Assessment and Grades - Roles and Responsibilities Schedule

1 Purpose

To provide guidance on the roles and responsibilities related to Coursework Assessment and Grades in use at the University.

2 Scope

This Schedule must be read in conjunction with the Assessment Procedure and the Grades Procedure. It is subordinate to the Assessment Procedure.

3 Schedule

3.1 Students

It is a responsibility of Students to:

1. undertake Assessment Items with integrity
2. submit Assessment Items by the due date and, where possible, retain an electronic copy of the submitted item
3. engage with feedback processes and other Formative Assessment activities to support future learning.

3.2 Course Coordinators

Course Coordinators are responsible for Course level Assessment design, implementation and marking in accordance with the Course Specification. It is the responsibility of Course Coordinators to:

1. publish all Assessment information under the Assessment page on StudyDesk during the first week of the Study Period
2. ensure that Assessment Item information is accurate and consistent across all sources
3. ensure that clarification and support is provided as soon as practical but not later than two (2) University Business Days for Student enquiries that relate to Assessment Items

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4. for group Assessment Items, ensure that each Student can participate in, and contribute meaningfully to the Assessment Item, and mechanisms are in place that facilitates the respectful and timely resolution of group conflicts

5. ensure that timely, constructive and specific feedback is provided to Students by the timelines identified for marking

6. ensure that markers have the appropriate qualifications, experience, skill and knowledge to assess Student achievement

7. moderate Assessment Marks where markers are involved

8. actively monitor Student submissions for breaches of Academic Integrity

9. ensure that the Marks awarded for each Assessment Item and the Final Grade of a Student are consistent with the Grade Descriptors set out in the Grades Procedure

10. ensure that results are accurately recorded and recommend Final Grades to the Head of School/College

11. engage with Students to pursue informal resolution to resolve concerns about Assessment Items, feedback and marking

12. recommend alternate timeframes for Assessment Item extensions, where required.

3.3 Head of School/College

It is the responsibility of the Head of School/College to:

1. oversee Assessment Item design, delivery and marking

2. ensure that school committees review the Assessment Items in a Course for each offering before the information is published to provide assurance on the quality of Assessment Items and their individual components

3. ensure that school committees evaluate Assessment Item and Grade outcomes after the Course has been delivered

4. approve variations to published CourseLoop Assessment Item information, such as task sheets, after the Study Period has commenced

5. approve grades in a Course, as determined in accordance with the Grades Procedure

6. approve a Conceded Pass Grade (CP Grade)

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7. approve alteration of a Final Grade after its release where this is the result of an academic process

8. promote Assessment principles outlined in the Assessment Policy

9. ensure allocation of resources to support effective Assessment within a school/college.

3.4 Academic Registrar

It is the responsibility of the Academic Registrar to:

1. authorise the release of Final Grades

2. authorise the early release of Final Grades

3. authorise alteration of a Final Grade after its release where this is to correct an administrative error

4. authorise the update of a temporary administrative Grade to a Final Grade to reflect the outcome of an applicable administrative process.

3.5 Deputy Vice-Chancellor (Students and Education)

It is the responsibility of the Deputy Vice-Chancellor (Student and Education) to:

1. monitor the quality of Assessment Items through the Dean (Curriculum and Quality)

2. ensure that Assessment design takes a whole-of-program view and is constructively aligned at the program level to support the relevant qualification type Learning Outcome descriptors, as set out in the Australian Qualifications Framework and the University Graduate Attributes, through the Dean (Learning and Teaching Futures)

3. approve the use of invigilated examinations, if those are a documented requirement of an external accreditation body

4. approve exemption from, or variation to, any aspect of the procedures and schedules subordinate to the Assessment Policy

4 References

Nil.

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5 Schedule Information

Accountable Officer	Deputy Vice-Chancellor (Students and Education)
Responsible Officer	Dean (Learning and Teaching Futures)
Policy Type	University Procedure
Policy Suite	Assessment Policy
Approved Date	2/10/2026
Effective Date	28/9/2026
Review Date	14/2/2027
Relevant Legislation	
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	Assessment Procedure Grades Procedure
Related forms, publications and websites	Assessment Types Schedule Assessment Pattern Schedule
Definitions	**Terms defined in the Definitions Dictionary**
	Academic Integrity Academic Integrity means acting with the values of honesty, trust, fairness and respect in learning, teaching and Research. It is important for Students, academics, Researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Staff should be role models to Students. Academic Integrity is important for an individual's and an institution's reputation (EAIP, 2013). Assessment The process of evaluating the extent to which Students have achieved the Learning Outcomes of a Course. Assessment Item An individual Assessment task as outlined in the Assessment schedule for a Course. Assessment Items may be formal, informal, Formative or Summative in nature.

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Conceded Pass Grade

A Final Grade of 'Conceded Pass' may be awarded by the University in a single Course attempted in the Final Study Period of a program. Students who have achieved at least 45% but less than 50% must meet a range of conditions set out in the Grades Procedure to be awarded this Grade.

Course

A discrete element of a program, normally undertaken over a single Study Period, in which the Student enrols, 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.

Course Specification

A written specification of the objectives, content, assessment methods, and other relevant details of a Course.

Coursework

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

Final Grade

A Final Grade is a code that normally represents the outcome of the Assessment of a Student's performance against the learning objectives of a Course but may reflect the outcome of an applicable administrative process.

Formative Assessment

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

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	Final Grade for that Course. Grade (noun) A Grade is a code that indicates the status of the Assessment of Student performance against the Learning Outcomes of a Course. Graduate Attributes Qualities, skills and disciplinary expertise that Students should develop during their time with the University and which are valued by the University community, employers and society. Mark An indication of mastery or non-mastery of an Assessment Item that takes the form of a numerical value. 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. University The term 'University' or 'UniSQ' means the University of Southern Queensland. University Business Days The days of Monday to Friday inclusive between 9am and 5pm Australian Eastern Standard Time (AEST), with the exclusion of gazetted Public Holidays for the relevant campus location, plus the closure of the University between 25 December and 1 January in the following year inclusive as specified in the Enterprise Agreement, as well as any closure of the University either at one or several campuses in accordance with a direction of the Crisis Management Team.

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	Definitions that relate to this schedule only
Keywords	Assessment, Grade, Course level Assessment design, marking, Final Grade, Course Coordinator, Head of School, examinations, Exemption, quality
Record No	21/698PL

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