UNE Business School Assessment Information and Late Assessment Policy

The School's policies pertaining to assessment are listed below. Each UNE Business School 'assessment' policy is outlined on this page. The UNE Assessment Policies are linked to webpages within the UNE site.

Please note: All assessment tasks will have a specified due date. It is the responsibility of all students to ensure that their assessments are received by the due date. Assessments must be submitted electronically.

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Presentation

For written essays and reports and other assessment tasks where formal guidelines (e.g. audio recording, pamphlet, newsletter, policy statement, electronic poster, PowerPoint presentation, journal, text or image construction, etc) are not specifically given in the assessment description, assessment tasks should comply with the following format:

- Title Page – with Name, Student Number, Unit details, Assignment number, Topic title, Due date, and Word count
- Page numbers and your Student Number in header or footer
- A margin of at least 4 cm on the left hand side
- Double spaced in 12 point Times New Roman font
- A4 paper

Referencing

The UNE Business School uses two standard referencing styles: APA and Chicago Author-Date. Both are Harvard referencing styles – Harvard being a generic term for any author-date referencing system.

Unless indicated otherwise, either style can be used to reference assessment tasks.

[Further information on referencing](#)

Plagiarism

Plagiarism is the action or practice of taking and using as one's own the thoughts or writings of another without acknowledgment. You must comply with the University's policy on Plagiarism and Academic Misconduct as described in the following policies:

- [Student Coursework Academic Misconduct Rule](#)
- [Student Coursework Academic Misconduct Procedures](#)

Your work will be checked for originality.

Your responsibilities are to:

- Read, understand and respect the policies on plagiarism and academic misconduct found at the websites above;
- Familiarise yourself with the conventions of referencing for your discipline(s);
- Avoid all acts which could be considered plagiarism;
- Seek assistance from appropriate sources with any academic writing areas where you are aware you need more knowledge and skills;
- Submit a separate signed and dated Plagiarism Declaration Form with every task, report, dissertation or thesis submitted for assessment or examination;
- Be aware that when you submit an assessment task electronically, you are deemed to have signed the declaration.

Avoiding Plagiarism

You should refer to the following websites or to academic units for further advice and assistance:

- [eSKILLS UNE Keeping Track](#)
- [Avoiding Plagiarism and Academic Misconduct](#)

The [Student Coursework Academic Misconduct Rule](#) states that students have a responsibility to complete the Academic Integrity Module (AIM), which covers the rules of academic integrity, essential for successful and ethical study practices at UNE. The AIM educates students about these rules, what the University means by the term 'plagiarism', and how to incorporate other people's ideas and language into their own work without violating these rules.

Completing the AIM is one small step towards achieving and demonstrating the UNE graduate attribute of social responsibility, which involves behaving with personal and professional integrity in academic and other contexts.

Access to the AIM is provided alongside other units on students' Moodle My home page. It can also be accessed directly: [Academic Integrity Module](#). (You will need to login to Moodle.) The link to the AIM site will remain on students' Moodle pages while they are enrolled at UNE to allow continued access to the information. Students who complete the AIM will be awarded a digital badge.

Submission of Assessment Tasks

Unless otherwise directed by the unit coordinator in the unit teaching materials, students must submit assessment tasks by electronic submission (through the learning management system). Details of how to submit your assessment tasks in Moodle can be found in the [Learning Online at UNE](#) Moodle site. (You will need to login to Moodle.)

Extensions for Assessment Tasks

If you find that you cannot meet the published due date for an assessment task, you must contact the unit coordinator **by email no later than the due date** to request an extension. Any required supporting

information, such as a medical certificate, should be provided to the unit coordinator no later than the due date. Please note that extensions may not be available for some assessment tasks, e.g. group work and online quizzes. You should check with your unit coordinator if you anticipate a problem meeting the due date for these types of assessment.

Extensions will be granted on the basis of unavoidable or unforeseen circumstances. However, requests that relate to avoidable time management issues such as 'heavy work commitments in other units' or 'leaving my run a little late' will not be considered favourably.

Except under exceptional circumstances, the maximum possible extension that may be requested is **two weeks**. For extensions of more than two weeks, students are advised to discuss their situation with the unit coordinator and apply for a special extension of time if required.

