



ASSESSMENT AND STUDENT PROGRESSION

POLICY AND PROCEDURES

Contents

INTRODUCTION	4
EXPLANATORY NOTE.....	5
POLICY	6
P1: ASSESSMENT	6
PROCEDURES	9
PC1: ASSESSMENT DESIGN	9
PC2: ASSESSMENT COMMUNICATION AND FEEDBACK.....	12
PC3: ASSESSING STUDENT WORK.....	15
PC4: EXEMPTIONS TO ASSESSMENT REQUIREMENTS	19
PC5: ASSESSMENT FOR HONOURS RESEARCH COMPONENTS	21
PC6: LATE ASSESSMENT.....	25
PC7: ASSESSMENT EXTENSION	28
PC8: FURTHER ASSESSMENT	34
PC9: EXAMINATIONS	37
PC10: ONLINE INVIGILATION: EXAMINATIONS AND INVIGILATED ETESTS .	40
PC11: SECURITY OF EXAMINATIONS	43
PC12: REGULATIONS FOR THE CONDUCT OF EXAMINATIONS.....	45
PC13: ALTERNATIVE ARRANGEMENTS	49
PC14: STUDENT ACCESS TO EXAMINATION ANSWERS	53
PC15: RELEASE OF EXAMINATIONS.....	55
PC16: BOARD OF EXAMINERS	57
PC17: UNIVERSITY GRADING SYSTEM.....	60
PC18: CALCULATION OF SWA AND CWA.....	65
PC19: ACADEMIC STATUS AND PROGRESSION	67
PC20: COURSE TRANSFER FOLLOWING TERMINATION.....	72
PC21: FUTURE RE-ADMISSION TO THE SAME COURSE FOLLOWING TERMINATION.....	74
PC22: RESPONSIBILITY FOR ACADEMIC RESULTS.....	77
PC23: ACADEMIC TRANSCRIPT	80
PC24: ASSESSMENT APPEALS	83
PC25: ACADEMIC STATUS APPEALS	87
SCHEDULES.....	92
SCHEDULE 1: DEFINITIONS	92

SCHEDULE 2: FORMULA FOR CALCULATING SWA AND CWA.....	99
SCHEDULE 3: EXAMPLES - TIME ZONE DIFFERENCES & REQUIREMENTS FOR SUFFICIENTLY DIFFERENT EXAMINATIONS.....	100

Introduction

This document is a compilation of policy and procedures relating to assessment and the academic progress of students at Curtin University.

The full title of the document is Assessment and Student Progression - Policy and Procedures. It may be referred to and cited as the Assessment and Student Progression Manual.

Additional guidelines and advice on effective teaching, the development of appropriate assessment tasks and assessment techniques (including assessing group work, marking and grading assignments and ensuring fair assessment), are available through the resources provided by the Learning Innovation and Teaching Excellence Centre (LITEC)

The commencement date for the policy and procedures in the Assessment and Student Progression – Policy and Procedures will be TBA. Any future amendments or revisions by the appropriate approval authorities will be effective from the date of such approval.

Please note: Revision history is located at the end of each policy and procedure.

APPROVAL DETAILS

Endorsed: Learning and Student Experience Committee

Approved by: Academic Board (Policy)
Deputy Vice-Chancellor, Academic (Procedures)

Explanatory Note

Refer to the individual policy and procedures for details regarding the scope.

When reading the policy and procedures for Enabling and Foundation students, and for those global campus programs not falling within a Faculty, the following equivalent positions and titles apply.

Position and Area Title in Policy and Procedure	Enabling and Foundation Program Equivalent Position and Area Title	Global Campus (non-Faculty program) Equivalent Position and Area Title
Head of School	Head of Area or equivalent Manager	Head of Department
Pro Vice-Chancellor	Associate Provost	Pro Vice-Chancellor, Global Campus
Dean, Learning and Teaching	Head of Area/Course Coordinator	
Faculty	Provost	
School	Area	

Where there is any doubt about the equivalent position or area for any of the policies and procedures contained within the Assessment and Student Progression Manual, the Academic Registrar will be responsible for determining the correct or intended position or area.

POLICY

P1: ASSESSMENT

1. COMPLIANCE OBLIGATION SUPPORTED

Higher Education Standards Framework (HESF) 2021 (Cth)

2. PURPOSE

To provide a framework for the principles of assessment.

3. POLICY STATEMENT/S

- 3.1 Assessment practices will be subject to quality management processes to ensure that practices meet standards required by the University.
- 3.2 Assessment practices will be manageable and sustainable for students and the institution.
- 3.3 Assessment design and methods will be consistent with the intended Learning Outcomes and the norms of the discipline/profession.
- 3.4 Assessment methods will provide evidence of individual student achievement of the intended Learning Outcomes.
- 3.5 Assessment Tasks will facilitate the student's ability to develop and demonstrate a wide range of graduate capabilities.
- 3.6 Assessment will provide high quality and timely feedback to support learning.
- 3.7 Assessment design will be inclusive and equitable, minimising potential differential advantage or disadvantage to students.
- 3.8 Assessment requirements will be communicated to students via accessible means in a timely manner.
- 3.9 The evaluation of requests to complete an Assessment Task at a later date will be fair, transparent, equitable and auditable.
- 3.10 Submission of student work and decisions relating to Assessment will be appropriately evidenced.
- 3.11 Appropriate complaint and appeal provisions will be available in respect to relevant Assessment decisions.
- 3.12 Any student that is not satisfied with the result or conduct of any formal internal appeal process, may access an external right of complaint or appeal.

4. SCOPE OF POLICY

This policy applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

(Note: Commonly defined terms are located in the Curtin Common Definitions. Any defined terms below are specific to this document)

Refer to Schedule 1 of this manual for relevant definitions

6. SUPPORTING PROCEDURES

- Assessment Design Procedure
- Assessment Communication and Feedback Procedure
- Assessing Student Work Procedure
- Exemptions to Assessment Requirements Procedure
- Assessment for Honours Research Components Procedure
- Late Assessment Procedure
- Assessment Extension Procedure

- [Further Assessment Procedure](#)
- [Examinations Procedure](#)
- [Online Invigilation: Examinations and Invigilated eTests Procedure](#)
- [Security of Examination Procedure](#)
- [Regulations for the Conduct of Examinations Procedure](#)
- [Alternative Arrangements Procedure](#)
- [Student Access to Examination Answers Procedure](#)
- [Release of Examinations Procedure](#)
- [Board of Examiners Procedure](#)
- [University Grading System Procedure](#)
- [Calculation of SWA and CWA Procedure](#)
- [Academic Status and Progression Procedure](#)
- [Course Transfer Following Termination Procedure](#)
- [Future Re-Admission to the Same Course Following Termination Procedure](#)
- [Responsibility for Academic Results Procedure](#)
- [Academic Transcript Procedure](#)
- [Assessment Appeals Procedure](#)
- [Academic Status Appeals Procedure](#)

7. RELATED DOCUMENTS/LINKS

[Academic Calendar Policy](#)

[Academic Misconduct Rules](#)

[Academic Record Fraud Rules](#)

[Admission and Enrolment Manual](#)

[Awards and Graduation Manual](#)

[Class Scheduling Policy](#)

[Class Scheduling Procedures](#)

[Complaints Procedures](#)

[Competition and Consumer Act 2010 \(Cth\)](#)

[Course Quality Assurance Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedures](#)

[Curtin University Act 1966 \(WA\)](#)

[Curtin's Disability Access and Inclusion Plan](#)

[Disability Standards for Education 2005 \(Cth\)](#)

[Education Services for Overseas Students \(ESOS\) Act 2000 \(Cth\)](#)

[General Misconduct Rules](#)

[Higher Education Standards Framework \(HESF\) 2021: Domains 1, 2, 5 and 7](#)

[Higher Education Support Act 2003 \(Cth\)](#)

[Information Management Policy](#)

[Information Management Procedures](#)

[Learning Innovation and Teaching Excellence Centre \(LITEC\) website](#)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(the National Code\) \(Cth\)](#)

[Scholarships and Financial Assistance Policy](#)

[Scholarships for International Undergraduate and Postgraduate Coursework Procedures](#)

[Scholarships for Undergraduate and Postgraduate Coursework Procedures](#)

[Statute No. 10 – Student Discipline](#)

[Students with Disability Procedures](#)

[Western Australian University Sector Disposal Authority \(WAUSDA\)](#)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Academic Board
Review Date	1 April 2031

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	24/11/2017	Academic Board	AB 206/17	Attachment A to Item 15.2
	Approved	24/09/2021	Academic Board	AB 133/21	Attachment B to Item 9.2 effective 1 January 2022
	Approved	30/05/2025	Academic Board	AB 53/25	Attachment B to Item 10.6 Effective 21 July 2025

PROCEDURES

PC1: ASSESSMENT DESIGN

1. COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

2. PROCEDURAL DETAILS

- 2.1 Assessment design within a unit and across a Course of study will consider assurance of student learning, mitigation of Assessment related risk, and student and staff workload.
- 2.2 Assessment design and methods will be consistent with the intended Learning Outcomes and the norms of the discipline/profession. To the maximum extent possible, Assessment workload will be broadly comparable for units with the same credit point value.
 - 2.2.1 25 credit point units will generally have no more than three summative Assessments; and
 - 2.2.2 12.5 credit point units will generally have no more than two summative Assessments.

Study Periods Commencing before 1 January 2027

- 2.3 This provision and its subclause apply to study periods commencing before 1 January 2027. Courses may elect to adopt the following subclauses prior to that date.
 - 2.3.1 Within each unit, it is important to have confidence that it is the student's own work that has been assessed. At least 50% of the Assessment marks for a unit will be derived from Assessments that are either Secure Assessments or are subject to monitoring (e.g., checking content matching software reports, validation testing, face-to-face or remote invigilation, or Confirmation Checks).

Study Periods Commencing on or after 1 January 2027

- 2.4 This provision and its subclauses apply to study periods commencing on or after 1 January 2027.
 - 2.4.1 Unit Coordinators are responsible for ensuring that Assessments are conducted in accordance with the academic integrity standards identified in the Unit Outline.
 - 2.4.2 The relevant Head of Owning Area (or authorised officer) will nominate either Option 1 or Option 2 for each Course and its associated units and record that choice in the curriculum management system.
 - 2.4.2.1 **Option 1 Unit Level Assurance:** Every core or alternative Core Unit will derive at least 50% of the total available marks from Secure Assessments.
 - 2.4.2.2 **Option 2 Course Level Assurance:** All course level, and where applicable, Major Learning Outcomes must be demonstrated at least once via Secure Assessment. Under Option 2, the 50% threshold in clause 2.4.2.3 doesn't apply to individual units, unless the unit belongs to a Course using Option 1.
 - 2.4.2.3 Where a unit is taught across multiple Courses or degrees, and any one of those Courses or degrees has selected Option 1, then the unit will have at least 50% of the total available marks derived from Secure Assessments. This requirement will apply regardless of whether other associated Courses or degrees have selected Option 2.
 - 2.4.3 Content matching software reports or Confirmation Checks will no longer meet University requirements for a Secure Assessment from 1 January 2027 but may continue to be used to support academic integrity.

All Study Periods

- 2.5 A Confirmation Check is used to verify the authenticity of submitted work, address doubts over a particular student's submission, comply with academic integrity standards, or assure that the Unit Learning Outcomes have been met.
 - 2.5.1 Where Confirmation Checks may be used within a unit, informing the student cohort in the Unit Outline of this possibility is good practice.

- 2.5.2 The format of a Confirmation Check is generally a brief, informal face-to-face or online discussion to verify a student's understanding of their submitted work.
- 2.5.3 The Unit Coordinator (or authorised officer) may initiate a Confirmation Check on student(s) work at any point, which will be undertaken by a staff member familiar with the subject matter.
- 2.5.4 The Course Coordinator/Lead, Head of School or relevant teaching area, Global Pro Vice-Chancellor or Academic Registrar may also require the Unit Coordinator (or nominee) to conduct confirmation check(s) as necessary. Where the Global Pro Vice-Chancellor or Academic Registrar require the Confirmation Check, the relevant Head of School will be notified.
- 2.5.5 A Confirmation Check should be conducted as soon as practicable after submission, with the student provided at least 24 hours' notice, and generally within 7 days to ensure reliability.
- 2.5.6 If a student fails to attend a requested Confirmation Check by the end of the study period, they will receive a F-IN grade for the unit.
- 2.5.7 A Confirmation Check may not be used to alter a student's Assessment marks or re-examine a student's work.
- 2.5.8 If misconduct is suspected during a Confirmation Check, then the Confirmation Check will be stopped, and Academic Misconduct processes will be followed.
- 2.6 Where a Hurdle Requirement (refer to Schedule 1: Definitions) is specified for a unit, the nature of the requirement(s), the unit Learning Outcomes or inherent requirement of the Course to which it is linked, the academic rationale for the hurdle and the consequences of failing to meet it will be included in the published Unit Outline.
 - 2.6.1 Any form of Assessment may be classified as a Hurdle Requirement where it is necessary to demonstrate the mapped Learning Outcomes or inherent requirements of the Course and has been approved through the unit-approval process.
 - 2.6.2 Students who do not satisfy the Hurdle Requirement(s) in a unit will be given the Grade F-IN or FX, even if they have obtained more than 50% of the marks available by completing other Assessment Tasks.
- 2.7 A final Examination will not be worth more than 50% of the unit final mark unless required by a relevant accreditation authority.
- 2.8 Assessment Tasks which involve group work will ensure that the basis for mark allocation for group processes and/or individual processes is fair, transparent, and defensible.
 - 2.8.1 Any submission of group work will include a student declaration of which members of the group are responsible for which portions of the submission.
- 2.9 Reasonable adjustment(s) (such as the modification of Assessment Tasks, processes or format) may be made for students with a disability, health condition, or other circumstances, such as outlined in a Curtin Access Plan (CAP). Adjustments must not compromise the inherent requirements of the Course or unit.
- 2.10 When setting the due date and time for submission of an Assessment Task, staff will provide due consideration to minimise potential disadvantage to students. Assessments will not be held or due during tuition free or study weeks.
- 2.11 Attendance will not in itself count towards a mark for an Assessment Task or an outcome for a unit.
- 2.12 A student will be expected to complete all Assessment requirements described in the relevant Unit Outline. Students may reuse previously submitted material only with written approval from the Unit Coordinator, who will advise on content reuse and necessary annotations.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Will be responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Assurance Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedures](#)

