[MPF1026] – ASSESSMENT PROCEDURE

SCHEDULE A – ASSESSMENT SCHEDULE

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PREPARATION OF ASSESSMENT TASKS OTHER THAN EXAMINATIONS

Format

Unless otherwise specified by the Subject Coordinator, written assignments will be:

- Identifiable only by the inclusion of the relevant student number on each page. Students’ names (with the exception of shorter assignments submitted in person, in class) should not be included in assignments;
- Typed, double-spaced;
- Presented with margins of at least 2cm (right margin) and 4cm (left margin);
- Page-numbered; and;
- If submitted in hard copy, either stapled together or appropriately bound.

Students may also be required to submit assignments in other formats, such as film or works of art, or handwritten solutions to mathematical problems.
Subject coordinators must specify the precise requirements of these formats in assessment statements.

**Citations**

All referenced material must be acknowledged using an appropriate, consistent system within the document. Some teaching departments will recommend particular style guides specific to the relevant subject area (such as the Australian Guide to Legal Citation for Law students). In the absence of such a recommendation, students should follow the Harvard system.

Assignments with references should include either a reference list or a full bibliography of all works, as specified by the teaching department.

Non-compliance with these requirements may constitute academic misconduct (potential plagiarism) that can attract a range of penalties from deprivation of credit for that work to termination of enrolment. For more information about this, please refer to Statute 13.1.

**Style**

The teaching department may specify a style of academic writing appropriate to the discipline or area of study. Written assignments should conform to the specified style, or may attract a marking penalty.

**SUBMISSION OF ASSESSMENT TASKS**

Unless otherwise specified, assignments must be submitted as follows:

**Cover Sheets**

Unless otherwise specified, work completed independently should (and all longer assignments must) be submitted accompanied by a coversheet provided by the University. Each coversheet includes a unique identifier that assists with document tracking, and includes a plagiarism declaration that the student signs.

Work not accompanied by the University coversheet will not be accepted, with the exception of shorter assignments that are either submitted in person in class, or submitted via subject-specific assignment submission boxes [In such circumstances it is appropriate to have students submit the plagiarism declaration once only (with the first assignment) as the declaration notes that it applies to all assignment submissions in the subject for the study period. The declarations should be retained until the end of semester, even if the assignment is returned to the student.].

**Deadline for submission**

Except for assignments submitted in-class, or where otherwise specified, the deadline for submission of an assignment on the due date is 5:00pm. Assignments submitted after 5:00pm on the due date are considered to be one working day late.

**Electronic submission**

A student will acknowledge an electronic version of the coversheet including a plagiarism declaration as part of the submission. Students will be advised if their teaching department(s) permit/expect electronic submission of assignments. This information should be included in the LMS. (An alternative submission method may be provided for students with special needs). If
electronic plagiarism detection software is to be used or may be used, students should be advised, and advised of the circumstances (e.g. if applied to all assignments, or to suspect work or to a selection of assignments).

**Submission in person**

Except for assignments submitted in-class, assignments submitted manually must be delivered, together with the coversheet, to the relevant Student Centre (or, if specified, to a teaching department). Where appropriate, students who would like their assignment to be returned to them by post should also submit a stamped, self-addressed envelope big enough to contain the assignment.

**Submission by post**

Assignments may also be posted to the relevant Student Centre (or, if specified, to a teaching department). Mailed assignments must be sent, together with a coversheet, by registered mail or express post. It is the student’s responsibility to ensure that assignments posted to the University reach the relevant office by the relevant due date. The University takes no responsibility for material lost or damaged in the post.

**Copies of assignments**

Students must keep an electronic copy and a hard copy of each assignment they submit, at least until they have been awarded a final result in the relevant subject(s).

**Receipt of assignments**

Students will be provided with a receipt for their assignments, except for shorter assignments, short laboratory reports or other small written submissions that are submitted in person in class or submitted via subject-specific assignment submission boxes.

**Group assignments**

Group assignments must be accompanied by a coversheet for each student in the group, however only the student designated by the group to submit the assignment will be given a receipt. Marked group assignments can be collected by a single, designated member of the group.

**COLLECTION OF ASSESSMENT TASKS**

**Collection of assignments**

Where possible, academics will return marked assignments to students in class. Alternatively, unless otherwise advised, assignments, together with marks and feedback, will be available for collection from the relevant Student Centre (or if specified, from the teaching department) on the expected return date. Where students have provided a stamped, self-addressed envelope, work will be put in the mail on the expected return date. (This applies only to written work. Models or artworks that are fragile, or potentially valuable, will be safely stored and available for student collection in a manner determined by the relevant teaching department).

The University takes no responsibility for material lost or damaged in the post.

Work will be neither mailed, nor available for collection before the expected return date. Students are required to show their student ID in order to collect their assignments.
Uncollected assignments

Uncollected assignments will be retained in the relevant Student Centre (or if specified, in the teaching department) for at least six months following release of final results in the relevant subject. (Assignments should be retained, if part of a dispute over assessment, according to guidelines established by the Executive Director (Student Services) and Academic Registrar). Following this period, these assignments will be disposed of as confidential waste.

STANDARD PENALTIES IN UNDERGRADUATE COURSES

Examiners may apply the following penalties for non-compliance with assessment parameters. Where Examiners apply other penalties these will be detailed in the Subject Outline.

Exceeding word limit on a longer assignment

Assignments that exceed the word limit by more than 10%, inclusive of footnotes, attract a marking penalty of 10% of the marks that would otherwise have been awarded.

Assignments that exceed the word limit by 25% or more may attract a higher penalty, including a cap on the maximum grade awarded. For example, an assignment with a limit of 2000 words will be marked down by 10% if there are more than 2200 words. If there are 2500 words or more, the maximum result that may be awarded is an H2B.

A subject co-ordinator may permit a student to exceed the word limit if the student can demonstrate that the work is genuinely outstanding and original, and permitting a student to do so does not disadvantage other students who were required to conform to the word-limit. Permission must be granted prior to the submission date.

The penalty for exceeding word limit on a shorter assignment is set at the discretion of the subject coordinator.

Late submission of a longer assignment

- For essays/assignments submitted after the due date, the mark awarded will be reduced by 10% for each day the work is late.
- For assignments submitted later than 5 working days (or 1 week if due on a weekend) after the due date will not be marked and will receive no marks.

The penalty for late submission of a shorter assignment is set at the discretion of the subject coordinator.

In-class tasks. The penalty for late submission is usually 100% of the mark. In-class tasks will not be marked if submitted more than one week following the due date (i.e. after the return of work to students).

Where a student has been granted an extension the due date is the revised due date.