COLLEGE OF BUSINESS
Guidelines for Course Guides, Course Delivery, Assessment, and Penalties

Course delivery
A 12 credit point course must be no more than 3 hours of teacher guided contact or equivalent per week, or the equivalent duration for a whole semester for courses that are delivered in concentrated mode or via an offshore delivery model.

Students are expected to spend at least 1-2 hour's of self-directed learning for every 1 hour of teacher guided contact or equivalent.

Courses must provide a variety of learning activities and should never be e.g. lectures only.

Principles of Assessment
Courses must use more than one form of assessment and there should never be a single mode of assessment (e.g. examination only).

Where the assessment includes an examination at the end of the course it must be of no more than two hours duration (for a 12 credit point course or any TAFE course) and weighted at no more than 60% of the assessment.

There must be no more than two assessable tasks during the semester (in addition to any final examination). Note that regular (e.g. weekly) laboratory reports or online quizzes may be categorised as a single task.

There must be at least one assessable task completed (issued, assessed and returned) in the first two thirds of the course.

Written pieces of assessment must require the use of Turnitin.

There may be no hurdle requirements in any course.

Responsibility for Assessment
The major responsibility for assessment in a course resides with the School that has responsibility for the course.

The Head of School is responsible to the Pro Vice-Chancellor of the College of Business and, via the Pro Vice-Chancellor, to the Academic Board for the academic standards of the School and, therefore, for ensuring that an adequate basis for the conduct of assessment is established and implemented.

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1 Assessment Policies and Procedure Manual - Page 6
2 Assessment General 7.32.1.1 Policy - Page 1
3 Assessment General 7.32.1.1 Policy - Page 4
Course Guides

Course Guide Part A - Overview of assessment

Before the beginning of each period over which a course is to be taught, the means of assessment for that course for that period shall be recorded in the Course Guide and shall be made available to each student undertaking that course.4

Assessment will be carried out in the manner approved for the course described in the current Course Guide Parts A and B provided to the students.

Part A provides an overview of assessment, how it has been designed to assist students to be successful in the course including how formative feedback will be given. It explains the various elements of assessment and what they are designed to assess without being specific. The elements must match, or align with, the learning outcomes.5

This statement does not specify whether the assessment is done by examination, assignment, or other means, thus allowing for variation between offerings (which are detailed in the Course Guide Part B). Use the phrase ‘may include’, or similar, to allow for offering differences, or change over time.6

Course Guide Part B - Assessment tasks

List the grades available in the course. The grade awarded will be the sum of the marks in each piece of assessment.

Criteria for determining ‘borderline’ must be outlined. A suggested statement is: “Borderline fails in this course are determined when the final overall mark is in the range 45-49 inclusive.” A major piece of assessment is defined as 50% or more of the available work.7

The use of end of semester examinations and the duration must be included.

Details of the assessment methods for each course must address:8

1. Assessment tasks and percentage value of each task.
2. Assessment timeline (e.g. beginning, middle or end of the course).
3. Submission dates, dates when students' work will normally be returned and feedback mechanisms.
4. Gradings available or competency achieved, including assessment criteria and lecturer’s expectation. This should be for the particular pieces of work/assessment activities.
5. Include an instruction to the student that all assignments must be accompanied by an Assignment Cover Sheet. This includes a statement about plagiarism.
6. Require that all assignments are submitted electronically with a Turnitin report attached (Hard copies may also be required).

Each assessment task should:9

1. be described in some detail (that is more that simply naming the type as essay or examination for example);
2. be linked to the learning outcomes so that it is clear to the student how all learning outcomes are assessed;
3. provide students with an overview of the assessment criteria that will be used (that is, describe what will be looked for when work is marked, including examinations);
4. add the date when more detailed information about the assessment task and criteria will be distributed if relevant;

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4 Assessment General 7.32.1.1 Policy – Page 2
5 Guidelines for Part A Course Guides – Page 6
6 Guidelines for Part A Course Guides – Page 7
7 Assessment General 7.32.1.1 Policy – Page 5
8 Guidelines for Part B course guides – Page 4
5 specify the weighting of each assessment task as a percentage of the total assessment;
6 specify the submission time and date.

Management of Assessment Results

All borderline fail scripts, whether major assessment or examination papers, should be marked by a second examiner.

Students who are dissatisfied with their assessment have the right to clarification from the School of how their assessment was determined.

The results of progressive assessment of students during the conduct of a course will be retained within Schools for consideration in determining a final assessment result for the course.

A student will be entitled to receive the result of any assessment prior to the commencement of the next scheduled period of study in a course or program, where knowledge of that assessment is necessary in order to proceed either within the course or to another course.

Schools responsible for course assessment will enter final results onto the Electronic Results System by the date prescribed.

Submission Dates and Extensions

The Course Guide should state the date and time for submission of all assignments.

Academic staff are authorised to permit extensions of time of up to 7 days on application from the student. All such extensions of time and the reason these have been granted will be reported in writing to the Course Coordinator within 5 working days of being granted.