[Disability Standards for Education 2005 \(Cth\)](#)

[Higher Education Standards Framework \(HESF\) 2021: Domains 1, 2, 5 and 7](#)

[Learning Innovation and Teaching Excellence Centre \(LITEC\) website](#)

[Scholarships and Financial Assistance Policy](#)

[Scholarships for International Undergraduate and Postgraduate Coursework Procedures](#)

[Scholarships for Undergraduate and Postgraduate Coursework Procedures](#)

[Students with Disability Procedures](#)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2029

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Approved	01/11/2018	Deputy Vice-Chancellor, Academic	EM1825	Effective 16 th July 2019
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2161	Effective 1 st January 2022
	Approved	01/07/2025	Deputy Vice-Chancellor, Academic	EM2516	Effective 21 st July 2025
	Approved	09/10/2025	Deputy Vice-Chancellor, Academic	EM2545	Partial Review and Effective 10 th November 2025

PC2: ASSESSMENT COMMUNICATION AND FEEDBACK

1. COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

2. PROCEDURAL DETAILS

Assessment Communication

- 2.1 Requirements to pass the unit will be explicitly stated in the Unit Outline.
- 2.2 Details of Assessment Tasks will be specified and made available to students in the Unit Outline. Any additional details necessary for completing an Assessment Task will be provided to students in writing well in advance of the Assessment due date.
- 2.3 Students will be informed as to when and how they will receive feedback on each Assessment Task.
- 2.4 With the permission of the relevant Dean (Learning and Teaching), staff may pilot the use of Generative Artificial Intelligence software that has been assessed and approved by both the Privacy Officer and Digital & Technology Solutions (via the Chief Information Officer, Chief Information Security Officer, or authorised officer) for grading student work and/or giving feedback. In these cases, staff will verify all outputs and will declare their use to students beforehand and indicate how it will be used, including any requirements for human marking in the event of an appeal.
- 2.5 Students will be advised of acceptable file format(s) for submission.
- 2.6 Where the Assessment Task specifies the submission of work, an electronic copy of the work will be submitted by the student to the University-approved Learning Management System.
 - 2.6.1 Physical artefacts will be submitted per the instructions provided in the Unit Outline or by the Unit Coordinator (or authorised officer).
- 2.7 Students will be responsible for the submission of an Assessment (including completing all steps to upload an electronically submitted Assessment) and are advised to retain a copy of the Assessment artefact, process drafts, and proof of their submission.
- 2.8 Students are responsible for ensuring that Assessments submitted electronically are readable and have not been corrupted. Submitted files that are unable to be read cannot be marked and will be treated as a non-submission. Staff will make reasonable efforts to confirm the issue is with the file before treating it as a non-submission.
- 2.9 Individual Assessment Tasks may be changed after the publication of the Unit Outline, provided that such changes have majority consent from the students currently enrolled in the unit.
 - 2.9.1 In exceptional circumstances, in consultation with the relevant Faculty or School, the Academic Registrar may approve changes to individual Assessment Tasks without requiring majority consent.
 - 2.9.2 Any changes to Assessment Tasks, including revised due dates, will be communicated to students, giving notice appropriate to the degree of changes made and the impact on the work required and preparation time for the Assessment.

Communication of Assessment Feedback to Students

- 2.10 Feedback will provide students with information regarding their performance in the Assessment Task and guidance on how to improve. Feedback may be provided through various methods and from a variety of sources.
- 2.11 Students will receive Marks and/or feedback as soon as practicable, to maximise the opportunity to improve their performance.
 - 2.11.1 Feedback that is used to support a subsequent Assessment Task directly will be provided in sufficient time for it to be able to be used.
- 2.12 For all items other than Centrally Scheduled Examinations, feedback will be provided to students no later than 20 working days after the due date or individual submission date (whichever is the later).

2.12.1 Feedback for Centrally Scheduled Examinations will be made available to students no later than the results release date.

2.13 Unit results that may be calculated from Assessment Marks are to be considered provisional until the Board of Examiners releases official unit results.

Feedback Security

2.14 Feedback (and if relevant, the submitted artefact) will only be provided to the student or student group responsible for the submitted work, and those otherwise authorised to receive it.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Will be responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Refer to [Schedule 1](#) of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Assurance Manual](#) [Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Higher Education Standards Framework \(HESF\) 2021: Domains 1, 2, 5 and 7](#)

[Learning Innovation and Teaching Excellence Centre \(LITEC\) website](#)

[Scholarships and Financial Assistance Policy](#)

[Scholarships for International Undergraduate and Postgraduate Coursework Procedures](#)

[Scholarships for Undergraduate and Postgraduate Coursework Procedures](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2029

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018
	Approved	21/01/2019	Deputy Vice-Chancellor Academic	EM1901	Unconditional

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Approved	16/04/2019	Deputy Vice-Chancellor Academic	EM1906	Unconditional
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2162	Effective 1 st January 2022
	Approved	01/07/2025	Deputy Vice-Chancellor, Academic	EM2517	Effective 21 st July 2025
	Approved	09/10/2025	Deputy Vice-Chancellor, Academic	EM2546	Partial Review and Effective 10 th November 2025

PC3: ASSESSING STUDENT WORK

1. COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

2. PROCEDURAL DETAILS

- 2.1 The Head of the Owning Area will ensure that Assessment and Moderation processes are adequately resourced for each unit. A Unit Coordinator and Co-assessor will be appointed for each unit.
- 2.2 The Unit Coordinator will document the processes used to determine Assessment Task marks and record evidence of Moderation activities employed.

Assessment and Submission

- 2.3 Assessments will be completed in accordance with the requirements specified in the Unit Outline.
 - 2.3.1 Staff will take reasonable steps to ensure the authenticity of students' work. Such steps may include submission and checking through content matching software, validation testing, Confirmation Checks, or other similar processes consistent with the discipline.
- 2.4 When an Assessment is a live or recorded remote online presentation, the camera should remain on throughout and show the person presenting, enabling staff to verify the student's identity. All summative Assessment Tasks must be indicated as pass/fail or graded/graded in the Unit Outline.

Study Periods Commencing on or after 1 January 2027

- 2.5 This provision and its subclauses apply to study periods commencing on or after 1 January 2027.
 - 2.5.1 Grade/mark units will have the majority of the Assessments and Assessment workload as graded Assessments.
 - 2.5.2 Where a unit contains both pass/fail and graded components:
 - 2.5.2.1 For a Unit identified as pass/fail, any graded Assessments will be converted to a pass/fail outcome. The final unit result will be determined by the pass/fail components and any Hurdle Requirements.
 - 2.5.2.2 For a Unit identified as grade/graded, the final unit result will be determined by the graded components and any Hurdle Requirements.

Marking

- 2.6 The Unit Coordinator will identify emergent threats to Assessment integrity and security, including conflicts of interest, and implement any required mitigating strategies.
- 2.7 The Unit Coordinator (or authorised officer) will ensure that they are available to other markers to provide clarification and/or guidance if required during the Assessment or marking process.
- 2.8 The University is obliged under legislation to ensure that a student will have sufficient English language proficiency to participate in their Course of study. This obligation will be addressed at admission through the Admission and Enrolment Policy and Procedures and remains relevant throughout a student's enrolment. The following actions will be taken if the Assessment marking process provides evidence that a student's level of English proficiency is unexpectedly low, to the extent that it is likely to prevent successful completion of the unit and/or progression through the Course.
 - 2.8.1 The marker (if not the Unit Coordinator) will advise the Unit Coordinator in the first instance. Where the Unit Coordinator reasonably believes that the student's prospects for success are significantly in doubt, the Head of School (or Authorised Officer) will be notified in writing, and advice will be sought from the Academic Registrar.

- 2.8.2 If, upon review, the Academic Registrar concurs that the student's prospects for success are significantly in doubt, a diagnostic Assessment of the student's English proficiency will be conducted, in consultation with English language specialists.
- 2.8.3 The outcome of the Assessment will, in consultation with the student, determine one of the following actions:
 - 2.8.3.1 No further action will be required; or
 - 2.8.3.2 Additional English language support will be recommended and may be made available to the student; or
 - 2.8.3.3 The student may be required to defer their enrolment in the Course for a period of time to enable further English language development to be undertaken; or
 - 2.8.3.4 Any other action as appropriate to the situation and consistent with legislative requirements; or
 - 2.8.3.5 In the event that there are no other acceptable options available, the student's enrolment in the current course may be cancelled (with possible transfer to another Course, if appropriate).

Moderation

- 2.9 The Unit Coordinator will ensure that staff responsible for marking student work are able to engage in Moderation. This will include, as a minimum, the provision of an Assessment rubric (or marking guide) supplied to staff in advance of the marking task.
 - 2.9.1 Pre-marking Moderation strategies (such as consensus-building activities) may be implemented for units involving multiple markers and/or delivery at multiple locations. The target is to achieve good marker consensus (generally considered to be within 10% variation).
- 2.10 The Unit Coordinator will conduct Moderation of results appropriate to the type of Assessment to ensure fairness and consistency in the marking process. For Assessments involving the marking of submitted work, as a minimum, Moderation will include at least one of the following methods:
 - 2.10.1 An analysis of the variances between markers and locations (noting that the efficacy of this depends on the nature and size of the sample).
 - 2.10.2 Second Marking or Check Second Marking of a random sample of student work to check for consistent application of marking criteria and standards.
 - 2.10.3 Second Marking or Check Second Marking of a sample of student work deemed to be at significant thresholds (e.g., Pass/Fail).
 - 2.10.4 Second Marking or Check Second Marking student work deemed to be borderline (just above/below pass mark).
 - 2.10.5 Second Marking or Check Second Marking of a sample of outliers (high or low scoring Assessments).
 - 2.10.6 Moderation of a sample of marked work by individuals outside of the marking team.
 - 2.10.7 Review of item performance and other psychometric analyses of item banks and spot checking to ensure that automated systems are functioning correctly.
- 2.11 Scaling of student marks within a unit to a normal distribution will not be permitted. Any requirement to adjust marks as part of a Moderation process or to recalibrate an external result to be consistent with Curtin's grading system will be approved by the Head of School (or authorised officer) and a record will be retained of the decision and the basis for the decision.
- 2.12 If anomalies are detected, student work will be re-assessed and Marks adjusted accordingly before work and Marks are released to students.
- 2.13 Contracts in place with global campuses and partners may identify additional requirements for Moderation, but the minimum Moderation requirements specified within this procedure will always be met.

Rounding of Marks

- 2.14 Rounding will occur to the final unit mark. The threshold is x.5 (e.g., a Mark between 79.50 and 79.99 will be rounded to 80.00 and a Mark between 79.01 and 79.49 will be rounded to 79.00).

Recording Marks

- 2.15 Marks for each summative Assessment Task will be entered into a University- approved secure electronic repository for Assessment Task results as soon as is reasonably practicable to facilitate a student's onward progression or graduation. If misconduct issues are identified, the student's Marks will not be entered until the case is finalised.
- 2.16 Changes to student Marks will be confirmed and recorded by the relevant Unit Coordinator (or authorised officer) in a University-approved electronic repository.
- 2.17 The co-assessor will confirm the integrity of results entered into the University- approved secure electronic repository (e.g., through sampling or other approaches appropriate to the task).
- 2.18 The Co-assessor will confirm that any Marks that have been changed have a reason for this change recorded.

Storage of Assessment Artefacts

- 2.19 Arrangements will be made to ensure that Assessment artefacts are retained in accordance with the requirements of the Western Australian University Sector Disposal Authority (WAUSDA)
- 2.20 Assessment items unable to be submitted electronically (e.g., physical artefacts) will be retained, or a representation of the artefact will be retained.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Will be responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

(Note: Commonly defined terms are located in the Curtin Common Definitions. Any defined terms below are specific to this document)

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

Admission and Enrolment Manual

Awards and Graduation Manual

Course Quality Assurance Manual

Credit for Recognised Learning Policy

Credit for Recognised Learning Procedure

Disclosure of Relationships and Interests Procedures

Higher Education Standards Framework (HESF) 2021: Domains 1, 5 and 7

Learning Innovation and Teaching Excellence Centre (LITEC) website

Moderation Guidelines (Staff only)

Scholarships and Financial Assistance Policy

Scholarships for International Undergraduate and Postgraduate Coursework Procedures

Scholarships for Undergraduate and Postgraduate Coursework Procedures

Western Australian University Sector Disposal Authority (WAUSDA)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2029

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2163	Effective 1 st January 2022
	Approved	28/11/2022	Deputy Vice-Chancellor, Academic	EM2227	Partial Review
	Approved	01/07/2025	Deputy Vice-Chancellor, Academic	EM2518	Effective 21 st July 2025
	Approved	09/10/2025	Deputy Vice-Chancellor, Academic	EM2547	Partial Review and Effective 10 th November 2025

PC4: EXEMPTIONS TO ASSESSMENT REQUIREMENTS

1. COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

2. PROCEDURAL DETAILS

2.1 An exemption to Assessment requirements may be requested for new or existing units.

Requirements

2.2 Requests will include a justification explaining why the proposer believes the exemption is manageable, sustainable and educationally sound for the Assessment Task in question. The justification will demonstrate how the proposed variation is consistent with the Assessment Policy.

