marks will not be entered until the case is finalised.
- 8.22 Changes to student marks after the initial entry of the mark for an assessment task will be confirmed by the relevant Unit Coordinator.

Validation

- 8.23 Unit Coordinators will collect marked assessments each study period for validation purposes and provide them to their Program Manager.

Storage of Assessment Artefacts

- 8.24 Arrangements will be made to ensure that:
- a) assessment items submitted to Moodle will be retained; and
 - b) assessment items unable to be submitted to Moodle (e.g. physical artefact), will be retained, or a representation of the artefact will be retained for a period in accordance with the College's *Records Management, Retention and Disposal Policy*.

9 Exemptions to Assessment Requirements

- 9.1 An exemption to assessment requirements may be requested by Unit Coordinators for:
- a) a new unit developed and offered for the first time;
 - b) an existing unit undergoing changes as part of a formal program review; or
 - c) an existing unit where changes are made separate to any program approval process and there is a high-quality assessment item that does not fully comply with procedures.
- 9.2 Requests will include a justification explaining how the proposed exemption is manageable, sustainable and educationally sound for the assessment task in question. The justification will demonstrate how the proposed variation is consistent with the *Assessment Policy*.
- 9.3 Requests that are supported by the Program Manager will be submitted to the Academic Director for consideration, together with the supporting justification.
- 9.4 The Academic Director will determine all exemptions to assessment requirements and may seek advice from other parties as required.
- 9.5 Where exemptions are approved, the Unit Outline and assessment instructions will indicate that the assessment in question has special approval.
- 9.6 The Program Manager will monitor exemptions to ensure they remain fit for purpose and consistent with policy/procedural changes.

10 Further / Supplementary Assessment

- 10.1 Further / Supplementary Assessment is the formal approval by a Board of Examiners for a student to undertake an additional assessment task that provides an opportunity for the student to pass the unit.
- 10.2 The Board of Examiners is responsible for determining whether Further / Supplementary Assessment is offered to a student (where Further / Supplementary Assessment is permitted within the unit). The Board of Examiners may consider available information (e.g. known exceptional circumstances, study period outcomes across all units, and achievement of individual unit learning outcomes).
- 10.3 Generally, Further / Supplementary Assessment should only be considered for students:
- who have obtained an overall mark of at least 45 in the unit;
 - who have obtained a CWA greater than 50 (unless only one unit is attempted in the study period);
 - whose attendance in the unit is at least 75% and attendance for the relevant study period is above 80% in the case of Australian campuses and 90% in the case of Curtin Singapore; and
 - who have not breached Academic Integrity in the unit in the study period.
- Any variations to the above will be at the discretion of the Board of Examiners, bearing in mind the need for decision-making to be consistent and fair.
- 10.4 The Further / Supplementary Assessment task could be an examination or assignment or other work; it does not need to be a formal examination or cover all material in the unit. The Further / Supplementary Assessment task can be any activity that will enable the student to adequately demonstrate achievement of the learning outcomes of the unit.
- 10.5 The Academic Director may determine that Further / Supplementary Assessment is not permitted in a unit. This will be specified on the Unit Outline, and it will apply to all students enrolled in that unit.
- 10.6 In the case where a final result was not ready at the time of the Board of Examiners meeting (including where grades of X, GNS, or DA have been allocated before or at the Board of Examiners), upon the presentation of a student's final grade for a unit, the Academic Director has the discretion to award a Further / Supplementary Assessment.
- 10.7 A maximum of two (2) Further / Supplementary Assessments may be granted to the same student in a program, although this maximum may be waived by the Board of Examiners or the Academic Director in exceptional circumstances.
- 10.8 The Academic Director, upon a member of the Board of Examiners making a case in writing for an individual situation and/or where the decision and reasoning is recorded, may relax the two (2) Further / Supplementary Assessment limitation at their discretion.