Extensions to submission deadlines beyond 7 days are allowed only as a result of a successful application for Special Consideration

Procedures for submission of assessable work

All student assessments must be submitted through Grade Centre in Blackboard. This will provide schools with evidence of the time and date of submission.

They must be accompanied by an electronic assignment coversheet.

Hard copies may also be required.

Procedure for making variations to assessment tasks described.

This should state that assessment tasks may be varied with the documented consent of 70% of students enrolled in the course (see Regulation 5.4.1).

Penalties for late submission

All assignments will be marked as if submitted on time then the mark awarded will be reduced by 10% for each day (or part of a day) it is late.

Assignments that are late by 7 days or more will not be marked and will be awarded zero marks.

Exemptions to guidelines above.

Exemptions must have been granted at least 2 weeks before each course commences.

The process to consider exemptions to the College of Business course delivery and assessment guidelines will be based on submission to the Academic Development Committee. Each
submission will be considered on a case by case basis. The submissions must provide the course codes and titles, a list of the codes and titles of all affected programs, the background to the submission, the justification for the exemption and supporting documentation as attachments.

The justification for exemptions should be one of the following:

1. Documented educational reasons
2. The course load or assessment is specifically required by an external professional accreditation. The requirement must be based on a current accreditation of the program that is mandatory for graduates to enter professional practice.
3. International mobility.
4. The course is a workplace or an equivalent Work Integrated Learning course held on campus provided as an alternative for students.
5. Laboratory, practical, workshop or field work (only) courses, on condition that other requirements are fulfilled.
6. Fee for service or non-award courses provided to an external body based on specified requirements.

**Implementation of Guidelines**

The process to implement the new guidelines is as follows:

The Academic Development Group will prepare a checklist to be used as a guide for course coordinators to ensure their courses and course guides conform to new guidelines.

Heads of Schools will ensure that courses are revised by the appropriate timelines outlined below and that the course guides are signed off by Heads or their nominees during this change process.

Deputy Pro Vice-Chancellor, Learning and Teaching will arrange for an audit of a sample of course guides at the beginning of each semester and report to the College of Business Executive on compliance with the new guidelines.

Implementation timeframes for the new delivery and assessment guidelines have been agreed as outlined below.

**Minor changes to courses to meet Guidelines**

The Deputy HoS L&T will determine if the changes required to a course to comply with the Guidelines are major or minor.

All minor/fine tuning changes to courses to meet the new delivery and assessment guidelines must be implemented in 2011. For courses delivered in Semester 1 2011 the changes must be reflected in the Course Guide Part B and the delivery in that semester and similarly, semester 2 courses must be revised in time for semester 2, 2011.

**Major changes needed to courses to meet Guidelines**

Where there are major changes to course or assessment load and/or program structural changes needed, these must be ready to be implemented by the end of 2011. To achieve this, Schools need to have all of these changes approved by the College of Business, Academic Development Committee no later than October 2011.

Dr Eveline Fallshaw
Deputy PVC Learning and Teaching
College of Business
## Checklist for Course Guides Parts A and B

<table>
<thead>
<tr>
<th>Description</th>
<th>Yes / No</th>
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<tbody>
<tr>
<td>No more than 3 hours of teacher guided contact per week</td>
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<tr>
<td>&gt;= 1 hour of self-directed learning for every hour of class contact</td>
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<tr>
<td>Variety of learning activities</td>
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<tr>
<td>Variety of assessment tasks</td>
<td></td>
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<td>Examination no more than two hours, no more than 60% of assessment</td>
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<td>&gt;= one assessable task weighted in the first two thirds of the course</td>
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<td>No hurdle requirements</td>
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</tbody>
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### Course Guide Part A - Overview of assessment

- Overview of assessment
- How formative feedback will be given
- Explanation of elements of assessment and what they are designed to assess
- Alignment with learning outcomes
- Does not specify whether the assessment is done by examination, assignment, or other means
- Uses the phrase ‘may include’, or similar

### Course Guide Part B - Assessment tasks

- Percentage value of each assessment task
- Description in some detail (ie more than naming the type as essay or exam) of each assessment task
- Links to learning outcomes
- Explains to the student how all learning outcomes are assessed;
- Provide students with an overview of the assessment criteria to be used
- Dates when more detailed information about the assessment task and criteria will be distributed if relevant
| Specifies weighting of each assessment task as % of total assessment |
| Submission time and date for each assessment |
| Dates when students’ work will normally be returned and feedback mechanisms |
| Gradings available or competency achieved, including assessment criteria and lecturer’s expectations |
| Instruction that all assignments are to be accompanied by Assignment Cover Sheet |
| Requirement to submit assignments electronically (and also hard copy if desired) |
| List of grades available in the course |
| Criteria for determining ‘borderline’ |
| Use of end of semester examinations and duration |
| Statement that assessment tasks may be varied with the documented consent of 70% of students enrolled in the course |

**Penalties for late submission**

All assignments will be marked as if submitted on time then the mark awarded will be reduced by 10% for each day (or part of a day) it is late.

Assignments that are late by 7 days or more will not be marked and will be awarded zero marks.