2.3 Requests that are supported by Faculty Courses Committee will be submitted to the Academic Registrar (or authorised officer) for consideration, together with the supporting justification.

2.4 The Academic Registrar (or authorised officer) will be responsible for determining all exemptions to Assessment requirements.

Consideration for Exemption

2.5 To approve the request, the Academic Registrar (or authorised officer) will confirm support from the Faculty Courses Committee (as appropriate) and may seek advice from other parties (e.g., Dean of Learning and Teaching) as required.

Approved Exemptions

2.6 Where exemptions are approved, the Unit Outline and Assessment instructions will indicate that the Assessment in question has special approval.

2.7 The Academic Registrar (or authorised officer) will record and monitor exemptions to ensure they remain fit for purpose and consistent with policy/procedural changes.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Will be responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

Note: Commonly defined terms are located in the Curtin Common Definitions. Any defined terms below are specific to this document)

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

Admission and Enrolment Manual

Awards and Graduation Manual

Course Quality Assurance Manual

Credit for Recognised Learning Policy

Credit for Recognised Learning Procedure

Higher Education Standards Framework (HESF) 2021: Domains 5, 6 and 7

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2029

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018
Partial	Amended	21/02/2020	Deputy Vice-Chancellor, Academic	EM2002	Changed Director of Course and Teaching Quality to Academic Registrar
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2164	Effective 1 st January 2022
	Approved	01/07/2025	Deputy Vice-Chancellor, Academic	EM2519	Effective 21 st July 2025

PC5: ASSESSMENT FOR HONOURS RESEARCH COMPONENTS

1. COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

2. PROCEDURAL DETAILS

- 2.1 A supervisor will be designated for each Honours student by the Head of School (or authorised officer) and will:
 - 2.1.1 assist in the planning of the research component;
 - 2.1.2 monitor and provide feedback on the progress of the research component;
 - 2.1.3 advise the student if the research component is or is not suitable for submission; and
 - 2.1.4 provide appropriate academic counselling.
- 2.2 All supervisors and co-supervisors will be suitably qualified for the role. At least one supervisor or co-supervisor will be an academic staff member of the University.
- 2.3 An alternative supervisor will be appointed if the supervisor is unavailable for more than four consecutive weeks during the period of supervision of the research component.
- 2.4 The Head of School (or authorised officer) will appoint no less than two markers for the research component. At least one of the appointed markers will be internal and the other may be internal or external to the University.
 - 2.4.1 All markers will meet the requirements of clause 2.5 of this procedure.
 - 2.4.2 All markers will have relevant expertise in the area of the research component.
 - 2.4.3 Where the Honours program is End-on Honours, all markers will be independent of the Honours research.
- 2.5 Where the Honours research component is undertaken as a group or in an Embedded or Entire-Course Honours program, normal coursework marking processes will apply. However, the student's supervisor will not be appointed as a marker where this may lead to a conflict of interest (e.g., where the supervisor is also a co-author or has supervised an individual research component). Supervisors and markers will:
 - 2.5.1 possess a minimum qualification of an AQF Level 9 or higher; or
 - 2.5.2 be approved as per the Equivalence of Qualifications Procedures.
- 2.6 Each responsible Academic Area will provide appointed markers with guidelines for the Examination of Honours research components, including Assessment criteria.
- 2.7 Each marker will independently prepare a marker's report indicating the recommended mark.
- 2.8 Honours components that are used to determine the Final Honours Score will be allocated a Mark.
- 2.9 In the event of a discrepancy between the scores allocated by the markers for the Honours research component:
 - 2.9.1 if the Mark awarded differs by less than 10%, the Mark is determined by averaging the Marks; or
 - 2.9.2 where the Mark differs by 10% or more, either:
 - 2.9.2.1 consensus needs to be sought between the two markers; or
 - 2.9.2.2 a third marker will be appointed, and the Mark will be the average of the two closest Marks.

2.9.3 Where the marking is conducted by a group and consensus cannot be reached, a new single marker will be used to re-mark the work. The marker's score will be used to substitute the mark from within the group that is furthest from the median, and the final Mark will be the average of these Marks.

2.10 If either 2.9.1, 2.9.2 or 2.9.3 have been undertaken, the re-marking process is concluded.

2.11 Where permitted in the Unit Outline, the Further Assessment Procedure may apply.

Classification of Honours Level

2.12 The Final Honours Score is determined by summing together the Honours components (identified Honours coursework units and Honours research component) of the Course.

2.13 The Honours research component:

2.13.1 will have a minimum weighting of 50%; and

2.13.2 will be passed by the student if Honours is to be awarded.

2.14 Credit values must reflect the weighting of coursework and research components based on the table below:

Honours Course Type	Explanation	Example
End-on Honours	Standalone Honours year undertaken after the completion of a bachelor's degree. Credit values of the units in the <u>Course</u> must align with the required minimum component weighting of 50%.	For a 200 credit End-on-Honours <u>Course</u> with a 50% research weighting, the unit(s) comprising the research component must total 100 credits.
Honours Stream	Honours stream undertaken as part of a broader <u>Course</u> structure. Credit values of the units in the stream must align with the required minimum component weighting of 50%.	For a 200 credit Honours stream with a 50% weighting for the research component, the unit(s) comprising the research component must total 100 credits.
All other credit courses where the Honours Component is not standalone	Honours is integrated into a <u>Course</u> without a separate stream or standalone year. The weighting of coursework and research components should, to the extent practicable, be reflected in the credit values of the respective units.	For an embedded Honours structure with a 50% weighting, approximately 50% of the credit value should comprise research-focused content.

2.15 The class of Honours is determined using the table below:

Final Honours Score*	Class of Honours
8 or more	First Class
7	Upper Second Class
6	Lower Second Class
5	Third Class

**Rounding of the Final Honours Score is permitted. The threshold is x.5 (e.g., a mark between 79.50 and 79.99 will be rounded to a Final Honours Score of 8 and a mark between 79.01 and 79.49 will be rounded to a Final Honours Score of 7).*

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Will be responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and all Honours students.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Refer to [Schedule 1](#) of this manual for relevant definitions.

Research Component

A dissertation, thesis, manuscript and associated documentation, project, or creative work which constitutes part of the assessable work towards a degree.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Collaborative Education Services \(International\) Policy](#)

[Collaborative Education Services \(International\) Procedures](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Equivalence of Qualifications Procedures](#)

[Learning Innovation and Teaching Excellence Centre \(LITEC\) website](#)

[Responsible Conduct of Research Policy](#)

[Awards and Graduation Manual](#)

[Scholarships and Financial Assistance Policy](#)

[Scholarships for International Undergraduate and Postgraduate Coursework Procedures](#)

[Scholarships for Undergraduate and Postgraduate Coursework Procedures](#)

[Course Quality Assurance Manual](#)

[Statute No. 10 – Student Discipline](#)

[Academic Misconduct Rules](#)

[Higher Education Standards Framework \(HESF\) 2021: Domains 1, 4, 5 and 7](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2029

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018
	Approved	17/10/2019	Deputy Vice-Chancellor, Academic	EM1956	Effective 10 th February 2020

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2166	Effective 1 st January 2022
	Approved	01/07/2025	Deputy Vice-Chancellor, Academic	EM2520	Effective 21 st July 2025

PC6: LATE ASSESSMENT

1. COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

2. PROCEDURAL DETAILS

- 2.1 Penalties for late Assessment will be consistently applied across the University.
- 2.2 The Unit Coordinator or Head of School (or authorised officer) may determine that late Assessment is excluded in part or all of a unit. The exclusion and rationale will be clearly stated in the Unit Outline and will apply to all students enrolled in that unit.
- 2.3 All Assessment Tasks for which students will be required to submit a physical or electronic piece of work will have a due date and time specified in the Unit Outline. Work submitted after this time will be considered late.
- 2.3.1 All dates and times for submission will be as per the local time for the unit availability in which the student is enrolled. Work submitted after this time will be considered late and penalties will be applied.
- 2.3.2 For electronically submitted Assessment Tasks, the submission time will be 11:59pm AWST, unless an exemption is approved in accordance with PC4 Exemptions to Assessment Requirements Procedure.
- 2.3.3 For all other Assessment Tasks, when determining a local time, avoid the use of times that are likely to cause confusion (e.g., 12pm, midday or Friday). Specify a submission time which is precisely defined such as 2:00pm (1400) on a specific date.
- 2.4 If late submission of work is excluded, any work submitted after the specified due dates and times will be considered late and will receive a penalty of 100% (i.e. a zero mark for the Assessment component that was late for a grade/mark Assessment or an F for a Pass/Fail Assessment).
- 2.5 If late submission of work is accepted, and the student does not have an approved Assessment Extension, a penalty will be applied as follows:

Submission	Reduction
Up to 24 hours late	The mark is reduced by 5% of the total marks allocated for the assessment item.
Beyond 24 hours late, up to 168 hours late (7 days)	The assessment mark is reduced by 5% of the total marks allocated for the assessment item for the first 24 hours it is late. PLUS The assessment mark is reduced by a further 10% of the total marks allocated for the assessment item for each additional 24 hours period that is commenced.
Beyond 168 hours late	A mark of zero is recorded.

- 2.5.1 All penalty timeframes will be inclusive of weekends and public holidays.
- 2.5.2 Assessment events (e.g., exams, performances) will be scheduled in the Teaching Weeks specified in the Unit Outline. Students will be given a minimum of 10 working days' notice of the date and time. Failure to attend without an approved extension will result in a Mark of zero (0) or an F for Pass/Fail Assessments. A student who is late to an Assessment event may be permitted to complete the Assessment within the original timeframe for the event but will not be permitted extra time.
- 2.6 Where an Assessment Extension has been granted, late Assessment provisions will be based on the updated due date/time.

2.7 A Pass/Fail Assessment is considered late after the due date and time and is accepted at the discretion of the Unit Coordinator. If the Pass/Fail Assessment is submitted more than 7 days past the due date, then a Mark of F will be recorded.

2.7.1 Where the outcome of a Pass/Fail Assessment is determined mathematically then the late penalty should be determined in accordance with clause 2.5.

Notification and Advice to Students

2.8 It is the responsibility of the Unit Coordinator (or authorised officer) to notify the student that a late Assessment penalty has been applied. The notification will indicate the original Mark awarded, the penalty applied and the final Mark after penalty.

$$\text{Final Mark after Penalty} = \text{Mark awarded} - \text{Penalty}$$

Example:

Student has submitted an assessment item achieving a mark of 16/20

Assessment	Reduction	Final Mark after Penalty
Submitted on time	N/A	16/20
23 hours late	5% of 20 marks	15/20
26 hours late	15% of 20 marks	13/20
62 hours late	25% of 20 marks	11/20
168 hours late (7 days) and beyond	A mark of zero is recorded.	0/20

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Will be responsible for:

- Determining the correct or intended interpretation and scope of this procedure; and
- Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

(Note: Commonly defined terms are located in the Curtin Common Definitions. Any defined terms below are specific to this document)

Refer to [Schedule 1](#) of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Assurance Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Higher Education Standards Framework \(HESF\) 2021: Domains 1, 5 and 7](#)

[Scholarships and Financial Assistance Policy](#)

[Scholarships for International Undergraduate and Postgraduate Coursework Procedures](#)

[Scholarships for Undergraduate and Postgraduate Coursework Procedures](#)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2029

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018
	Approved	24/05/2018	Deputy Vice-Chancellor, Academic	EM1805	Effective 16 th July 2018
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2167	Effective 1 st January 2022
	Approved	01/07/2025	Deputy Vice-Chancellor, Academic	EM2521	Effective 21 st July 2025

PC7: ASSESSMENT EXTENSION

1. COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

2. PROCEDURAL DETAILS

Responsibility

- 2.1 The Unit Coordinator (or authorised officer) will be responsible for determining the outcome of an application for Assessment Extension. The Unit Coordinator will remain responsible for properly exercising this function and final determination.
- 2.2 Where special circumstances exist, the Academic Registrar may approve an Assessment Extension with or without application in consultation with the Unit Coordinator.

Application for Assessment Extension

- 2.3 An application for an Assessment Extension should be submitted prior to the Assessment due date/time, but it may be accepted up to five working days after this, where the student is able to provide a reasonable written explanation as to why the application was delayed, with suitable evidence where available.
- 2.4 If an application for Assessment Extension relates to multiple Assessment items across different units, the School will take steps to ensure that decision-maker(s) are able to provide consistency.
- 2.5 Assessment Extensions will be considered to apply in addition to the Reasonable Adjustment provided by a Curtin Access Plan (CAP).
- 2.5.1 If a group member receives an extension for a combined submission, whether via Assessment Extension or CAP adjustment, it applies to the entire group. The Unit Coordinator will inform the group of the extension without disclosing the student's identity or reason.
- 2.6 Where possible, approval for an Assessment Extension should be given where a reasonable explanation and supporting documentation are provided, demonstrating that the student was unable to complete an Assessment Task due to exceptional circumstances beyond the student's control.
- 2.7 A Unit Coordinator, in consultation with the Head of School, may offer an Assessment Extension to a student or group of students, without application, in recognition of circumstances where the resources required to complete the Assessment are unavailable. This might arise, for example, if essential equipment is damaged or unavailable for such a period of time that students would be unfairly disadvantaged in the Assessment process.
- 2.8 Assessment Extension request reasons and expectations for supporting documentation are provided in the table below. Additional documentation may be accepted at the discretion of the decision-maker. All supporting documentation will be submitted in English.