Timeframe for Further / Supplementary Assessment

- 10.9 The College will determine a specific period (generally one week) for Further / Supplementary Assessment for each study period and publish this information in the Unit Outline.
- 10.10 Where the Further / Supplementary Assessment task is an assessment event (e.g. an examination, presentation or performance) it will be held within the period specified in the Unit Outline and in accordance with the requirements for examinations in these procedures.

- 10.11 It is desirable to finalise Further / Supplementary Assessment as soon as practicable. However, if this cannot be achieved before the commencement of the next study period, the Board of Examiners may permit a student to complete a Further / Supplementary Assessment Task after the commencement of the next study period but no later than its conclusion. Consideration may be given to reducing the student's study load in that study period. Any further delay will be approved by the Director of Academic Services.
- 10.12 The scheduling of Further / Supplementary Assessment may differ for a unit or program if the Further / Supplementary Assessments need to coincide with the scheduling of Further / Supplementary Assessments at Curtin University. In principle, the College must provide the Further / Supplementary Assessment in a time frame that will allow for marking, confirmation of the result to the student, adjustment of academic status and subsequent re-enrolment (or possible termination with right of appeal) of the student.
- 10.13 A student with an interim grade of X will not be permitted to take a Leave of Absence unless approved by the Director of Academic Services.
- 10.14 It is the responsibility of the Chair of the Board of Examiners (or nominee) to formally advise a student that Further / Supplementary Assessment has been approved and the arrangements for the Further / Supplementary Assessment (including, where applicable, the date, time and location of a Further / Supplementary Assessment examination).
- 10.15 Where approval for Further / Supplementary Assessment is given by the Director of Academic Services outside of a Board of Examiners meeting (for example in exceptional circumstances after a student has been given a Fail grade), a lesser period of notice may be given if this is necessary to fit in with pre-arranged schedules. An example would be where a student puts forward a case to be approved Further / Supplementary Assessment the day before the scheduled date of a Further / Supplementary Assessment examination. However, wherever possible, three working days' notice should be given.
- 10.16 It is the responsibility of students to be available to attend or complete the Further / Supplementary Assessment at the notified time; it cannot be deferred or re-scheduled.
- 10.17 A student who is offered Further / Supplementary Assessment but fails to undertake it will not be entitled to another Further / Supplementary Assessment opportunity in the unit for that study period unless an Assessment Extension is approved (where permitted in the unit).

Design of the Further / Supplementary Assessment Task

- 10.18 The design of the Further / Supplementary Assessment Task will provide the opportunity for the student to demonstrate that they have met the unit learning outcomes. The task may be different to that which was originally completed.
- 10.19 Where the Further / Supplementary Assessment is an examination:
- a) the Further / Supplementary Assessment examination shall normally be of the same duration and format as the original examination;
 - b) the examination paper must be different from the paper sat by other students in the unit in the study period for which Further / Supplementary Assessment was approved;
 - c) unless the Further / Supplementary Assessment examination is to be included in the next Examinations period, the College shall be responsible for providing all the required administrative support, appropriate conditions and supervision for an examination; and

- d) if the Further / Supplementary Assessment examination is to be included in the next Examinations period, the Director of Academic Services (or nominee) must notify the Assessments and Progressions Team so that the student can be accommodated in the venue.

Requirement to Pass the Further / Supplementary Assessment Task to Pass the Unit

- 10.20 Unless otherwise specifically stated, a student undertaking a Further / Supplementary Assessment is required to pass the Further Assessment task in order to receive a pass (PX) result in the relevant unit.
- 10.21 Unless otherwise specified, a pass in the Further / Supplementary Assessment is a mark of 50% or more.
- 10.22 A student who wishes to decline the offer of a Further / Supplementary Assessment will email their decline to Student and Academic Services within five (5) working days of receiving their notification of an approved Further Assessment. Non-response to the notification email and/or non-attendance at the Further / Supplementary Assessment will be taken as a decline of Further / Supplementary Assessment by the student.

