

# 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

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 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)
7. promote Assessment principles outlined in the Assessment Policy
8. ensure allocation of resources to support effective Assessment within a school/college.

### **3.4 Deputy Academic Registrar and Director (Student Administration)**

It is the responsibility of the Deputy Academic Registrar and Director (Student Administration) 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 (Academic Affairs) and Head of College and Dean (Pathways Education)**

It is the responsibility of the Deputy Vice-Chancellor (Academic Affairs) and Head of College and Dean (Pathways Education) to:

1. monitor the quality of Assessment Items through the Associate Dean (Learning and Teaching)
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 (Academic)
3. approve alteration of a Final Grade after its release where this is the result of an academic process
4. approve the use of invigilated examinations, if those are a documented requirement of an external accreditation body
5. endorse exemption from, or variation to, any aspect of the procedures and schedules subordinate to the Assessment Policy.

### **3.6 Dean (Learning and Teaching Futures)**

It is the responsibility of the Dean (Learning and Teaching Futures) to:

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

## **4 References**

Nil.

## 5 Schedule Information

<b>Accountable Officer</b>	Provost
<b>Responsible Officer</b>	Deputy Vice-Chancellor (Academic Affairs)
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	Assessment Policy
<b>Approved Date</b>	16/12/2024
<b>Effective Date</b>	31/5/2025
<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>	Assessment Procedure Grades Procedure
<b>Related forms, publications and websites</b>	<a href="#">Assessment Types Schedule</a> <a href="#">Assessment Pattern Schedule</a>
<b>Definitions</b>	<b>Terms defined in the Definitions Dictionary</b> Academic Integrity Assessment Assessment Item Conceded Pass Grade Course Course Coordinator Course Specification Coursework Final Grade

	Formative Assessment Grade (noun) Graduate Attributes Mark Student Study Period University University Business Days
	<b>Definitions that relate to this schedule only</b>
<b>Keywords</b>	Assessment, Grade, Course level Assessment design, marking, Final Grade, Course Coordinator, Head of School, examinations, Exemption, quality
<b>Record No</b>	21/698PL