Reason	Supporting Documentation
Student injury, illness or medical condition	A signed medical certificate or statement on relevant official letterhead from a Medical Practitioner or other approved health professional registered by the relevant National Medical Board. Official Statement on relevant official letterhead or email from Curtin email address from Curtin University's Psychological and Counselling Services, AccessAbility Services, outlining how circumstances have impacted the student's ability to submit the assessment item on the due date.
Family issues (e.g., family injury, illness or bereavement)	Death Certificate, funeral notice or other similar formal document, such as a Police report or statement.

	Any form of supporting documentation accepted under the Student injury, illness or medical condition category listed above. Statutory declaration outlining the relationship to the impacted family member if this is not evident without clarification.
Participation in Defence Force or Emergency Services	Emergency Services: Official Statement of support on official letterhead or from a relevant email address detailing the mandatory service requirements or participation in a recognised Emergency Services callout. Defence Force: Official Statement on relevant official letterhead or relevant email address detailing that the student is rendering Defence Service.
Work commitments that student is required to attend at short notice; which are involuntary and unavoidable	Official Statement on company letterhead from the employer supporting claims of involuntary, unavoidable and unscheduled work commitments. For self-employed students, sufficient detail to adequately explain why work commitments are both unavoidable and unexpected will be provided.
Elite Athlete sporting activity participation	Official Statement of support from the University's <u>Elite Athlete</u> Co-ordinator outlining how circumstances have impacted the student's ability to submit the assessment item on the due date.
Obligatory Religious or Cultural Requirements	Official Statement of support from the student's religious or cultural leader, or the University's Multifaith Officer, outlining how obligatory religious or cultural requirements will or have impacted the student's ability to submit their assessment item on the due date.
Further reasons including social and welfare	If other documentation to support the student's request (as per the above categories) is not available, an Official Statement of support from the University's Student Wellbeing Advisor outlining how circumstances have impacted the student's ability to submit the assessment item on the due date.

2.9 Documentation provided to support an Assessment Extension request will:

- 2.9.1 be directly applicable to the reasons provided;
- 2.9.2 include the dates the student was affected by the relevant circumstances;
- 2.9.3 specifically support the extension time period requested by the student; and
- 2.9.4 avoid including material of a graphic or potentially disturbing nature.

2.10 Where a certificated medical direction is provided, Curtin will be bound to consider its recommendations and enact them insofar as is reasonably practicable.

2.11 Should the student's circumstances change, or if the student elects not to follow the medical advice, an updated medical certificate reflecting the revised situation will be submitted.

2.12 Staff can verify the certificate, including periods covered by the certificate, in accordance with AMA Medical Certificate Guidelines 2011. Any dispute regarding the required level of documentation (including any requirement to provide medical certificates from a specific medical practitioner or range of medical practitioners) will be determined by the Academic Registrar (or authorised officer).

Self-Certification for Assessment Extensions

2.13 A Self-Certification Assessment Extension does not require supporting documentation and is only approved if a student is within existing eligibility limits.

- 2.14 Self-Certification for an Assessment Extension will be available for eligible Assessments, and the Unit Coordinator (or authorised officer) will determine the Self-Certification approval pathway for each unit Assessment:
 - 2.14.1 Normal approval pathway: will be reviewed by a decision maker who will determine whether sufficient reason for an extension has been provided.
 - 2.14.2 Not-permitted pathway: Self-Certifications are not allowed for certain Assessment types e.g., scheduled tests and Examinations, presentations, practical Assessment, performances and group work.
 - 2.14.3 Auto-approved pathway: Self-Certification requests are auto-approved for certain Assessment types (e.g., most submissions) without review of the student's provided reasons.
- 2.15 Self-Certification for an Assessment Extension is subject to the following conditions:
 - 2.15.1 Where possible, a Self-Certification request should be submitted prior to the Assessment due date and time. A student may submit up to 5 days late (after the original due date):
 - 2.15.1.1 The total extension period may not exceed 5 days past the original due date (e.g., if a student submits 4 days past the due date, they can only receive an extension for 1 additional day).
 - 2.15.1.2 For auto-approved Self-Certification requests, extensions up to 5 days past the due date are automatically granted for eligible Assessment types and are subject to existing availability limits.
- 2.16 Where Self-Certification is permitted, the following conditions will apply:
 - 2.16.1 A student with a study load of 50 credits or less in a study period will be allocated one Self-Certification opportunity. A student with a study load exceeding 50 credits in a study period will be allocated two Self-Certification opportunities. A student may only use Self-Certification once per Assessment. If additional extensions are required, the student will submit supporting documentation in accordance with Clause 2.8.
 - 2.16.2 A single Self-Certification extension will provide up to five consecutive days. Once a Self-Certification request is submitted, it will be considered fully used, regardless of whether the student uses the full five-day period or a shorter duration.
 - 2.16.3 Self-Certification opportunities will expire at the end of the study period. Unused Self-Certification opportunities will not accrue to future study periods.

Outcome of Assessment Extension application

- 2.17 Assessment Extension applications will be determined and the student notified of the outcome via Official Communication under normal circumstances within five working days. If it is not possible to determine the outcome of the application within this normal timeframe, the student will be notified of the reasons for the delay and the expected date by which they will be advised of the outcome.
- 2.18 If an application for Assessment Extension is rejected, the decision-maker will provide a reason for their decision. In this situation, the student will be advised of their further right of appeal to the Head of School (or authorised officer).
- 2.19 A student who does not complete an Assessment Task for which they have been granted an extension by the specified due date/time must provide further documentation demonstrating ongoing or additional exceptional circumstances beyond their control to be considered for further extensions. If a student repeatedly submits applications for Assessment Extensions at a unit or course level, the decision-maker may recommend that the student engage with other services of the University to ensure that appropriate support mechanisms are explored (e.g., establish or update a Curtin Access Plan (CAP)).
 - 2.19.1 A student submitting an Assessment after the new specified due date/time will be subject to a penalty as per the Late Assessment Procedure.
- 2.20 If the reason the Assessment Task was not able to be completed by the new specified due date/time was due to circumstances other than those described in the original application, the student will complete and submit a new application form.

Time Frame for Assessment Extension

- 2.21 For assignments or other submitted work, an extension is typically granted for up to five working days after the initial due date/time unless the circumstances of the request and documentation supplied warrant a longer delay.
- 2.22 If the Assessment Extension is for an Assessment item with a scheduled date/time for the task (e.g., Examination, performance type), the student will be provided with at least three working days' notice of the new Examination date/time. It will be the student's responsibility to be available to attend or complete the Assessment Extension Task at the notified time.
- 2.23 Where practical, the Assessment Task for which an Assessment Extension has been granted will be completed before the date of the Board of Examiners meeting.
- 2.24 If an Assessment Task for which an Assessment Extension has been granted is not finalised prior to the Board of Examiners, subject to a consideration of onward study load, the Board of Examiners may permit completion in the following study period in which the student would normally enrol.
 - 2.24.1 If exceptional circumstances exist, the Board of Examiners may permit an extension for one additional study period.
 - 2.24.2 The Academic Registrar (or authorised officer) will be responsible for approving any extension beyond two additional study periods upon the written request of the Head of School (or authorised officer).
- 2.25 To accommodate Assessment Extensions for Examinations or similar events that occur during an Examination period (where a centrally established period for these is not identified), Schools will determine a specific period (generally one week) for these to occur and publish this information in the Unit Outline.

Right of Appeal to the Head of School (or authorised officer)

- 2.26 A student who is denied an Assessment Extension may appeal to the relevant Head of School (or authorised officer). If the Head of School was involved in the original decision, the appeal will be to the Pro Vice-Chancellor (or authorised officer). The decision-maker will not have been involved in the original decision.
- 2.27 The decision-maker may consider documentation in addition to that provided with the original application.
- 2.28 The appeal will be lodged in writing within five working days of being advised that an Assessment Extension has not been approved.
- 2.29 The decision-maker will assess the appeal and determine if a change in decision is warranted. Once a decision has been made on the appeal, the student and Unit Coordinator will be advised no later than three working days from the decision date.
- 2.30 If an appeal is rejected, the decision-maker will provide reasons for the decision.
- 2.31 The determination of the decision-maker is final.

Design of the Assessment Extension Task

- 2.32 Where a student has been granted an Assessment Extension and a new Assessment Task is required, the design, format and duration of the new Assessment Task will be equivalent to the original. A variation of the previous task may be appropriate to avoid unfair advantage.

Recording an Assessment Extension

- 2.33 If the Assessment for which an extension has been granted is received and can be marked prior to the deadline for submission of unit marks, then the mark will be recorded and the final grade and Mark submitted. If the Assessment is not received and the student does not have a Deferred Assessment (DA) for this Assessment, or it cannot be marked by the deadline, a Grade of GNS will be submitted, and the Unit Coordinator will advise the Board of Examiners.
- 2.34 If the Assessment Extension extends beyond the Board of Examiners meeting an interim grade of DA will be recorded. Once the Assessment is received and marked, a final grade and Mark will be submitted for ratification.

Responsibilities of Schools/Regular Review of Outstanding Deferred Assessment (DA) Interim Grades

- 2.35 The Head of School (or authorised officer) will be responsible for the review of DA interim grades at the end of each semester.

- 2.36 If an extension of the DA interim grade is required beyond two study periods, a written request for extension, providing reasons why the DA is not able to be converted to a final grade will be submitted by the Head of School to the Academic Registrar (or authorised officer).
- 2.37 If the circumstances warrant the requested extension, the DA may be maintained for the period approved by the Academic Registrar (or authorised officer).

DA Grade and Leave of Absence

- 2.38 Typically, a student with an interim grade of DA will not be permitted to take a Leave of Absence. Where there are exceptional circumstances that warrant a Leave of Absence and the student has a DA grade, this request will be determined by the Academic Registrar (or authorised officer).

Open Universities Australia Students

- 2.39 Open Universities Australia (OUA) students who are granted an Assessment Extension for an Examination are to sit the Examination in the next relevant study period/session.
- 2.40 Administration of these arrangements will be in accordance with policy and procedures approved between OUA and Curtin.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Will be responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

(Note: Commonly defined terms are located in the Curtin Common Definitions. Any defined terms below are specific to this document)

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

AMA Medical Certificate Guidelines 2011, (Revised 2016)

Admission and Enrolment Manual

Awards and Graduation Manual

Course Quality Assurance Manual

Credit for Recognised Learning Policy

Credit for Recognised Learning Procedure

Curtin's Disability Access and Inclusion Plan

Defence Reserve Service (Protection) Act 2001 (Cth)

Disability Standards for Education 2005 (Cth)

Higher Education Standards Framework (HESF) 2021: Domains 1, 2, 5 and 7

Medical Board of Australia

Refund and Remission of Fees

Scholarships and Financial Assistance Policy

Scholarships for International Undergraduate and Postgraduate Coursework Procedures

Scholarships for Undergraduate and Postgraduate Coursework Procedures

Students with Disability Procedure

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2029

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018
	Approved	21/11/2018	Deputy Vice-Chancellor, Academic	EM1828	Unconditional
	Approved	04/11/2019	Deputy Vice-Chancellor, Academic	EM1952	-
	Approved	01/10/2020	Deputy Vice-Chancellor, Academic	EM2084	Clause 2.40 Effective 1 st January 2021
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2168	Effective 1 st January 2022
	Approved	01/07/2025	Deputy Vice-Chancellor, Academic	EM2522	Effective 21 st July 2025
	Approved	09/10/2025	Deputy Vice-Chancellor, Academic	EM2548	Partial Review and Effective 10 th November 2025

PC8: FURTHER ASSESSMENT

1. COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

2. PROCEDURAL DETAILS

Responsibilities

- 2.1 The Head of School or Course Coordinator may determine that Further Assessment is not permitted in a unit. This will be specified in the Unit Outline and will apply to all students enrolled in that unit. Consideration will be given to the situation where the Unit is associated with more than one Course.
- 2.2 A student may be eligible for consideration by the Board of Examiners for Further Assessment if they have attempted all required Assessment Tasks for the unit and have received a Marginal Fail of 45% or higher in the unit. The Board of Examiners may determine in exceptional circumstances that the cutoff is below 45%.
- 2.3 Further Assessment may not be used to remediate a penalty of misconduct.

Timeframe for Further Assessment

- 2.4 Where a centrally established period for Further Assessment is not identified, Schools will determine a specific period (generally one week) for Further Assessment for each study period and publish this information in the Unit Outline.
- 2.5 Where the Further Assessment Task is an Assessment event (e.g., an Examination or performance), it will be held within the period specified in the Unit Outline and in accordance with the requirements of the Examinations Procedure.
- 2.6 It is desirable to finalise Further Assessment as soon as practicable. However, if this cannot be achieved before the commencement of the next study period, the Board of Examiners may permit a student to complete a Further Assessment task after the commencement of the next study period but no later than its conclusion. Consideration may be given to reducing the student's study load in that study period.
- 2.7 Any further delay will be approved by the Academic Registrar (or authorised officer).
- 2.8 A student with an interim grade of "X" will not be permitted to take a Leave of Absence unless approved by the Academic Registrar (or authorised officer).