Late Assessment Tasks

Assessment tasks are deemed to be late if (i) they are not submitted (in accordance with the submission requirements) on, or before, the published due date or (ii) they are submitted after an assessment extension date negotiated with the unit coordinator.

The penalties for late submission and for non-submission are:

- A compulsory assessment task that is submitted late (or is not submitted) will result in the grade NI (Failed Incomplete) for the unit.
- A non-compulsory assessment task that is submitted late (or is not submitted) will receive 0%.

If you find that you have missed a deadline because of unavoidable or unforeseen circumstances, contact your unit coordinator as soon as possible to discuss options.

Return of Assessment Tasks

The unit coordinator will endeavour to have assessment tasks marked and returned electronically within four (4) weeks of the due date (or the revised due date where an extension has been granted).

In some instances the early return of marked assessment tasks will be delayed until all students have submitted their work (a maximum of two weeks after the due date). This will be the case if returning marked assessment tasks or making feedback available could advantage students who have not yet submitted.

If a student receives an extension they should expect the return of their work to be later than assessment tasks submitted on time. This means that in some cases assessment tasks may not be returned before the next task is due or before the exam.

Marking of Assessment Tasks

Students are advised that their assessment tasks may be marked by someone other than a member of the teaching team. If this is the case, the Head of School will approve the appointment of all casual markers, and the unit coordinator will moderate the marking process to ensure competence, fairness and consistency.

UNE Grading System

Taken from the [Assessment Procedures](#) policy.

Grade (Code)	Explanation
HD **High Distinction** **85% or above**	Addresses the assessment criteria to an excellent standard. Outstanding achievement of the learning outcomes. Superior level of knowledge and skills displayed. **7 on the Grade Point Average (GPA) scale** **Numerical conversion: scores and/or aggregate marks of 85% or above**
D **Distinction** **75% and 84%**	Addresses the assessment criteria to a very high standard. Very good achievement of the learning outcomes. Very high level of knowledge and skills displayed. **6 on the Grade Point Average (GPA) scale** **Numerical conversion: scores and/or aggregate marks of 75% and 84%**
C **Credit** **65 to 74%**	Addresses the assessment criteria to a high standard. Good achievement of the learning outcomes. High level of knowledge and skills displayed. **5 on the Grade Point Average (GPA) scale** **Numerical conversion: scores and/or aggregate marks of 65% and 74%**
P **Pass** **50 to 64%**	Addresses the assessment criteria to a satisfactory standard. Satisfactory achievement of the learning outcomes. Adequate level of knowledge and skills displayed. **4 on the Grade Point Average (GPA) scale** **Numerical conversion: scores and/or aggregate marks of 50% and 64%**
N **Fail** **Less than 50%**	Fails to adequately address the assessment criteria. Does not achieve the learning outcomes. Does not display an adequate level of knowledge and skills. **0 on the Grade Point Average (GPA) scale** **Numerical conversion: scores and/or aggregate marks of less than 50%**
NC **Compulsory Fail**	An assessment task has not been passed, which must be passed in order to pass the unit, but where the overall mark is 50% or higher. **0 on the Grade Point Average (GPA) scale**
NI **Fail**	One or more mandatory assessment tasks or requirements for the completion of the unit were not submitted or fulfilled. **0 on the Grade Point Average (GPA) scale**
SR **Satisfied Requirements**	Satisfied Requirements **SR has no numerical score on the GPA scale** US — Unsatisfactory **US is 0 on the GPA scale**

In some units, the grading system is organised on a Satisfied Requirements/Unsatisfactory (Pass/Fail) basis. When this grading system is used the appropriate interpretive descriptors to apply will be those for the grade of at least Pass or Fail.

Administrative Grades

Grade	Meaning
AOS	Approved overseas study
RU	Result temporarily unavailable
RY	Result next teaching period or next year — generally thesis or dissertation units
SET	Special extension of time granted
SPE	Special examination granted — arranged by Student Administration and Services
SPS	Special examination granted — arranged by School
W	Withdrew after the census date but by the last date prescribed in the Principal Dates before deemed to have failed
WN	Withdrew after the date prescribed in the Principal Dates and deemed to have failed
WUN	Withdrawn by the University and deemed to have failed