

Higher Education Undergraduate and Masters by Coursework Assessment Guidelines

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 3 weeks of the submission date.

Some assessment tasks and courses are ungraded. You will receive either an ungraded pass (S) or an ungraded fail (UN) result.

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). You must submit your appeal within 10 working days of receiving the ratified result.

Student Advocacy can support you through the appeals process. Contact them via studentadvocacy@federation.edu.au.

General Information about Assessments

1. 15 credit point courses should include assessment equivalent to between 4000- 4500 (undergraduate) or 4500-5500 (masters by coursework) words per student and 30 credit point courses should include the equivalent of 8000- 9000 (undergraduate) or 9000-11000 (masters by coursework) words per student.
2. Except where the assessment allows for iterative, structured development of a piece of work (e.g. in creative writing), staff will not comment on drafts submitted before the due date.
3. **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.
4. Peer assessment can be incorporated into feedback, particularly when group assessment tasks are used. When part of a final grade, peer grades must be moderated by the staff assessors, who may base the mark awarded on a group of peers' scores.
5. Students should submit all assessment tasks electronically on Moodle, accompanied by a completed declaration form, unless otherwise specified in the Course Description.
6. Students should receive an alpha grade (HD, D, C, P, MF or F) for each graded assessment task. Course Coordinators may also choose to provide a numerical mark and may provide numerical marks (if available) to students on request.
7. **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.**
 - For example, if a student receives 75/100, 5% of the value of the task would be 5 marks deducted from the awarded mark per day. If the student submitted one day late they would receive 70/100, two days late they would receive 65/100, and so forth.
 - Information about Special Consideration and Discretionary Assessment Extensions can be found at <https://federation.edu.au/current-students/essential-info/administration/special-consideration/higher-education>
 - If you have a Learning Access Plan (LAP) please ensure that you follow the agreed guidelines.
8. Any assessment task weighted 25% or more that is given a fail grade should be double marked. Courses with a performance-based assessment task weighted 50% or more should be double marked.
9. Assessments submitted by the due date should be returned simultaneously to all students.