Advice to Students

- 2.9 The Chair of the Board of Examiners (or authorised officer) will notify students in writing of arrangements (e.g., the new due date, time, and location if appropriate) for a Further Assessment Task and provide at least three working days' notice.

Responsibility of Students to be Available for Further Assessment

- 2.10 A student who is offered Further Assessment but fails to undertake it will not be entitled to another Further Assessment opportunity in the unit for that study period unless an Assessment Extension is approved.
- 2.11 The provisions of the Assessment Extension Procedure will apply to Further Assessment.

Design of the Further Assessment Task

- 2.12 The design of the Further Assessment Task will provide the opportunity for the student to demonstrate that they have met the unit Learning Outcomes. The task may be different to that which was originally completed but will maintain the same level of Assessment security associated with the original task(s).

Requirement to Pass the Further Assessment Task to Pass the Unit

- 2.13 A student undertaking Further Assessment will be required to pass the Further Assessment Task in order to pass the unit.
- 2.14 A student who wishes to decline the offer of a Further Assessment will advise the Unit Coordinator at the earliest opportunity. Should a student not attend or fail to submit the Further Assessment Task, the previous Fail grade will be applied as the final Mark.

Recording Further Assessment

- 2.15 Once Further Assessment is offered by the Board of Examiners, an interim grade of X is recorded, and the original Mark remains. For example, an F-47 will become X-47.
- 2.16 If the student passes the Further Assessment Task, the original Mark will remain the same; however, the Grade will be changed to PX (pass after Further Assessment). For example: X-47 to PX-47.
- 2.17 If the student attempts but does not pass the Further Assessment Task, the original Mark will remain the same; however, the Grade will be changed to FX (fail after Further Assessment). For example: X-47 to FX-47.
- 2.18 If a student declines an offer of the Further Assessment Task, the interim grade will revert to the original grade and Mark. For example, an X-47 will revert to F-47.
- 2.19 A Further Assessment interim result will be converted to a final result no later than the end of the subsequent study period in which the student is enrolled.
- 2.20 All results of Further Assessment Tasks will be recorded in the University-approved secure electronic repository.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Will be responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students enrolled in a course, with the exception of those students enrolled in Curtin English, Honours research component and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Refer to [Schedule 1](#) of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Assurance Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Higher Education Standards Framework \(HESF\) 2021: Domains 1, 2, 5, 6 and 7](#)

[Scholarships and Financial Assistance Policy](#)

[Scholarships for International Undergraduate and Postgraduate Coursework Procedures](#)

[Scholarships for Undergraduate and Postgraduate Coursework Procedures](#)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2029

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018
	Approved	21/11/2018	Deputy Vice-Chancellor, Academic	EM1829	Unconditional
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2169	Effective 1 st January 2022
	Approved	01/04/2022	Deputy Vice-Chancellor, Academic	EM2210	Effective 1 st June 2022
	Approved	01/07/2025	Deputy Vice-Chancellor, Academic	EM2523	Effective 21 st July 2025
	Approved	09/10/2025	Deputy Vice-Chancellor, Academic	EM2549	Partial Review and Effective 10 th November 2025

PC9: EXAMINATIONS

1. COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

2. PROCEDURAL DETAILS

- 2.1 The Progression, Assessment and Awards Office will manage Centrally Scheduled Examinations. All other Examinations are considered school scheduled Examinations. These will be managed by the relevant School, unless centrally scheduled by the Progressions, Assessment and Awards Office.
- 2.2 OUA Examinations will be scheduled and supported by the Progression, Assessment and Awards Office in accordance with the OUA study periods.
- 2.3 Students will make themselves available for scheduled Examinations.
- 2.4 Centrally Scheduled Examinations may occur on any day or evening during the Examination period or other centrally scheduled Assessment period, including weekends where required. Centrally and school- scheduled Examinations will not be held during study weeks or tuition-free weeks

Duration of Examinations

- 2.5 All Examination durations will be stated in the Unit Outline.
- 2.6 Durations for online invigilated examinations/eTests will be as per the Online Invigilation: Examinations and Invigilated eTests Procedures.
- 2.7 Other Examination durations will not exceed two hours (with an optional additional 10 minutes reading time). Students with a Curtin Access Plan (CAP) will receive approved reasonable adjustments, including modifications to Examination duration, which will take precedence over standard or extended time durations.
- 2.8 In exceptional situations, the relevant Faculty Pro Vice-Chancellor (or authorised officer) may approve an extension to a maximum duration of three hours.

Limitation on Examinations

- 2.9 Units will not have more than one Centrally Scheduled Examination unless otherwise approved by the Faculty Dean, Learning and Teaching (or authorised officer).

Examination Timetable

- 2.10 For Centrally Scheduled Examinations, a final timetable will be published four weeks prior to the examination period.
- 2.11 For school scheduled Examinations, students will be advised of the details of the Examination by the School at least three weeks in advance of the Examination.
- 2.12 Where determined by the Chief Student Services Officer, a draft Examination timetable will be published six weeks prior to the relevant Examination period.
- 2.13 After publication of the draft Examination timetable, students are responsible for reporting any concerns about the Examination timetable to the organising area via the provided contact details.
 - 2.13.1 Where the organising area permits a student or group of students to undertake an Examination at an alternative time due to an agreed timetable concern, students will sign an agreement to ensure the confidentiality of the Examination.
- 2.14 The area managing the Examination will be responsible for approving any changes to the final Examination timetable. Approved changes will be communicated in writing to the student.

Responsibilities

- 2.15 The relevant Head of School (or authorised officer) will be responsible for ensuring that Examinations are in accordance with the Unit Outline, are clear in meaning and are of reasonable length and proper standard.
- 2.16 The Unit Coordinator assisted by a Co-assessor will be responsible for all of the following:
 - 2.16.1 the format and content of the Examination;

2.16.2 ensuring the Examination is reviewed by the Co-assessor; and

2.16.3 meeting deadlines specified by the administering area to facilitate the setting and provision of Examinations.

Catering for Curtin and Partner Campus Time Zones

2.17 Global Curtin and Partner Campuses may request to hold their Examination at a different time to the Perth Campus timetable. Schools will liaise with these stakeholders prior to submitting Examination requests to the Progression, Assessment and Awards Office.

2.18 An alternate Examination will be created when the difference between the commencement times of the two Examinations exceeds the duration of the Examination itself. The alternate Examination will be Sufficiently Different to ensure that students who obtain knowledge of the content of the earlier Examination are not unfairly advantaged. Time zone differences (if any) will be considered when determining the commencement times of the Examinations. Please refer to Schedule 3 for examples.

Face-to-Face Written Examinations for External Students

2.19 Unless required for accreditation or otherwise approved, face-to-face written exams for external students will be conducted as follows:

2.19.1 Students residing within the metropolitan area: External students residing within 100 kilometres of a Curtin Campus will sit their Examinations at the allocated Campus, unless exceptional circumstances apply due to a disability, or a medical condition that would prevent them from travelling to the campus.

2.19.2 Students residing outside the metropolitan area: External students outside 100 kilometres of a Curtin Campus will be advised to sit their Examinations via an Online Invigilated eTest.

2.20 The University will incur the cost of Examination invigilation for external students, including OUA students. Any costs for Examinations held outside the centrally scheduled exam period will be covered by the School.

2.21 The area managing the Examination reserves the right to reject any nominated Examination venue or Nominated Invigilator.

2.22 The area managing the Examination will inform the invigilator in the nominated venue of any alternative Examination conditions which have been determined by Counselling and AccessAbility Services in consultation with the student concerned.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Will be responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

(Note: Commonly defined terms are located in the Curtin Common Definitions. Any defined terms below are specific to this document)

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

Admission and Enrolment Manual

Awards and Graduation Manual

Course Quality Assurance Manual

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Disability Standards for Education 2005 \(Cth\)](#)

[Disclosure of Relationships and Interests Procedures](#)

[Examinations and Results website](#)

[Higher Education Standards Framework \(HESF\) 2021: Domains 1, 2, 5 and 7](#)

[Schedule 3: Examples - Time Zone Differences & Requirements for Sufficiently Different Examination](#)

[Scholarships and Financial Assistance Policy](#)

[Scholarships for International Undergraduate and Postgraduate Coursework Procedures](#)

[Scholarships for Undergraduate and Postgraduate Coursework Procedures](#)

<http://policies.curtin.edu.au/findapolicy/index.cfm>

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2029

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018
	Approved	21/11/2018	Deputy Vice-Chancellor, Academic	EM1830	Unconditional
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2170	Effective 1 st January 2022
	Approved	01/07/2025	Deputy Vice-Chancellor, Academic	EM2524	Effective 21 st July 2025

PC10: ONLINE INVIGILATION: EXAMINATIONS AND INVIGILATED eTESTS

1. COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

2. PROCEDURAL DETAILS

- 2.1 Online invigilated examinations (including invigilated eTests) will utilise a University-approved remote invigilation system that captures audio, video, and screen recordings as determined by the Chief Information Officer (CIO).
- 2.2 Where online Invigilation will be used, the Unit Coordinator will be responsible for:
 - 2.2.1 ensuring that the content and the setup of the online invigilated examination/eTest is reviewed by the Co-assessor;
 - 2.2.2 advising students of the technical requirements, including any hardware and software required;
 - 2.2.3 directing student attention to the relevant instructions for use of the system; and
 - 2.2.4 being contactable or ensuring that a contact for technical support (such as Curtin Connect) is reasonably available.
- 2.3 Within each unit, students will conduct a system check prior to the scheduled online invigilated examination/eTest, using a practice test established by the Unit Coordinator for that purpose. To ensure time for any issues to be addressed, the practice test is to be made available at least one week prior to the first use of the University-approved invigilation system within the unit.
- 2.4 Unless specified by accreditation requirements or approved by the relevant Faculty Pro Vice-Chancellor, online invigilated examination/eTest durations will not exceed two hours (with an optional additional 10 minutes reading time).
- 2.5 Students who request an Alternative Arrangement based on a Curtin Access Plan (CAP) will be managed in accordance with approved reasonable adjustments, which may include modifications to examination duration.
- 2.6 Staff must make every possible effort to verify student identity for all summative Assessment recordings, acknowledging that there may be limitations. This requirement does not apply to practice tests conducted for system checks.
 - 2.6.1 Where verification occurs via remote Invigilation, students will display approved photo identification to the device camera for recording and confirmation by the invigilator.
 - 2.6.2 Any recording that captures identification for this purpose will be deleted following verification, in accordance with the General Disposal Authority for State Government (SGDA 71.2).
 - 2.6.3 The student's camera will remain active for the duration of the invigilated recording, in accordance with the Assessing Student Work Procedure.
- 2.7 Recordings will be reviewed with regard to the Assessment level, weighting and type.
- 2.8 Recordings produced by the system will be deleted as soon as practicable after being retained in accordance with Western Australian University Sector Disposal Authority (WAUSDA) unless required as evidence for a case of misconduct.
- 2.9 Approved alternative Examinations will be managed as per the Alternative Arrangements Procedure.
- 2.10 Student requests for Alternative Arrangements based on privacy grounds will only be considered in exceptional circumstances.
 - 2.10.1 The Academic Registrar will determine such requests on an individual case basis in consultation with the relevant school, with reference to the University's privacy Policy and applicable law.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Will be responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Refer to [Schedule 1](#) of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Assurance Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Examinations and Results website](#)

[Higher Education Standards Framework \(HESF\) 2021: Domains 1, 2, 5 and 7](#)

[Respondus Monitor with Lockdown Browser Help](#)

[Scholarships and Financial Assistance Policy](#)

[Scholarships for International Undergraduate and Postgraduate Coursework Procedures](#)

[Scholarships for Undergraduate and Postgraduate Coursework Procedures](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2029

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Approved	23/11/2020	Deputy Vice-Chancellor, Academic	EM2083	Effective 1 st January 2021
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2171	Effective 1 st January 2022
	Approved	01/07/2025	Deputy Vice-Chancellor, Academic	EM2525	Effective 21 st July 2025
	Approved	09/10/2025	Deputy Vice-Chancellor, Academic	EM2550	Partial Review and Effective 10 th November 2025

PC11: SECURITY OF EXAMINATIONS

1. COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

2. PROCEDURAL DETAILS

- 2.1 It will be the responsibility of the relevant Head of School to ensure that appropriate processes and mechanisms are in place for proper handling, security, confidentiality and storage of Examinations so that unauthorised access to either electronic or hard copies does not occur.
- 2.1.1 Computers with examination data files will be locked, including the area (if possible) in which the computer is located.
- 2.1.2 Examinations will not be stored on shared drives accessible to unauthorised persons.
- 2.1.3 Where examinations require printing and photocopying, this will be undertaken in a secure room. Hard copy examinations initially held in a School will be kept in a safe, strongroom, locked metal cabinet or locked cupboard. Only authorised staff will have access to the storage unit.
- 2.1.4 After hours security of data and hard copy Assessment artefacts will be implemented.
- 2.1.5 If emailed, examinations will be encrypted and/or password protected.
- 2.1.6 Physical copies of Assessment artefacts will not be sent through the University internal mail system under any circumstances.
- 2.2 Where examinations will be required to be sent offshore to partners (or to any other location away from the Perth Campus), the area managing the examination will ensure that the Exam Paper and Script Management guidelines are followed. Staff access to examinations prior to the scheduled date and time will be approved by the Head of School.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Will be responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

(Note: Commonly defined terms are located in the Curtin Common Definitions. Any defined terms below are specific to this document)

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

Admission and Enrolment Manual

Arranging an External Examination

Awards and Graduation Manual

Credit for Recognised Learning Policy

Credit for Recognised Learning Procedure

Examination Paper and Script Management Document

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2029

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2172	Effective 1 st January 2022
	Approved	01/07/2025	Deputy Vice-Chancellor, Academic	EM2526	Effective 21 st July 2025

PC12: REGULATIONS FOR THE CONDUCT OF EXAMINATIONS

1. COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

2. PROCEDURAL DETAILS

Application

- 2.1 This procedure will apply to face-to-face Examinations.
- 2.2 This procedure will apply to online invigilated examinations to the extent that it does not conflict with the terms of the Online Invigilation: Examinations and Invigilated eTests Procedure.

