

## Higher Education Undergraduate and Masters by Coursework Assessment Guidelines 2019

### Assessment Grading

#### How did I do?

Your assessment task will be graded after the due submission date. You will be given a grade (HD / D / C / P / MF / F) for each assessment task. Tutors might also provide a numerical mark on your work. Within the School of Arts, assessable work is moderated to ensure consistency of grading across campuses and between markers. This process takes time and we ask for your patience and understanding but you should usually receive feedback on your assessment within 2 weeks of the submission date.

#### Concerned about your grade?

If you feel that the grade you have been given needs to be reviewed, under FedUni's Statute 5.3 - Assessment, you can request that a second marker assesses your work. Please refer these requests to the Course Coordinator in the first instance. You may also appeal against the final grade awarded for a course by writing to the Dean of School ([Dean.Arts@federation.edu.au](mailto:Dean.Arts@federation.edu.au)). You must submit your appeal within 10 working days of receiving the ratified result.

## General Information about Assessments

1. In 15 credit point courses, students can expect to have assessment equivalent to between 4000- 4500 words per student and 30 credit point courses should include the equivalent of 8000-9000 words per student.
2. In order to pass a course a student should attempt every assessment task, including hurdle tasks, and achieve at least 50% for the course overall.
3. Students should receive an alpha grade (HD, D, C, P, MF or F) for each assessment task. Course Coordinators may also choose to provide a numerical mark and may provide numerical marks (if available) to students on request.
4. Assessment tasks submitted after the due date without an extension or Special Consideration should attract a late penalty of 5% of the total value of the task per day (including weekends) from those that were awarded to the student. Assessment tasks submitted more than 14 days after the due date without an extension or Special Consideration should not be graded.

e.g. If a student received a 75/100, 5 % of the value of the task would be 5 marks. If the student submitted one day late they would receive 70/100, two days late they would receive 65/100, and so forth.

Further information and application forms:

Information about late deductions in a course should be provided in the Course Description.

Extension information can be found in each course Moodle shell.

Information about special Consideration can be found at <http://federation.edu.au/current-students/essential-info/administration/special-consideration>

If you have a Learning Access Plan (LAP) please ensure that you follow the agreed guidelines.

5. Any assessment task weighted 25% or more that is given a fail grade should be double marked.
6. A student may apply for the Course Coordinator's permission to resubmit one failed assessment task per course. Any request should be received within one week of result being released. If granted permission, the student should resubmit no later than one week from the date permission was granted. A resubmitted assessment task should receive a pass (50%) or fail grade only.
7. Group Work Assessment Assistance.  
  
If a student experiences difficulty during group assessment they should contact their Course Coordinator or tutor as soon as possible to discuss their concerns.
8. Assessments submitted by the due date should be returned simultaneously to all students.
9. Students should submit all assessment tasks electronically on Moodle, accompanied by a completed declaration form, unless otherwise specified in the Course Description.