Recording Further / Supplementary Assessment

- 10.23 Once Further / Supplementary Assessment is offered by the Board of Examiners an interim grade of X is recorded and the original mark remains. For example, an F-47 will become X-47.
- 10.24 The result of Further / Supplementary Assessment will be submitted within one week of the completion of the assessment.
- 10.25 If the student passes the Further / Supplementary Assessment Task, the original mark will remain the same however the grade will be changed to PX (pass after Further / Supplementary Assessment). For example: X-47 to PX-47.
- 10.26 If the student does not pass or attempt the Further / Supplementary Assessment Task, the original mark will remain the same, however the grade will be changed to FX (fail after Further / Supplementary Assessment). For example: X-47 to FX-47.
- 10.27 If a student declines an offer of the Further / Supplementary Assessment Task, the interim grade will revert to the original grade and mark. For example: an X-47 will revert to F-47.
- 10.28 A Further / Supplementary Assessment interim result will be converted to a final result by no later than the end of the subsequent study period in which the student is enrolled.
- 10.29 All results of Further / Supplementary Assessment Tasks will be recorded in Navigate.

11 Examinations

- 11.1 Scheduled examinations will be managed by Student and Academic Services.
- 11.2 Students will make themselves available for scheduled examinations.
- 11.3 Scheduled examinations may take place on any day or evening in the examination period or other scheduled assessment period. Scheduled examinations will not be held during study weeks or tuition-free weeks (Monday to Sunday).
- 11.4 All examination durations will be stated in the Unit Outline.
- 11.5 Units will have only one scheduled examination unless otherwise approved by the Director of Academic Services.

- 11.6 For scheduled examinations, a final timetable will generally be published four (4) weeks prior to the examination period.
- 11.7 Where the college permits a student or group of students to undertake an examination at an alternative time due to an agreed timetable concern, students will sign an agreement to ensure the confidentiality of the examination.
- 11.8 Approved changes to the examination timetable will be communicated in writing to the student.
- 11.9 Unit Coordinators are responsible for ensuring that examinations are in accordance with the syllabus for the unit, are clear in meaning and are of reasonable length and proper standard.
- 11.10 The Unit Coordinator is responsible for:
 - a) the format and content of the examination;
 - b) ensuring the examination is reviewed by the Program Manager; and
 - c) meeting deadlines specified by the Assessments and Progressions team to facilitate the setting and provision of examinations.
- 11.11 Curtin Singapore may request to hold their examination at a different time to the Perth Campus.
- 11.12 An alternate examination will be created when the difference between the commencement times of the Perth and Singapore examinations exceeds the duration of the examination itself. The alternate examination will be sufficiently different to ensure that students who obtain knowledge of the contents of the earlier examination are not unfairly advantaged.

Security of Examinations

- 11.13 It is the responsibility of Director of Academic Services to ensure that appropriate processes and mechanisms are in place to ensure proper handling, security, confidentiality and storage of examinations so that unauthorised access to either electronic or hard copies does not occur.
- 11.14 Computers with examination data files will be locked, including the area (if possible) in which the computer is located.
- 11.15 Examinations will not be stored on shared drives accessible to unauthorised persons.
- 11.16 Where examinations require printing and photocopying, this will be undertaken in a secure room. Hard copy examinations will be kept in a safe or locked metal cabinet or locked cupboard. Only authorised staff will have access to the storage unit.
- 11.17 After hours security of data and hard copy examination papers will be implemented.
- 11.18 If emailed, examinations will be encrypted and/or password protected.
- 11.19 Where examinations are required to be sent offshore to partners (or to any other location away from the Perth Campus), the College will ensure that access is properly controlled. Staff access to examinations prior to the scheduled date and time will be approved by the Program Manager.

