

Version	Approved by	Approval date	Effective date	Next review
1.0	The Dean, Arts & Social Sciences	5 June 2017	5 June 2017	June 2019
Procedure Statement				
Purpose	The procedure regulates the management of assessment and attendance for all courses delivered by Arts and Social Sciences. It informs academic staff and students about the roles, responsibilities and requirements of design and implementation of assessment and attendance regimes.			
Scope	The procedure applies to all students enrolled in coursework programs, academic staff and professional staff within the Faculty of Arts and Social Sciences.			
Are Local Documents on this subject permitted?	<input checked="" type="checkbox"/> Yes, subject to areas specifically restricted within this Procedure.		<input type="checkbox"/> No	
Procedure Processes and Actions				

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1. Attendance and Absence

The University's expectations relating to class attendance and absence can be viewed at:
<https://student.unsw.edu.au/attendance>

From time to time, the Course Authority may vary the attendance requirements for a course. It is the students' responsibility to ensure that they are familiar with the specific attendance requirements stipulated in the course outline for each course in which they are enrolled.

1.1. Attendance

Students are expected to be regular and punctual in attendance at all classes in the courses in which they are enrolled. All applications for exemption from attendance at classes of any kind must be made in writing to the Course Authority. Failure to meet the specified attendance requirements of the course may result in course failure.

In cases involving illness or some other unavoidable cause students may be excused for non-attendance of classes for a period of not more than one month (i.e. 33%) or, on the recommendation of the Dean, for a longer period.

1.2. Absence from Class

Explanations of absences from classes or requests for permission to be absent from forthcoming classes should be addressed to the Course Authority in writing and, where applicable, should be accompanied by appropriate documentation (e.g. medical certificate). After submitting appropriate supporting documentation to the Course Authority to explain their absence, students may be required to undertake supplementary class(es) or task(s) as prescribed by the Course Authority. If examinations or other forms of assessment have been missed, then students should apply for Special Consideration.

1.3. Responsibilities of Course Authorities:

Course Authorities must:

- Identify in the course outline:
 - Classes subject to attendance requirements and classes not subject to attendance requirements (e.g. Tutorials but not lectures, or tutorials and lectures);
 - The minimum attendance requirement (as a percentage) and the indicative number of instances of permissible absence from class (e.g. if the minimum attendance requirement is 80% of all tutorials then it should be indicated that students can miss no more than 2 tutorials);
- Keep accurate records to facilitate the enforcement of the specified attendance requirements. To ensure adequate responses to student appeals and complaints, attendance records are to be centrally stored within each school and accessible, e.g. by the Deputy Head of School or Associate Dean (Education), for a minimum of 6 years after the completion of the course.
- Enforce the specified attendance requirements through the application of consequences where appropriate.

2. Assessments

2.1. Principles

Assessment is a systematic process for facilitating and evaluating student learning. Pursuant to the UNSW Assessment Policy, assessments within courses offered by the Faculty shall conform to the following principles:

- Assessment is designed to guide and enhance student learning.
- Student learning is assessed against learning outcomes and expected standards of performance.
- Assessment provides credible information on student achievement.
- Assessment is fair and provides all students an impartial opportunity to demonstrate their learning.
- Assessment develops students' abilities to evaluate their own and peer's work.

2.2. Communication

For assessment tasks other than examinations, Course Authorities must provide information about the following in the course outline:

- Methods and deadlines for submission or completion of assessment tasks and deductions for late submission;
- Process for requesting and approving extensions for submission or completion of assessment tasks;
- The availability, or otherwise, of supplementary assessments.

2.3. Deduction for late submission

Students are responsible for the submission of assessment tasks by the required dates and times. Depending of the extent of delay in the submission of an assessment task past the due date and time, one of the following deductions will apply unless special consideration or a blanket extension due to a technical outage is granted. For the purpose of deduction calculation, a 'day' is each 24-hour period (or part thereof) past the stipulated deadline for submission within the calendar year (including weekends and public holidays).

Work submitted less than 10 days after the stipulated deadline

Work submitted less than 10 days after the stipulated deadline is subject to a deduction of 5% of the total awardable mark from the mark that would have been achieved if not for the deduction for every day past the stipulated deadline for submission. That is, a student who submits an assignment with a stipulated deadline of 4:00pm on 13 May 2016 at 4:10pm on 14 May 2016 will incur a deduction of 10%.

Task with a percentage mark

If the task is marked out of 100%, then late submission will attract a deduction of 5% from the mark awarded to the student for every 24-hour period (or part thereof) past the stipulated deadline.

Example: A student submits an essay 48 hours and 10 minutes after the stipulated deadline. The essay is marked out of 100%. The essay receives a mark of 68. The student's mark is therefore $68 - 15 = 53$

Task with a non-percentage mark

If the task is marked out of 25, then late submission will attract a deduction of 1.25 from the mark awarded to the student for every 24-hour period (or part thereof) past the stipulated deadline.

Example: A student submits an essay 48 hours and 10 minutes after the stipulated deadline. The total possible mark for the essay is 25. The essay receives a mark of 17. The student's mark is therefore $17 - [25 (0.05 \times 3)] = 13.25$

Work submitted 10 to 19 days after the stipulated deadline

Work submitted 10 to 19 days after the stipulated deadline will be assessed with feedback provided but a mark of zero will be recorded. If the work would have received a pass mark but for the lateness and the work is a compulsory course component (hurdle requirement), a student will be deemed to have met that requirement.

Work submitted 20 or more days after the stipulated deadline

Work submitted 20 or more days after the stipulated deadline will not be accepted for assessment and will receive no feedback, mark or grade (i.e. a mark of zero will be recorded for the assessment task). If the assessment task is a compulsory component of the course a student will receive an Unsatisfactory Fail (UF) grade as a result of unsatisfactory performance in an essential component of the course.