Requirement to have a Valid Curtin Student Identification

- 2.3 Students will verify their identity as per examination instructions. Acceptable forms of identification will be determined and published by the Chief Student Services Officer (or authorised officer).
- 2.4 Students will not be provided with additional time to complete an examination due to delays of students not providing valid Curtin Student Identification.
- 2.5 Where there are doubts about student identity, the student will be permitted to proceed with the examination, and the invigilator will report the occurrence to Progression, Assessment, and Awards to enable appropriate action as required.

Examination Attendance

- 2.6 Students are responsible for sitting their examination as advised in any finalised timetable.

Commencement of the Examination

- 2.7 Students will be provided sufficient time prior to the Examination commencing to complete pre-Examination instructions and requirements.
- 2.8 If, for any reason, an Examination commences late, the students will not be disadvantaged. The full reading time (if applicable) and duration will not be reduced.
- 2.9 If, for any reason, an Examination is delayed or interrupted for more than 30 minutes, the Examination may be rescheduled at the discretion of the Student Progression and Graduation Services Lead (centrally scheduled) or Head of School (School scheduled). Students will be notified of the rescheduled Examination at the earliest available opportunity.

Food and Drink in Examinations

- 2.10 Food or drink, other than water, will not be brought into the Examination or consumed without the permission of the area organising the Examination.

Approved Examination Materials

- 2.11 The possession or use of any materials (e.g., type of calculator(s), permitted notes) will be determined by the assessor and communicated to the student in advance of the Examination.
- 2.12 A student's possession or use of unauthorised material during an Examination will be reported as misconduct.
- 2.13 Language translation dictionaries or devices will not be permitted in any Examination.

Headwear

- 2.14 Headwear (e.g., hats, caps, headphones, earmuffs, earpods) will not be worn during an Examination except those for medical, disability or obligatory religious requirements.
- 2.15 If an invigilator cannot determine a student's identity owing to facial coverings for religious reasons, identity can be verified if a private space and same-gender invigilator are available. If the private space and same-gender invigilator are not available, the student will be permitted to continue the Assessment and identity verification will be conducted retrospectively.

Availability of Unit Coordinator and Co-Assessor

- 2.16 The Unit Coordinator or Co-assessor will be contactable for the duration of the Examination.

Failure to Undertake/Late Arrival/Early Departure from an Examination

- 2.17 Students must verify their Examination schedule via official sources only. Students who fail to undertake or are late for an Examination are not entitled to sit the Examination at any other time or receive any other concession.
- 2.18 Where a student has attempted to sit an Examination in a unit but has not been able to complete or undertake the Examination due to illness or some other valid reason, and the student has reported this to an invigilator, the student may apply for an Assessment Extension as per the Assessment Extension Procedure.
- 2.18.1 If a student is unable to notify an invigilator before leaving, a notification may be submitted retrospectively and will include reasons why it could not be reported to the invigilator at the time.

Conduct in the Examination

- 2.19 Students will adhere to Examination instructions. Such instructions may define permitted reference materials and expectations regarding academic referencing.
- 2.20 During an Examination, a candidate will not:
 - 2.20.1 Communicate with any other student (unless required to do so);
 - 2.20.2 Obtain, or endeavour to obtain, unauthorised assistance in their work;
 - 2.20.3 Give, or endeavour to give, assistance to any other students; and
 - 2.20.4 Behave in such a manner inconsistent with the Student Charter or the proper conduct of the Examination.

Mobile Phones, Electronic Devices and Other Aids

- 2.21 Unless explicitly authorised for the purposes of an Examination, students will be prohibited from:
 - 2.21.1 Accessing, being in possession of, or using any mobile phone or unauthorised electronic device;
 - 2.21.2 Accessing, being in possession of, or using any device capable of storing information or connecting with another device;
 - 2.21.3 Accessing, being in possession of, or using any unauthorised notes, software or materials;
 - 2.21.4 Accessing, being in possession of, or using any device capable of communicating with another person that are not required for the Examination; and
 - 2.21.5 Interacting or colluding with any other person.

Further requirements specific to Face-to-Face Written Examinations

- 2.22 Face-to-face written Examinations may have 10 minutes of reading time in addition to the duration of the Examination. During reading time, a student may make notes or highlight text, as directed in Examination instructions provided by the Unit Coordinator.
- 2.23 Unit Coordinators and Co-assessors will provide their staff identification card to identify themselves to the Examination invigilators at the venue and when collecting completed Examination papers.
- 2.24 The Unit Coordinator will be responsible for arranging the collection of the Examination answer books/papers from the Progression, Assessment and Awards Office or the venue as soon as practicable after the completion of the Examination. If papers are not collected, the Progression, Assessment and Awards Office will deliver to the School, usually within 24 hours of the completion of the Examination.
- 2.25 No student will:
 - 2.25.1 Be admitted to the venue after the first hour (including reading time) has expired;
 - 2.25.2 Leave the venue until one hour of the Examination has expired;
 - 2.25.3 Leave the venue during the last 15 minutes of the Examination; and
 - 2.25.4 Be re-admitted to the venue after they have left unless, during the full period of their absence, they have been under approved supervision.

2.25.5 Be exempt from the above conditions unless a Reasonable Adjustment has been approved under a Curtin Access Plan (CAP).

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Will be responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

(Note: Commonly defined terms are located in the Curtin Common Definitions. Any defined terms below are specific to this document)

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

Admission and Enrolment Manual

Awards and Graduation Manual

Course Quality Assurance Manual

Credit for Recognised Learning Policy

Credit for Recognised Learning Procedure

Curtin's Fines and Sanctions

Higher Education Standards Framework (HESF) 2021: Domains 1, 5 and 7

Scholarships and Financial Assistance Policy

Scholarships for International Undergraduate and Postgraduate Coursework Procedures

Scholarships for Undergraduate and Postgraduate Coursework Procedures

Statute No. 10 – Student Disciplinary Statute

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2029

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018
	Approved	12/09/2019	Deputy Vice-Chancellor, Academic	EM1950	-
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2173	Effective 1 st January 2022
	Approved	01/07/2025	Deputy Vice-Chancellor, Academic	EM2527	Effective 21 st July 2025

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Approved	09/10/2025	Deputy Vice-Chancellor, Academic	EM2551	Partial Review and Effective 10 th November 2025

PC13: ALTERNATIVE ARRANGEMENTS

1. COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

2. PROCEDURAL DETAILS

- 2.1 Alternative Arrangements may be facilitated for students where circumstances mean that the student will be disadvantaged if they sit the Examination or other scheduled Assessment in standard conditions. Alternative Arrangements may fall into the following categories:
- 2.1.1 Disability
 - 2.1.2 Medical
 - 2.1.3 Cultural or Religious
 - 2.1.4 Social Inclusion
 - 2.1.5 Elite Athlete
- 2.2 Applications for all Alternative Arrangements will be submitted no later than three weeks prior to the commencement of the relevant Examination or other centrally scheduled Assessment period. Students with extenuating circumstances or a Curtin Access Plan (CAP) will be exempt from this deadline, as their arrangements are managed through established support mechanisms.
- 2.3 It will be the responsibility of the student to ensure that an application for an Alternative Arrangement is made prior to the deadline.
- 2.4 Where required, a student will sign a Statutory Declaration to ensure confidentiality of a task with an Alternative Arrangement.
- 2.5 The area managing the Alternative Arrangement will notify the student(s) in writing of any alternative scheduling arrangements.
- 2.6 The area managing the Alternative Arrangement will inform the appropriate Unit Coordinator and approving staff that the student is to be assessed under Alternative Arrangements.
- 2.7 If applicable, the Unit Coordinator will determine whether a separate Examination is to be supplied.

Disability/Medical

- 2.8 Students will contact Counselling, AccessAbility or Wellbeing Services to seek approval and determination of appropriate reasonable adjustments. Students will be required to provide relevant documentation to substantiate their request. This includes students with disability and/or medical conditions, as well as students who are carers of a person with disability.
- 2.9 Where a certificated medical direction is provided, Curtin will be bound to consider its recommendations and enact them insofar as is reasonably practicable.
- 2.10 Should the student's circumstances change, or if the student elects not to follow the medical advice, an updated medical certificate reflecting the revised situation will be submitted.
- 2.11 Staff can verify the certificate, including periods covered by the certificate, in accordance with AMA Medical Certificate Guidelines 2011. Any dispute regarding the required level of documentation (including any requirement to provide medical certificates from a specific medical practitioner or range of medical practitioners) will be managed by the Academic Registrar (or authorised officer).
- 2.12 When a request for an Alternative Arrangement is supported, Counselling, AccessAbility and Wellbeing Services will:
- 2.12.1 Submit a request to the Progression, Assessment and Awards Office (for centrally scheduled Alternative Arrangements); or
 - 2.12.2 Provide a Curtin Access Plan (CAP) detailing approved Alternative Arrangements for the student (for School scheduled arrangements).
- 2.13 If the Alternative Arrangement is School scheduled, the School will be responsible for providing the venue (where required), appropriate conditions and/or Invigilation.

- 2.14 A student with no existing Curtin Access Plan (CAP) will apply and be assessed each study period if Alternative Arrangements are requested.

Obligatory Cultural or Religious Requirements

- 2.15 The University will endeavour to support students with Obligatory Cultural or Religious Requirements. Students will contact the University's Multifaith Services or Cultural leader to seek support and determination of appropriate reasonable adjustments.
- 2.16 A student with Obligatory Cultural or Religious Requirements will apply together with any evidence of the obligation as appropriate and be assessed each study period if Alternative Arrangements are required. The Cultural leader or Multifaith Officer will assess the student's request and consider the following:
- 2.16.1 Whether the request meets the criteria for Obligatory Cultural or Religious Requirements (e.g., prohibitions on study or work during Sorry Business, holy days or prayer times).
 - 2.16.2 Requirements for cultural or religious attire that may impact identity verification or Assessment completion.
 - 2.16.3 Any official documentation provided by the student in relation to their cultural or religious obligations.
- 2.17 When a request is supported, Cultural leaders or Multifaith Services will:
- 2.17.1 Submit a request to the Progression, Assessment and Awards Office (for centrally scheduled Alternative Arrangements), or
 - 2.17.2 Provide the student with a supporting letter for the student to take to the Unit Coordinator (if the Alternative Arrangement is school scheduled). The School will be responsible, where possible, for providing the venue (where required), appropriate conditions and Invigilation for school scheduled Alternative Arrangements.

Social Inclusion

- 2.18 Alternative Arrangements that fall under Social Inclusion are based on reasons other than disability and/or medical, such as pregnancy and family responsibility.
- 2.19 Students will contact a Student Wellbeing Officer to seek approval and determination of appropriate reasonable adjustments.
- 2.20 Students with Social Inclusion reasons will apply and be assessed each study period if Alternative Arrangements are required.

Elite Athletes

- 2.21 Students will contact Curtin's Elite Athlete Coordinator to seek approval and determination of appropriate reasonable adjustments.
- 2.22 The Elite Athlete Coordinator will act as a proxy on behalf of Elite Athletes to request Alternative Arrangements.
- 2.23 In assessing an application for an Alternative Arrangement, the Elite Athlete Coordinator (or authorised officer) will interview the student and consider the following:
- 2.23.1 Formal recognition of the student as an "Elite Athlete"; and
 - 2.23.2 Official documentation produced by the student in relation to their sporting commitments and why Alternative Arrangements are required.
- 2.24 Where the date of the Alternative Arrangement falls within the centrally scheduled period, the Progression, Assessment and Awards Office will either organise and coordinate the Alternative Arrangement or provide information regarding the administrative process to the relevant teaching area.
- 2.25 Where the date of the Alternative Arrangement falls outside of the centrally scheduled period, the School will organise and coordinate the administrative process.
- 2.26 Elite Athletes will apply and be assessed each study period if Alternative Arrangements are required.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Will be responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Refer to [Schedule 1](#) of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Assurance Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Curtin's Disability Access and Inclusion Plan](#)

[Disability Standards for Education 2005 \(Cth\)](#)

[Higher Education Standards Framework \(HESF\) 2021: Domains 1 and 7](#)

[Scholarships and Financial Assistance Policy](#)

[Scholarships for International Undergraduate and Postgraduate Coursework Procedures](#)

[Scholarships for Undergraduate and Postgraduate Coursework Procedures](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2029

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018
	Approved	21/11/2018	Deputy Vice-Chancellor, Academic	EM1831	Unconditional
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2174	Effective 1 st January 2022
	Approved	01/07/2025	Deputy Vice-Chancellor, Academic	EM2528	Effective 21 st July 2025

PC14: STUDENT ACCESS TO EXAMINATION ANSWERS

1. COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

2. PROCEDURAL DETAILS

- 2.1 During the retention period, if requested, a Unit Coordinator (or authorised officer) will provide the student access to their Examination answer(s).
- 2.2 Irrespective of whether access is provided virtually or face-to-face, a staff member will directly supervise access in all cases.
- 2.3 Students will be advised they are not permitted to record, copy, or remove Examination answer(s). The Examination answer(s) will remain in the possession or control of a staff member at all times.
- 2.4 If not conducted online or in person, a Recognised Examination Centre (REC) or Nominated Invigilator (NI) may be requested to allow the student to view the examination answer(s) under supervision. Where appropriate, the REC or NI will destroy any physical copy after the student has reviewed it.