Regulations for the Conduct of Examinations

- 11.20 Students will verify their identity by showing a valid Singapore Student Identification Card and must place the card on their desk where it may be clearly seen by invigilators.
- 11.21 Students will not be provided with additional time to complete an examination as a consequence of delays in identity verification.
- 11.22 Students are responsible for sitting their examination as advised in any finalised timetable.
- 11.23 Students will be provided sufficient time prior to the examination commencing to complete pre-examination instructions and requirements.
- 11.24 If, for any reason, an examination commences late the students will not be disadvantaged. The full reading time (if applicable) and duration will not be reduced.
- 11.25 If, for any reason, an examination is delayed or interrupted for more than thirty (30) minutes, the examination may be re-scheduled at the discretion of Director of Academic Services.
- 11.26 Food or drink, other than water, will not be brought into the examination or consumed without the permission of the area organising the examination.
- 11.27 The possession or use of any materials (e.g. type of calculator(s), permitted notes) will be authorised by the Unit Coordinator and communicated to the student. Only authorised materials and aids that are specified may be kept with the student during the examination; all other items must be left outside the venue or placed in the student's bag.
- 11.28 If unauthorised material is found in the possession of a student or used during an examination, they may face disciplinary action.
- 11.29 Dictionaries are not permitted in any examination.
- 11.30 Headwear (e.g. hats, caps) will not be worn during an examination with the exception of those for medical, disability or obligatory religious requirements.
- 11.31 The Unit Coordinator (or nominee) will be contactable for the duration of the examination.
- 11.32 Students who fail to undertake or are late for an examination because they misread the examination schedule details or accepted incorrect information on examination schedule details from another person, will not be entitled to sit the examination at any other time or receive any other concession.
- 11.33 Where a student has attempted to sit an examination in a unit but has not been able to complete or undertake the examination due to illness or some other valid reason, the student may apply for an Assessment Extension as per this Procedure.
- 11.34 Students will adhere to examination instructions. Such instructions may define permitted reference materials and expectations regarding academic referencing.
- 11.35 During an examination a student will not:
 - a) communicate with any other student (unless required to do so);
 - b) obtain, or endeavour to obtain, unauthorised assistance in their work;
 - c) give, or endeavour to give, assistance to any other students; and
 - d) behave in such a manner inconsistent with the *Student Code of Conduct* or the proper conduct of the examination.
- 11.36 Unless explicitly authorised for the purposes of an examination, students are prohibited from:

- a) accessing, being in possession of, or using any mobile phone or unauthorised electronic device;
- b) accessing, being in possession of, or using any device capable of storing information or connecting with another device, including but not limited to electronic devices (including a smartwatch or headphones);
- c) accessing, being in possession of, or using any notes or unauthorised materials;
- d) accessing, being in possession of, using any device capable of communicating with another person;
- e) using a dictionary or translator; and
- f) interacting or colluding with any other person.

'In possession' means on, next to, near or under the desk or chair, in or on clothing, on the body or in a wallet or purse.

- 11.37 Examinations will have ten (10) minutes' reading time in addition to the duration of the examination, irrespective of the duration of the examination. During reading time, a student may make notes or highlight text, as directed in examination instructions provided by the Unit Coordinator but must not otherwise make any notes or begin writing in the answer booklet until advised by the invigilator.
- 11.38 All prohibited items must be completely switched off using the power down function and placed in the student's bag, which are to be closed and placed under their desk, between their feet – not under their chair or in the aisle. If any prohibited item makes a sound, this may result in potential misconduct. Prior to an examination commencing, instructions will be provided to students as to where mobile phones, electronic devices and notes/materials will be stored.
- 11.39 No student will:
- a) be admitted to the venue after the first hour (including reading time) has expired;
 - b) leave the venue until one hour of the examination has expired;
 - c) leave the venue during the last fifteen (15) minutes of the examination;
 - d) be re-admitted to the venue after they have left unless, during the full period of their absence, they have been under approved supervision; or
 - e) be left unsupervised or unattended at any time.
- 11.40 If a student is found in possession of any unauthorised material during an examination, this may be deemed as academic misconduct, and they may face disciplinary action. After the unauthorised material has been confiscated, the student will be allowed to continue the examination. To maintain ideal conditions for all other students, no discussion will be entered. The student's answer booklet will be kept separate and submitted with a written incident report by the invigilator. The student will be allowed the opportunity to submit in writing their account of the incident.
- 11.41 Students requiring the invigilator's attention will raise a hand until attended.
- 11.42 If students think that there is an error or omission in the examination paper they shall report this to the invigilator. All reasonable efforts will be made to contact the Unit Coordinator to clarify the issue. In the absence of the Unit Coordinator, the student shall make suitable notations in their answer booklet. The invigilator will provide no ruling.

