

# Assessment Pattern Schedule

## 1 Purpose

To establish the requirements of formal Assessment patterns in Courses.

## 2 Scope

This schedule must be read in conjunction with the Assessment Procedure and is subordinate to it. This schedule outlines critical parameters that will assist Course Coordinators in planning the Assessment in a Course. Where a variation to any aspect of this Schedule is required, the process outlined in the Assessment Procedure applies.

## 3 Schedule

All Assessment will meet the parameters set out in the Assessment Types Schedule.

### 3.1 Number of Assessment Items

The number of Summative Assessment Items in a Course depends on the unit value of the Course. Courses that are less or equal to 0.5 units have one (1) or two (2) Summative Assessment Items. Courses that are one (1) unit value and greater have two (2) to five (5) Summative Assessment Items. Courses that are a Research, practice, project, or Thesis component of an Academic Program, may have fewer than two (2) Summative Assessment Items.

All first year Courses in Coursework Programs include a summative Early Engagement Assessment Item. Other Courses have a summative or formative Early Engagement Assessment Item.

Where multi-part Assessment Items are used in a Course, the total number of items across all multi-part Assessment Items is limited to six (6). For example, one (1) multi-part Assessment Item with six (6) parts or three (3) multi-part Assessment Items with two (2) parts each.

### 3.2 Weighting of Assessment Items

Weightings for all Assessment Items meet the following criteria:

1. The maximum Weighting of an Assessment Item is 50% of the total summative Assessment for the Course, except where the Course is a Research, practice, project, or

Thesis component of an Academic Program, or a Course has only one Assessment Item;

2. The minimum Weighting of an Assessment Item is 10% of the total summative Assessment for the Course; and
3. Early engagement Assessment Items will be 10% of the total summative Assessment of the Course.

Weightings for specific elements meet the following constraints:

1. The maximum Weighting for Marks allocated to the collective component of group Assessment is 50% of the Marks available for the Course;
2. The maximum Weighting for Marks allocated for participation as part of an Assessment Item is 10% of the Marks available for the item; and
3. The maximum Weighting for Marks allocated for peer Assessment as part of an Assessment Item is 10% of the Marks available for the item.

### **3.3 Assessment due dates and times**

1. Where a non-examination Assessment artefact is submitted electronically, the final time to submit the artefact will be at 11.59pm Australian Eastern Standard Time (AEST) on the due date.
2. Examination Assessment artefacts are due at specified times found on StudyDesk.
3. The due date for the final Assessment Item in a Course is no later than the last day of the Study Period.
4. When the Assessment Item is non-replicable, the Course Coordinator will inform Students in StudyDesk of the time and location where the Assessment will take place.

### **3.4 Mandated timelines**

1. Assessment artefacts that have been submitted by the published due date will be marked and returned to Students at least one (1) week before a subsequent Assessment Item is due, and not more than three (3) weeks after the Assessment Item was due.
2. For approved and not approved late submissions, marked Assessment artefacts will be returned no later than three (3) weeks after the extended submission date.

## 4 References

Nil.

## 5 Schedule Information

<b>Accountable Officer</b>	Deputy Vice-Chancellor (Students and Education)
<b>Responsible Officer</b>	Dean (Learning and Teaching Futures)
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	<a href="#">Assessment Policy</a>
<b>Approved Date</b>	2/1/2026
<b>Effective Date</b>	2/1/2026
<b>Review Date</b>	14/2/2027
<b>Relevant Legislation</b>	
<b>Policy Exceptions</b>	<a href="#">Policy Exceptions Register</a>
<b>Related Policies</b>	
<b>Related Procedures</b>	<a href="#">Assessment Procedure</a> <a href="#">Grades Procedure</a>
<b>Related forms, publications and websites</b>	<a href="#">Assessment Types Schedule</a> <a href="#">Assessment and Grades - Roles and Responsibilities Schedule</a>
<b>Definitions</b>	<b>Terms defined in the Definitions Dictionary</b> <a href="#">Academic Program</a> An approved Higher Education Award of the University, consisting of a combination of Courses the successful completion of an offering of which, together with any credit transfers and Exemptions in accordance with the relevant requirements, will fulfil the prescribed requirements for that particular Award. <a href="#">Assessment</a> The process of evaluating the extent to which Students have achieved the Learning Outcomes of a Course. <a href="#">Assessment Item</a>

An individual Assessment task as outlined in the Assessment schedule for a Course. Assessment Items may be formal, informal, Formative or Summative in nature.

### [Course](#)

A discrete element of a program, normally undertaken over a single Study Period, in which the Student enrolls, and on completion of which the Student is awarded a grade.

### [Course Coordinator](#)

Responsibilities of Course Coordinators include but are not limited to: Course planning, design and development Course Specifications and alignment with Program Learning Outcomes Assessment design, implementation and marking Course delivery and Student learning experiences by providing Student support leadership and guidance of teaching teams engagement with professional and accreditation bodies ensuring currency of disciplinary and content knowledge and expertise reflecting on evaluations for the purpose of quality enhancement of Courses.

### [Coursework](#)

A method of teaching and learning that leads to the acquisition of skills and knowledge and does not include a major research component.

### [Early Engagement Assessment](#)

A low stakes summative or formative Assessment Item scheduled early, in the first 20% of the Study Period.

### [Formative Assessment](#)

Assessment that is designed to assist Students in monitoring their progress through a Course, but which does not contribute towards the Final Grade for that Course.

### [Mark](#)

An indication of mastery or non-mastery of an Assessment Item that takes the form of a numerical value.

### [Policy](#)

A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures

that give instructions and set out processes to implement a Policy.

### [Procedure](#)

An operational instruction that sets out the process to operationalise a Policy.

### [Research](#)

Research is the creation of new knowledge and/or the use of existing knowledge in a new and creative way to generate new concepts, methodologies, inventions and understandings. This could include the synthesis and analysis of previous research to the extent that it is new and creative.

### [Student](#)

A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

### [Study Period](#)

The period during which a Course or study unit is offered. Examples of Study Period include, but are not limited to, semesters, trimesters, blocks, intensives and sessions.

### [Summative Assessment Item](#)

Any Assessment Item (Assignment or Formal Examination) used in the determination of a Student's final Grade and should provide for feedback except when it is the final Assessment Item for a Course. Where a Summative Assessment Item is used only to determine whether or not a Student is eligible to be given a passing Grade, the weighting allocated to the item may be zero.

### [Thesis](#)

Also known as a Standard Thesis, is the material outcomes of a program of research. It is also referred to as a 'dissertation'.

### [University](#)

The term 'University' or 'UniSQ' means the University of Southern Queensland.

	<p><a href="#">Weighting of an Assessment Item</a></p> <p>The Weighting of an Assessment Item is the percentage that the item contributes to the calculation of the Final Grade of a Student.</p> <p><b>Definitions that relate to this schedule only</b></p>
<b>Keywords</b>	<p>Assessment, summative Assessment, Formative Assessment, Early Engagement Assessment, Weighting of Assessment Items, Assessment pattern, Course, Coursework, Research, Thesis, Course Coordinator, Academic Program, submission date</p>
<b>Record No</b>	<p>21/697PL</p>