Retention and Disposal of Examination Answer(s)

- 2.5 The School will retain examination answer(s) after the conclusion of any examination appeals deadline in accordance with Western Australian University Sector Disposal Authority (WAUSDA) requirements.
- 2.6 Curtin Singapore examination answer(s) will be retained for a period of five years under EduTrust regulations. (The EduTrust certification scheme is a voluntary certification scheme administered by the Council for Private Education for private education institutions in Singapore).

Retention and Disposal of Examination Attendance Cards

- 2.7 Examination attendance cards will be retained after the conclusion of any examination appeals deadline in accordance with Western Australian University Sector Disposal Authority (WAUSDA) requirements.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Will be responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

(Note: Commonly defined terms are located in the Curtin Common Definitions. Any defined terms below are specific to this document)

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Assurance Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Higher Education Standards Framework \(HESF\) 2021: Domains 1 and 7](#)

[Information Management Policy](#)

[Information Management Procedures](#)

[Scholarships and Financial Assistance Policy](#)

[Scholarships for International Undergraduate and Postgraduate Coursework Procedures](#)

[Scholarships for Undergraduate and Postgraduate Coursework Procedures](#)

[Western Australian University Sector Disposal Authority \(WAUSDA\)](#)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2029

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2175	Effective 1 st January 2022
	Approved	01/07/2025	Deputy Vice-Chancellor, Academic	EM2529	Effective 21 st July 2025

PC15: RELEASE OF EXAMINATIONS

1. COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

2. PROCEDURAL DETAILS

- 2.1 A Unit Coordinator may authorise the University Library to release past examinations or sample questions.
- 2.2 Examinations may be deemed inappropriate to release if there is a limited scope for developing questions in the content area.
- 2.3 Access to past Examinations that have been released will be available to current students and staff via the University Library website.
- 2.4 A past Examinations database will be maintained in the University Library, and the Examinations will be retained for a period of five years.
- 2.5 The University Librarian may remove an Examination from the database if it:
 - 2.5.1 is misleading or confusing;
 - 2.5.2 is superseded, outdated or no longer relevant;
 - 2.5.3 was released in error; or
 - 2.5.4 meets other compelling reasons.
- 2.6 University Library staff are not responsible for obtaining Examinations or sample questions.
- 2.7 Additional Assessment examples and access to the University Library's past Examinations may be provided through the University's Learning Management System.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Will be responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

(Note: Commonly defined terms are located in the Curtin Common Definitions. Any defined terms below are specific to this document)

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

Admission and Enrolment Manual

Awards and Graduation Manual

Course Quality Assurance Manual

Credit for Recognised Learning Policy

Credit for Recognised Learning Procedure

Curtin University Library Catalogue

Higher Education Standards Framework (HESF) 2021: Domains 1 and 7

Scholarships and Financial Assistance Policy

Scholarships for International Undergraduate and Postgraduate Coursework Procedures

Scholarships for Undergraduate and Postgraduate Coursework Procedures

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2029

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2176	Effective 1 st January 2022
	Approved	01/07/2025	Deputy Vice-Chancellor, Academic	EM2530	Effective 21 st July 2025

PC16: BOARD OF EXAMINERS

1. COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

2. PROCEDURAL DETAILS

2.1 The Board of Examiners will be responsible for:

2.1.1 Ratification of final results;

2.1.2 Finalisation of:

- a) Each student's Academic Status;
- b) Conversion of Deferred Assessment (DA) and Grade Not Submitted (GNS) interim grades to final grades;
- c) Application of a DA interim grade;
- d) The offer of Further Assessment to a student (see Further Assessment Procedure);

2.1.3 Review of any areas of concern or potential scope for development.

Composition of the Board of Examiners

2.2 The Chair of the Board of Examiners will be the Head of School (or authorised officer) for school owned courses; the relevant Faculty Pro Vice-Chancellor (or authorised officer) for Faculty owned courses; or may be the Student Progression and Graduation Services Lead where there is no Faculty or School course ownership (non-award).

2.2.1 Where it is not practical to have results for students finalised and ratified by a School-based Board of Examiners, a Non-Award Board of Examiners may be convened by the Student Progression and Graduation Services Lead. The Student Progression and Graduation Services Lead will liaise with the relevant School(s) regarding their specific unit results. Any change of Grade will be authorised as per the Responsibility for Academic Results Procedure.

2.3 For double degree courses, the Owning Area of the Course will be responsible for convening the Board of Examiners for all students enrolled in the Double Degree course.

2.4 Members will be as determined by the Chair of the Board of Examiners. Appropriate members may include Course Coordinators, Unit Coordinators and/or teaching staff of units that comprise part of the Course (including where applicable, Unit Coordinators and/or teaching staff from other Schools for service taught units and double degree courses).

2.5 The Chair may require nominated Unit and Course Coordinators (and may invite other staff as required) to participate in the Board of Examiners to provide an analysis of results and academic advice on student progress as appropriate.

Powers of Chair outside Meetings

2.6 The Board of Examiners may convene to review Academic Status, and progression matters at any time at the discretion of the Chair.

2.7 The Chair will be responsible for convening the Board at such time(s) as considered necessary to finalise outstanding matters that are the responsibility of the Board.

2.8 Where outstanding matters are not considered sufficient to warrant convening the Board of Examiners, the Chair may carry out all functions and make all decisions of the Board of Examiners without convening the Board.

2.9 The Academic Status of students who have been granted approval for a deferred or Further Assessment, will be finalised as soon as practicable after the Assessment is complete and a recommended final result for the student in the unit is known.

Record of Decisions

2.10 The Chair of the Board of Examiners will approve the collation sheets.

2.11 The rationale for the decision taken by the Board of Examiners will be recorded on, or form part of, the collation sheets.

2.12 The written authorisation for change of Academic Status or change of results will constitute the official record of decisions taken by the Chair.

Post Publication Variation of Results

- 2.13 Where a student's result is varied after official results publication, the student will be informed of the decision by the Owning Organisational Unit/School.
- 2.14 Where the variation is a reduction in Marks, the student will be notified in writing and provided with an explanation of the reason for the change.

RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Will be responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

3 SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

4 DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Refer to [Schedule 1](#) of this manual for relevant definitions.

5 RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Awards and Graduation Manual](#)

[Scholarships and Financial Assistance Policy](#)

[Scholarships for International Undergraduate and Postgraduate Coursework Procedures](#)

[Scholarships for Undergraduate and Postgraduate Coursework Procedures](#)

[Course Quality Assurance Manual](#)

[Higher Education Standards Framework \(HESF\) 2021: Domains 1, 5, 6 and 7](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2029

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2177	Effective 1 st January 2022

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Approved	01/07/2025	Deputy Vice-Chancellor, Academic	EM2531	Effective 21 st July 2025
	Approved	09/10/2025	Deputy Vice-Chancellor, Academic	EM2552	Partial Review and Effective 10 th November 2025

PC17: UNIVERSITY GRADING SYSTEM

1. COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

2. PROCEDURAL DETAILS

- 2.1 Under the Curtin University Grading System, units will be classified as either pass/fail or grade/mark.
- 2.2 No Mark is recorded for pass/fail units.
- 2.3 For grade/mark units, the Mark will be from the scale 0-100.

Study Periods Commencing on or after 1 January 2027

- 2.4 This provision and its subclauses apply to study periods commencing on or after 1 January 2027.
- 2.4.1 Grade/mark units will derive at least 50% of its total available Marks from graded Assessments.
- 2.5 The result type (either pass/fail or grade/mark) will be specified at the time the unit is initially approved.
- 2.6 The result type may only be changed in accordance with the University course approval process.
- 2.7 The Academic Registrar may determine that a student will receive a pass designation in place of a passing Grade/Mark in accordance with the Responsibility for Academic Results Procedures. This will be available within units, except where a Grade/Mark is required (e.g., Honours units, accreditation requirements). The grade (P) will be recorded on the transcript in place of the original Grade/Mark and the unit will not contribute to the calculation of semester or Course Weighted Averages.

Pass/Fail Units – Final Grades

Grade	Description	Application
PASS	Pass	Student has passed a unit classified as a Pass/Fail unit.
FAIL	Fail	Student has failed a unit classified as a Pass/Fail unit.
PX	Pass After Further Assessment	Student has passed the unit following a Further Assessment. PX will replace the previously recorded X.
FX	Fail After Further Assessment	Student has failed the unit following a Further Assessment. FX will replace the previously recorded X.
F-IN	Fail – Incomplete/Insufficient Assessment	May be used as an alternative to FAIL at the discretion of the Board of Examiners where a student has not completed or submitted all required assessable work for the unit.
ANN	Result Annulled Due to Academic Misconduct	Student has had a finding of academic misconduct and a penalty of an ANN grade has been imposed.

Grade/Mark Units – Final Grades

Grade	Mark (Range)	Description	Application
10	100		Student has passed a unit classified as a grade/mark unit and achieved a percentage mark in the range specified without Further Assessment.
9	90 – 99		As above
8	80 – 89		As above
7	70 – 79		As above
6	60 – 69		As above
5	50 – 59		As above
F	0 – 99		Student has failed a unit classified as a grade/mark unit
P	Any passing grade		Student has passed a unit classified as a grade/mark unit. This grade can be used where clause 2.6 applies.
PX	0 – 99	Pass After Further Assessment	Student has passed the unit following a Further Assessment. PX will replace the previously recorded X and the mark will remain the same as that originally recorded.
FX	0 – 99	Fail After Further Assessment	Student has failed the unit following Further Assessment. FX will replace the previously recorded X and the percentage mark will remain the same as that originally recorded.
F-IN	0 – 99	Fail – Incomplete/ Insufficient Assessment	May be used as an alternative to Fail at the discretion of the Board of Examiners where a student has not completed or submitted all required assessable work for the unit.
ANN	0	Result Annulled Due to Academic Misconduct	Student has had a finding of academic misconduct and a penalty of an ANN grade has been imposed.

Interim Grades (used for both Pass/Fail and Grade/Mark units)

Grade	Description	Application
GNS	Grade Not Submitted	A result in a unit will not be available to the Board of Examiners because marking is not complete. A GNS is a School/Faculty interim grade and will be converted to a final grade as soon as is reasonably practicable after the Board of Examiners.

X	Outstanding Further Assessment	Student, who otherwise would be awarded a grade of F or FAIL, is granted <u>Further Assessment</u> by a Board of Examiners. Once the <u>Further Assessment</u> is completed, the student will be awarded a grade of either PX (Pass After Further Assessment) or FX (Fail After Further Assessment). In both cases, for grade/mark units the original mark will be retained. An X grade will be converted to a final result by no later than the end of the next study period that the student would normally enrol in. Any extension will be approved by the Academic Registrar (or authorised officer).
DA	Deferred Assessment	A DA grade will be used to indicate that the Board of Examiners have permitted one or more Assessment Tasks to be completed in a following study period. A DA grade will normally be converted to a final result before the end of the next study period that the student would normally enrol in. If exceptional circumstances exist, the conversion of a DA grade may be extended for one additional study period. However, any extension beyond two additional study periods will be approved by the Academic Registrar (or authorised officer).
OA	Ongoing Assessment	This interim grade may be used where Assessment Tasks and assessment for a unit cover more than one study period (the study period of enrolment and the subsequent study period of enrolment). The OA grade may be used as an interim (holding) grade until the Assessment Tasks and assessment are completed for both study periods. An OA grade will be converted to a final result by no later than the end of the next study period that the student would normally enrol in. Any extension will be approved by the Academic Registrar (or authorised officer).
AH	Administrative Hold on Grade	An AH is an interim grade applied by, or at the direction of, the Office of the Academic Registrar and will be converted to a final grade as soon as is reasonably practicable.

Unit Withdrawal

- 2.8 A withdrawal from a unit after a census date may be recorded on the Academic Transcript as a "WD".

Indicator	Description
WD	Withdrawal

- 2.9 A WD will remain on the Academic Transcript irrespective of whether a fee refund or remission of debt is approved.

F-IN Fail – Incomplete/Insufficient Assessment

- 2.10 The F-IN grade indicates a student has failed due to not completing required Assessment Tasks or Hurdle Requirements, rather than the Marks obtained. It can be used instead of a

normal FAIL or F:00 grade to show that the failure is due to non-completion of significant or compulsory tasks. If the Hurdle Requirements are met and enough Assessment Tasks have been completed to make a passing Grade possible, an F-IN grade should not be given.