- 11.43 If an answer booklet is provided to the student for use during the examination, all students will hand in an answer booklet with their completed personal details on the front cover irrespective of whether the student has attempted any section of the examination paper.
- 11.44 Where a student has been provided with additional answer booklets or paper for notes, all booklets and paper will be collected at the conclusion of the examination.
- 11.45 At the conclusion of the examination, all students will remain seated until all answer booklets and attendance cards have been collected and counted by the invigilators. Students will wait to be excused by the invigilator.
- 11.46 The teaching staff will collect the examination answer papers from the Assessments and Progressions team.

Missed Examination

- 11.47 Students who miss an examination due to ill health or other extenuating circumstances must complete and submit the *Application for Assessment Extension form* (located on the Student Portal / Moodle / Study Kiosk / Academic Forms and Documents) with a valid medical certificate and/or with other supporting documentation within two (2) calendar days from the missed exam date. The application form will be assessed by the Director of Academic Services, and the outcome of the application will be communicated to the applicant.

Alternative Arrangements

- 11.48 Alternative Arrangements may be facilitated for students where circumstances mean the student will be disadvantaged if they sit either the examination or other scheduled assessment in standard conditions. Alternative Arrangements may fall into the following categories: Disability; Medical; Religious; Social Inclusion; and Elite Athlete.
- 11.49 Students who believe they are eligible for Alternative Arrangements are required to declare this at the time of application to the College or will contact the Student Learning Advisor at the start of the study period to seek approval and determination of appropriate reasonable adjustments.
- 11.50 Alternative Arrangement will include adjustments to the assessment in keeping with the *Access, Diversity, Equity and Inclusion Policy*.
- 11.51 Examples of adjustments can include, but are not limited to:
 - a) extended reading and/or working time;
 - b) allowances for dietary requirements due to medical conditions; and,
 - c) appropriate support person.
- 11.52 Alternative Arrangements will align with the academic expectations of the unit of study.
- 11.53 Students are required to provide relevant documentation to substantiate their request for Alternative Arrangements.
- 11.54 Students with Social Inclusion factors and elite athletes will apply and be assessed each study period if alternative arrangements are required.
- 11.55 Where the date of the alternative arrangement falls within the scheduled examination period, Student and Academic Services will organise and coordinate the alternative arrangement.
- 11.56 Where the date of the alternative arrangement falls outside of the scheduled examination period, the College will organise and coordinate the administrative process.

- 11.57 Adjustments are facilitated via a *Curtin Learning Access Plan* that has been developed with the Counsellor.
- 11.58 Students eligible for a *Curtin Access Plan* are encouraged to meet with the Student and Academic Services team as soon as they have their study timetable.
- 11.59 Once a *Curtin Access Plan* (CAP) has been established has been registered, the Counsellor will:
- a) obtain all necessary consent from the student to share their personal information;
 - b) inform relevant Lecturers and the Assessments and Progression team that a CAP has been established;
 - c) add a 'CAP' tag in Navigate; and
 - d) provide a copy of the *Curtin Access Plan* to relevant stakeholders.
- 11.60 Applications for all alternative arrangements will be completed three (3) weeks prior to the commencement of the relevant examination, unless extenuating circumstances or a student's approved conditions prevent this (e.g. CAP).
- 11.61 Where required, a student will sign a Statutory Declaration to ensure confidentiality of a task with an Alternative Arrangement.
- 11.62 If applicable, the Director of Academic Services will determine whether a separate examination is to be supplied.