2.4. Supplementary assessments

The form of the supplementary assessment need not be identical to the original assessment but it must assess the same learning outcomes.

A supplementary assessment will be offered to a student who fails an assessment task in either of the following circumstances.

- Supplementary assessment will be offered to any student who fails an assessment task if their request for Special Consideration for that task is approved. The mark awarded for the assessment task will be based solely on the supplementary assessment.
- Where a student fails an assessment task in a course in the final semester of their program, but does not have an approved Special Consideration for that task, supplementary assessment will still be offered in cases where passing the task would have resulted in the student passing the course and completing the program.

Schools may choose to offer supplementary assessments under other circumstances than those listed above. Decisions by Schools to offer supplementary assessments under other circumstances than those listed above should be guided by local processes to promote principled and consistent decision-making.

The mark awarded for a supplementary assessment, in the absence of Special Consideration, will be capped.

- Where a supplementary assessment is provided for a student who fails an assessment task in any course, the final mark awarded for the assessment task will be capped at 50%.
- Where a supplementary assessment is provided to a student with a Fail based on the overall course result, the final mark for the course will be capped at 50%.

3. Permissible Timetable Clashes

Students may be permitted to enrol in an Arts & Social Sciences course where the timetabled lectures of the course clash with the timetabled lectures or tutorials of another course.

Where a student applies to enrol in a course or courses with timetable clash(es) through the Permissible Timetable Clashes Procedure, the application will be determined with reference to the attendance requirements stipulated in the course outline(s) in the first instance by the Faculty Student Centre. If the clash means the students will not be able to satisfy the attendance requirements as stipulated in the course outline, the application will be referred to the Course Convenor for further consideration.

It is the students' responsibility to ensure that they can access a recording of the missed lecture either through Echo 360 or independent recording. Course Convenors may refuse the recording of lectures independent of Echo 360.

Permissible clashes are not available to students in their first semester of study at university.

4. Special Consideration

Students can apply for Special Consideration when illness or other circumstances interfere with their assessment performance. An application for special consideration must be made through Online Services in [myUNSW](#) (My Student Profile tab > My Student Services > Online Services > Special Consideration). Additional information about special consideration, including instructions and rules relating to an application can be viewed at: <https://student.unsw.edu.au/special-consideration>. An application for special consideration must be assessed in accordance with the Special Consideration – Illness and Misadventure Policy (<https://www.gs.unsw.edu.au/policy/documents/specialconsiderationpolicy.pdf>)

Special consideration is distinct from program-wide educational adjustments. An explanation of the difference between special consideration and educational adjustments can be found at: <https://student.unsw.edu.au/special-consideration-and-educational-adjustments>.

5. Educational Adjustments

Although students are encouraged but not required to register with UNSW Disability Services, students with disabilities may be eligible for reasonable adjustments to the requirement of an assessment (including an examination) and attendance if they register with UNSW Disability Services to receive educational adjustments. Information about Disability Services can be viewed at: <https://student.unsw.edu.au/disability-service-overview>.

Accountabilities	
Responsible Officer	Associate Dean (Education)
Contact Officer	Manager, Faculty Learning & Teaching Support
Supporting Information	
Legislative Compliance	This Procedure supports the University's compliance with the following legislation: <i>Tertiary Education Quality and Standards Agency Act 2011 (Cth)</i> https://www.legislation.gov.au/Series/C2011A00073 <i>Higher Education Standards Framework (Threshold Standards) 2015</i> https://www.legislation.gov.au/Series/F2015L01639
Parent Document (Policy and Procedure)	<i>UNSW Assessment Policy</i> https://www.gs.unsw.edu.au/policy/assessmentpolicy.html <i>UNSW Assessment Design Procedure</i> https://www.gs.unsw.edu.au/policy/assessmentdesignprocedure.html <i>UNSW Assessment Implementation Procedure</i> https://www.gs.unsw.edu.au/policy/assessmentimplementationprocedure.html
Supporting Documents	Nil

Related Documents	<i>Special Consideration – Illness and Misadventure Policy</i> https://www.gs.unsw.edu.au/policy/specialconsiderationpolicy.html			
Superseded Documents	Nil			
File Number				
Definitions and Acronyms				
Attendance	Attendance means physical or digital presence of a student in class. A student who is absent according to the definition of “absence” is not regarded as having attended a class.			
Absence	Absence or Non-attendance is where a student: <ul style="list-style-type: none"> • Arrives more than 15 minutes after the commencement of a class; and/or • Departs more than 15 minutes before the conclusion of a class; and/or • Is not in attendance for 15 minutes or more outside of a designated break; or Does not attend at all.			
Class	Classes include lectures, tutorials, seminars, workshops, webinars, intensives and other learning and teaching sessions as stipulated in the course outline.			
Course	Course means a component of an academic program carried out over a session or part thereof with a specific unit of credit weighting.			
Course Authority	Course Authority refers to the School (or Faculty) responsible for the planning, resourcing and delivery of a course, including teaching resources and arrangements, teaching delivery, learning environment, assessment and quality.			
Final Assessment	Final Assessment refers to the any assessment designated by the Course Authority as “Final Assessment” for the purposes of attendance monitoring. In most cases, Final Assessment is the major assessment task.			
Special Consideration	Special Consideration (including the process and outcomes) is defined by the Special Consideration – Illness and Misadventure Policy.			
Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
1.0	The Dean, Arts & Social Sciences	5 June 2017	5 June 2017	Creation.

Further Information	
This section is not published on the final PDF document. It is for website purposes only	
Keywords for search engine	-
FAQs and answers	-