Student Access to Examination Answers

- 11.63 During the retention period, if requested, a Unit Coordinator (or authorised officer) will provide the student access to their examination answer(s).
- 11.64 A staff member will be present in all cases when a student is provided with access to their examination answer(s).
- 11.65 Students will not be permitted to copy or remove examination answer(s) from the location at which supervised access is provided. The examination answer(s) will remain in the possession of a staff member at all times.
- 11.66 Examination answer(s) will be retained by the College after the conclusion of any examination review deadline in accordance with the *Navitas Records Management, Retention and Disposal Policy*.
- 11.67 Curtin Singapore examination answer(s) will be retained for a period of five (5) years under EduTrust requirements.
- 11.68 Examinations may be deemed inappropriate to release if there is a limited scope for developing questions in the content area.
- 11.69 Access to past examinations that have been released will be available to current students and staff via Moodle.
- 11.70 Access to past examinations for service-taught units will be managed by the relevant Curtin University School.

12 Board of Examiners

- 12.1 The Board of Examiners will convene, at a minimum, at the end of each study period.
- 12.2 The Board of Examiners will be responsible for:
 - a) ratification of final results, including the conversion of Deferred Assessment (DA) interim grades to final grades;
 - b) approval of students' eligibility to graduate;
 - c) determination of individual student' Academic Progression Status;
 - d) conversion of Deferred Assessment (DA) and Grade not Submitted (GNS) interim grades to final grades;
 - e) application of a DA interim grade;
 - f) confirmation of the progression from Stage 1 to Stage 2 where a program weighted average (CWA) or a specific unit pass rate or hurdle is required to progress;
 - g) confirmation of an offer of Further Assessment to a student; and
 - h) review of any areas of concern or potential scope for development.
- 12.3 The Chair of the Board of Examiners will be the Academic Director (or nominee).
- 12.4 Members will be as determined by the Chair of the Board of Examiners. Appropriate members may include Program Managers, Unit Coordinators and/or teaching staff of units that comprise part of the program (including where applicable, senior academic staff from Curtin University (for service taught units) and senior academic staff from Curtin Singapore.
- 12.5 The Chair may require or invite other staff to participate in the Board of Examiners to provide an analysis of results and academic advice on student progress as appropriate.
- 12.6 After the Board of Examiners has convened, the Chair will be responsible for reconvening the Board at such time(s) as considered necessary to finalise outstanding matters that are the responsibility of the Board.
- 12.7 Where outstanding matters are not considered sufficient to warrant re-convening the Board of Examiners, the Chair will carry out all functions and make all decisions of the Board of Examiners without re-convening the Board.
- 12.8 The academic status of students who have been granted approval for a Deferred or Further Assessment will be finalised as soon as practicable after the assessment is complete and a recommended final result for the student in the unit is known.
- 12.9 The Chair of the Board of Examiners will approve the collation sheets which will include the rationale for the decision taken by the Board of Examiners where necessary.
- 12.10 The written authorisation for change of Academic Progression Status or change of results will constitute the official record of decisions taken by the Chair.
- 12.11 Where a student's result is varied after official results publication, the student will be informed of the decision by Assessments and Progressions.
- 12.12 Where the variation is a reduction in marks, the student will be notified in writing and provided with an explanation of the reason for the change.

13 Curtin College Grading System

- 13.1 Under the Curtin College Grading System, units are classified as either pass/fail or grade/mark.
- 13.2 For pass/fail units there is no mark recorded.
- 13.3 For grade/mark units, the mark is from the scale 0-100.
- 13.4 The result type (either pass/fail or grade/mark) will be specified at the time the unit is initially approved.
- 13.5 The result type may only be changed in accordance with the University program approval process.

Grade	Mark	Description	Application
10	100	High Distinction	Student has passed a unit classified as a grade/mark unit and achieved a percentage mark in the range specified without Further Assessment.
9	90 -99	High Distinction	As above
8	80 – 89	High Distinction	As above
7	70 – 79	Distinction	As above
6	60 – 69	Credit	As above
5	50 – 59	Pass	As above
PA		Pass Grade Only	Student has passed a unit classified as a Pass/Fail unit.
F		Fail	Student has failed a unit classified as a Pass/Fail unit.
NC		Not Completed (Fail)	Fail – Incomplete / Insufficient Assessment
ANN		Annulled	Result Annulled Due to Academic Misconduct
W		Withdrawn	
EX		Exemption	
PX	0-99	Pass After Further Assessment	Student has passed the unit following a Further Assessment.
FX	0-99	Fail After Further Assessment	Student has failed the unit following Further Assessment.
DA		Deferred Assessment	The Board of Examiners have permitted an assessment task to be completed in a following study period.
GNS		Grade Not Submitted	A result in a unit is not available to the Board of Examiners because marking is not complete.

14 Calculation of SWA and PWA

- 14.1 Calculation of the Semester Weighted Average (SWA) includes marks for any grade/mark unit (including units that are Failed);
- 14.2 Calculation of the Program Weighted Average (PWA) includes:
marks for any grade/mark unit credited towards the program through recognition of prior learning; and
marks for any grade/mark unit (including units that are Failed);
- 14.3 Exclusions from the calculation of SWA and PWA include:
- Pass/Fail Units;
 - units recorded as a Withdrawal (W);

- c) units with a Deferred Assessment interim result (DA);
- d) units with a Grade/Mark PA.

14.4 The formula for calculating SWA and PWA is $[\text{Sum (Unit Credits x Mark)}] / [\text{Sum (Unit Credits)}]$. The mark for each completed unit will be multiplied by the credit weighting of the unit. For example:

Unit	Credits	Mark
Unit 1	12.5	57
Unit 2	25	60
Unit 3	25	63
Unit 4	25	67

$[\text{Sum (Unit Credits x Mark)}]$ Unit Credits x Mark

$$12.5 \times 57 = 712.5$$

$$25.0 \times 60 = 1500$$

$$25.0 \times 63 = 1575$$

$$25.0 \times 67 = 1675$$

Therefore, $[\text{Sum (Unit Credits x Mark)}] = (712.5 + 1500 + 1575 + 1675) = 5462.5$

$[\text{Sum (Unit Credits)}]$

$$12.5 + 25.0 + 25.0 + 25.0 = 87.5$$

Therefore, $[\text{Sum (Unit Credits x Mark)}] / [\text{Sum (Unit Credits)}]$ Is $5462.5/87.5 = 62.43$

Calculated SWA in this example is 62.43.

15 End of Study Period Reporting

- 15.1 Unit Coordinators will complete the *End of Study Period Report* and send it to their Program Managers. In this report, Unit Coordinators will consider:
- a) unit curriculum design including the quality and relevance of learning resources;
 - b) the integrity of assessments in the unit;
 - c) whether learning activities provide sufficient opportunities for students to practice the skills and knowledge tested in the assessments;
 - d) student achievement in assessments in the unit;
 - e) changes to be made for the next study period;
 - f) the effectiveness of moderation; and
 - g) whether timely and relevant assessment feedback was provided to learners.
- 15.2 Program Managers will analyse student performance in units and programs and the Academic Director will analyse College-wide student academic performance; this analysis will be presented to the Learning and Teaching Committee and the Academic Board three times annually as part of the *Learning and Teaching Report*.

16 Reviews and Appeals

- 16.1 A student who believes that the mark awarded for an assessment item, including an examination, is incorrect, may access the Informal and Formal Review processes.
- 16.2 Decisions relating to final unit marks / grades are made by a governing body, the Board of Examiners. Students who are dissatisfied with their final unit mark / grade need to appeal under the *Appeals Policy*.

Informal Review of Assessment

- 16.3 A student who believes that the mark awarded for an assessment is incorrect, may request an Informal Review of their mark. Students must be aware that in requesting an Informal Review, their results can be changed either upward or downward.
- 16.4 Students may request an Informal Review of an assessment by contacting their Unit Coordinator via their Curtin Singapore student email.
- 16.5 Requests for Informal Reviews of assessments will be received within seven (7) working days of the publication of marks for the assessment.
- 16.6 At their discretion, the Unit Coordinator may arrange for the work to be re-marked.
- 16.7 A written outcome of the Informal Review will be provided to the student via their Curtin College student email within seven (7) working days of receipt of the request.

Formal Review of Assessment

- 16.8 If a student is dissatisfied with the outcome of the Informal Review, they may request a Formal Review by completing an *Application for Formal Review of Results* form and submitting it to appeals@curtin.edu.sg.
- 16.9 Applications for Formal Reviews must be submitted within ten (10) working days of the Informal Review notification.
- 16.10 The application must include an explanation as to why the student wishes the assessment to be formally reviewed. The application must include evidence of engaging in an Informal Review process with the Unit Coordinator, where applicable.
- 16.11 In cases where students have been unable to undertake an Informal Review, a student must provide evidence that they have made a serious attempt to contact their relevant Lecturer or Unit Coordinator but were unable to do so.
- 16.12 The Formal Review will be determined by the Program Manager (or nominee), who will provide the student with an outcome in writing via the student's Curtin Singapore email within ten (10) working days of receipt of the Formal Review request.
- 16.13 To avoid any conflict of interest, where the Program Manager (or nominee) has been responsible for the decision, they must nominate another senior staff member to conduct the Formal Review.
- 16.14 On receipt of a Formal Review request, the Program Manager will ask the Unit Coordinator to provide the following:
 - a) comments on the review including any information on discussions already conducted with the student;
 - b) a recommendation as to how the matter will be determined;
 - c) a copy of the assessed work that is subject to the review (if available);
 - d) details of the criteria used to assess the student's work; and
 - e) any other information relevant to the review.

- 16.15 If the Program Manager (or nominee), believes there are sufficient grounds for further review of the mark awarded, they will arrange for the assessment in question to be re-marked by a person or persons not previously involved in the assessment. Where possible, the re-marking will be conducted anonymously with the student identity not disclosed to the marker or markers.
- 16.16 Where work is subject to re-marking, the following applies:
- a) if the percentage mark awarded by the two markers differs by less than 10, the mark is determined by simply averaging the two marks;
 - b) if the percentage mark awarded by the two markers differs by 10 or more, both markers will be advised and asked to reach a consensus decision about the mark. Where a consensus can be reached this new mark will stand as the mark. If a consensus cannot be reached, a third marker will be appointed. In this case the mark will be the average of the two closest marks from the three markers;
 - c) where the marking is conducted by a group and consensus cannot be reached, a single marker will be used to remark the work. The marker's score will be used to substitute the mark from the group that is furthest from the median and the final mark will be the average of these marks; and
 - d) Where a student has raised valid concerns about possible bias in the original marking, the Program Manager (or nominee) may instead select two new markers to re-mark the work. In this case the mark will be the average of the two closest marks from the three markers.
- If any of these actions have been undertaken, the re-marking process is concluded.
- 16.17 Where suitable staff eligible to re-mark work are not available within the College, the Program Manager will nominate an external marker.
- 16.18 The Formal Review will be determined within ten (10) working days of it being received by the Program Manager.
- 16.19 Once a decision has been made on the Formal Review, the student will be advised in writing of the outcome and reason(s) for the outcome immediately and in any case, no later than three (3) working days from the date of the decision.
- 16.20 Where a student is subject to misconduct investigations during a Formal Review, the Formal Review will be set aside until the Academic Misconduct investigation is finalised.

Appeal

- 16.21 Students who are dissatisfied with the outcome of a Formal Review of assessment or a final unit mark / grade may lodge an appeal under the *Appeals Policy*.

17 Records Management

- 17.1 This Procedure will be reviewed annually by the Academic Director to ensure alignment to appropriate strategic direction and continued relevance to Curtin College's current and planned operations.
- 17.2 All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Procedure	Academic Director	College Website and shared drive.	Permanently until reviewed and replaced	Archived into the Archive library.