ANN Grades (Result Annulled Due to Misconduct)

- 2.11 An ANN grade will remain on the student's academic record for a minimum of 12 months after the official release of results for the last attempt of the relevant unit. A student may then apply to the Academic Registrar (or authorised officer) to have the ANN grade converted to a FAIL (Pass/Fail units) or an F:00 (grade/mark units).
- 2.12 The application to have an ANN grade converted to a FAIL or F:00 will be in writing and provide an explanation of the circumstances of the original offence and justification for converting the ANN grade.
- 2.13 The Academic Registrar (or authorised officer) will take into account the views of the relevant Head of School in making a decision whether to convert the ANN to a FAIL or F:00. In deciding whether to approve the conversion of an ANN grade to a FAIL or F:00, the Academic Registrar (or authorised officer) may take into account any relevant factors, including:
 - a) The circumstances of the original offence and the level of seriousness of the academic misconduct that led to the imposition of the ANN grade or grades;
 - b) Whether the student has been found to have engaged in more than one instance of academic misconduct; or
 - c) The period of time that has elapsed since the ANN grade or grades were imposed.
- 2.14 The Academic Registrar (or authorised officer) may refuse to convert an ANN grade to a FAIL or F:00 where a student has been found to have engaged in more than one instance of academic misconduct or where the offence was such that a conversion to a FAIL or F:00 is considered inappropriate.
- 2.15 Where a student has received an ANN grade prior to the conclusion of a unit, they remain entitled to complete and have the remaining Assessments in the unit marked. If there are specific concerns related to ongoing enrolment in the unit, then they will be managed according to Clause 2.2 of the Revocation, Cancellation and Refusal Procedures within the Admission and Enrolment Manual.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Will be responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

(Note: Commonly defined terms are located in the Curtin Common Definitions. Any defined terms below are specific to this document)

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Assurance Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Examinations and Results website](#)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2029

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018
	Approved	07/04/2020	Deputy Vice-Chancellor, Academic	EM2004	
	Approved	01/10/2020	Deputy Vice-Chancellor, Academic	EM2085	Clause 2.7 Effective 1 st January 2021
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2178	Effective 1 st January 2022
	Approved	01/07/2025	Deputy Vice-Chancellor, Academic	EM2532	Effective 21 st July 2025
	Approved	09/10/2025	Deputy Vice-Chancellor, Academic	EM2553	Partial Review and Effective 10 th November 2025

PC18: CALCULATION OF SWA AND CWA

1. COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

2. PROCEDURAL DETAILS

2.1 Calculation of the Study Period Weighted Average (SWA) will include:

2.1.1 Marks for any grade/mark unit (including units that are failed);

2.1.2 Marks (if any) for any unit with a result of F-IN (Fail - Incomplete/Insufficient Assessment); and

2.1.3 Zero marks (0) for any grade/mark unit with a result of ANN (Result Annulled due to Academic Misconduct).

2.2 Calculation of the Course Weighted Average (CWA) will include:

2.2.1 Marks for any grade/mark unit credited towards the Course as Automatic Credit or Designated Credit;

2.2.2 Marks for any grade/mark unit (including units that are failed);

2.2.3 Marks (if any) for any unit with a result of F-IN (Fail - Incomplete/Insufficient Assessment);

2.2.4 Zero Marks (0) for any grade/mark unit with a result of ANN (Result Annulled due to Academic Misconduct).

2.3 Exclusions from the calculation of SWA and CWA will include:

2.3.1 Pass/Fail Units or units allocated an ungraded pass;

2.3.2 Units recorded as a Withdrawal (WD); Units with an interim Grade .

2.4 The formula for calculating SWA and CWA is outlined in Schedule 2.

2.5 Similar to the process for a CWA, an Award Weighted Average (AWA) will be calculated for each of the degrees making up a double degree based on the units identified as contributing to that degree. Guidance on the applicable units will be provided by the relevant School. The AWA will be used to determine eligibility for an Award With Distinction.

Grade Point Average (GPA)

2.6 Curtin University will not use a Grade Point Average (GPA).

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Will be responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

(Note: Commonly defined terms are located in the Curtin Common Definitions. Any defined terms below are specific to this document)

Refer to Schedule 1 of this manual for relevant definitions.

6. SCHEDULES

Schedule 2: Formula for Calculating SWA and CWA

7. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Assurance Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Higher Education Standards Framework \(HESF\) 2021: Domains 1 and 7](#)

[Scholarships and Financial Assistance Policy](#)

[Scholarships for International Undergraduate and Postgraduate Coursework Procedures](#)

[Scholarships for Undergraduate and Postgraduate Coursework Procedures](#)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2029

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2179	Effective 1 st January 2022
	Approved	01/07/2025	Deputy Vice-Chancellor, Academic	EM2533	Effective 21 st July 2025
	Approved	09/10/2025	Deputy Vice-Chancellor, Academic	EM2554	Partial Review and Effective 10 th November 2025

PC19: ACADEMIC STATUS AND PROGRESSION

1. COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

2. PROCEDURAL DETAILS

2.1 A Board of Examiners will finalise Academic Status for enrolled students for each study period, and records of reasons for their decision will be maintained.

2.2 Academic Status will be one of the following three categories:

Academic Status	Description
Good Standing	The student is achieving satisfactory course progress and is permitted to continue in the course and to re-enrol.
Conditional	The student is at risk of not achieving satisfactory course progress but is permitted to continue in the course and to re-enrol, under such conditions as may be determined by the School, Owing Organisation, Student Progress Appeals Committee or Academic Registrar.
Terminated	The student has not achieved satisfactory course progress or is deemed academically unsuitable, and their place in the course is Terminated. The student is not permitted to continue in the course or to re-enrol without appropriate approval.

2.3 Where a Course has further requirements for progression (in addition to the criteria for Academic Status as outlined in this procedure), the Owing Area will document these requirements and provide them to all students prior to enrolment. Within this documentation, the Owing Area will outline how the additional requirements will be assessed over the duration of the Course and will explain the impact these requirements may have upon student progression. The Owing Area will ensure compliance with the progression criteria outlined in this procedure.

2.3.1 If there are reasonable grounds to believe that a student will be unable to complete the inherent (specific) requirements of a Course, the student will be advised of the potential issue and given the opportunity to make an informed decision with respect to Course/unit selection and onward progression. Whilst it is recognised that reasonable adjustments to Assessment Tasks (set out in the Assessment Design Procedure) will be sought wherever possible, there are some situations where such adjustments are not possible (e.g., as a consequence of accreditation requirements). In this case, the Owing Area will identify potential alternative Course pathways and/or exit awards and will confirm these in writing with the student.

2.4 All students enrolled in a Course will be expected to achieve satisfactory Course progress. Where concerns around satisfactory Course progress are raised, they will be managed using these processes or those exceptional provisions in accordance with Clause 2.2 of the *Revocation, Cancellation and Refusal Procedures* within the Admission and Enrolment Manual.

2.5 The criteria for Academic Status for all courses is set out in the table below.

Criteria	Decision	Name
In the study period just ended, as a minimum a student will meet the following: • Attain SWA of at least 50.00 • Pass more than 50% of enrolled units each study period • Pass all core units	Will be given an Academic Status of Good Standing, unless other criteria for Conditional or Terminated status are also met (e.g., fail a core unit)	Good Standing

Criteria	Decision	Name
In the study period just ended, one or more applies: - The student fails 50% or more of enrolled units - The student attains SWA of less than 50.00	Will be given an <u>Academic Status</u> of Conditional and a Student Support Notification will be provided to the student.	Conditional
In the study period just ended: Student fails a core unit	May be given an <u>Academic Status</u> of Conditional and this may continue in subsequent study periods until the failed core unit is passed. A Student Support Notification will be provided to the student.	
If a student, regardless of current <u>Academic Status</u> , breaches professional behaviour/practice requirements (where these are a component of course accreditation)	May be given an <u>Academic Status</u> of Conditional. A Student Support Notification will also be provided.	
Student will have an <u>Academic Status</u> of Conditional in the study period just ended (unless it is the student's first study period) and will have enrolled in 2 or more units, and failed all units attempted.	May be given an <u>Academic Status</u> of Terminated if a Student Support Notification was provided to the student, or	Terminated
Student will have an <u>Academic Status</u> of Conditional in the study period just ended (unless it is the student's first study period) and meet one or more of the following:	Will be terminated if the student meets the Terminated criteria on more than one occasion and a Student Support Notification was provided to the student.	
- Fail 50% or more of enrolled units - SWA of less than 50.00 - Fail any unit a second time		
If a student repeatedly fails one or more units.	May be given an <u>Academic Status</u> of Terminated if a Student Support Notification was previously provided to the student.	
If a student is enrolled in their first study period and they meet the following: Fail all enrolled units and there is documented evidence that a Student Support Notification was provided during the study period in sufficient time for the student to undertake	May be given an <u>Academic Status</u> of Terminated.	

Criteria	Decision	Name
the necessary action to avoid failing all units.		
If a student, regardless of current <u>Academic Status</u> , seriously and/or repeatedly breaches professional behaviour/practice requirements (where these are a component of course accreditation)	May be given an <u>Academic Status</u> of Terminated	

- 2.6 A student who fails a unit two or more times will be subject to additional approval requirements for re-enrolment by the relevant Owning Areas, and such approval, if forthcoming, may include conditions (e.g., a reduced study load, specified sequencing of units, or other similar conditions designed to improve the student's prospects of success):
- 2.6.1 For a third enrolment, approval will be obtained from the Head of School (or authorised officer) or via the Board of Examiners and is not subject to referral to the Academic Registrar.
- 2.6.2 For a fourth enrolment or greater, approval is at the discretion of the Academic Registrar in consultation with the relevant School or Owning Area. A student statement is mandatory.
- 2.7 A student with an Academic Status of Conditional will be returned to Good Standing in the subsequent study period if they meet all of the following criteria:
- 2.7.1 If they pass any previously failed core units that resulted in their status remaining Conditional;
- 2.7.2 If they meet all conditions that may have been set down in relation to Conditional status; or
- 2.7.3 If they no longer meet the criteria for Conditional or Terminated status.
- 2.8 A Student Support Notification instructing students to complete a Student Success Plan will be provided to all students who are defined as at risk in accordance with Clause 2.2.2 or 2.2.3 of the *Support for Students Procedure*.
- 2.9 Students will be responsible for seeking advice and support to develop and engage with the Student Success Plan.
- 2.10 All Consecutive Conditional international students will be notified of their requirement to complete a documented intervention strategy plan.
- 2.11 Individual Faculties and Schools may implement their own intervention strategies, in addition to the minimum requirements at 2.8, to assist students to achieve satisfactory course progress.
- 2.12 A student whose Academic Status is either Conditional or Terminated will receive Official Communication of this decision via the Official Communication Channel. The Official Communication will be sent by the Progression, Assessment and Awards Office.
- 2.13 If a student does not take action in relation to the recommendations provided as part of the documented intervention strategy plan, this may result in their place in the Course being Terminated.

Student Agreement Regarding Conditions

- 2.14 The University may place condition(s) associated with course progression upon a student and specify these condition(s) (e.g., through a Student Progression Agreement or documented intervention strategy plan).
- 2.14.1 A student whose place in the Course has been re-instated as a result of a review or appeal and who fails to agree and adhere to any condition(s) of the review or appeal will have their place in the Course terminated.

Student Continuation in their Course

- 2.15 The entitlement to continue in a Course and to re-enrol will be, in all cases, subject to any other restrictions or prohibitions imposed on the student (e.g., a prohibition on enrolment due

to outstanding fees or misconduct, requirement to sign and adhere to a Student Progression Agreement regarding conditions).

Application of Academic Status for Students who Transfer Courses (course switch)

- 2.16 Where a student has a status of Conditional in their previous Course, if the Course transfer is approved within three years of their last enrolment, they will enter the new Course with an Academic Status of Conditional.
- 2.17 It is the responsibility of Progression, Assessment and Awards to ensure the appropriate Academic Status is applied in the first study period of enrolment for all students who transfer Courses. Schools may also implement their own academic support strategies for students to enhance learner knowledge and engagement.

Monitoring for Genuine Students

- 2.18 The Chief Student Services Officer (or authorised officer) will monitor and assess students (where applicable) in accordance with the Federal Government requirements concerning genuine students to determine whether a student meets these requirements and refer on this basis to the appropriate processes.

Reporting Unsatisfactory Course Progress: International Onshore Students (Australian Campuses)

- 2.19 International Onshore students at Australian campuses whose place in their Course has been terminated due to unsatisfactory course progress will be reported in the Provider Registration and International Student Management System (PRISMS) in accordance with s19(2) of the Education Services for Overseas Students Act 2000 (ESOS Act).
- 2.20 Unsatisfactory Course Progress reporting in PRISMS will occur if:
- 2.20.1 the internal and external complaints processes have completed and the student's place in their Course remains terminated; or
 - 2.20.2 the student chooses not to submit an Academic Status appeal, and the relevant deadline has passed; or
 - 2.20.3 the student withdraws from the Academic Status appeal process by way of written notification to the Student Progression and Graduation Services Lead (or authorised officer); or
 - 2.20.4 the student chooses not to access the external complaints process.
- 2.21 Students will be advised in their Course termination notification of the Unsatisfactory Course Progress reporting requirement.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Will be responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

(Note: Commonly defined terms are located in the Curtin Common Definitions. Any defined terms below are specific to this document)

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

Admission and Enrolment Manual

[Awards and Graduation Manual](#)
[Course Quality Assurance Manual](#)
[Credit for Recognised Learning Policy](#)
[Credit for Recognised Learning Procedure](#)
[Education Services for Overseas Students \(ESOS\) Act 2000 \(Cth\)](#)
[Higher Education Standards Framework \(HESF\) 2021: Domains 1 and 7](#)
[Higher Education Support \(Administration\) Guidelines 2022](#)
[Higher Education Support Act \(2003\) \(Cth\)](#)
[National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(the National Code\) \(Cth\)](#)
[Scholarships and Financial Assistance Policy](#)
[Scholarships for International Undergraduate and Postgraduate Coursework Procedures](#)
[Scholarships for Undergraduate and Postgraduate Coursework Procedures](#)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2029

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2180	Effective 1 st January 2022
	Amended	21/02/2023	Deputy Vice-Chancellor, Academic	EM2309	Effective 21 st February 2023
	Approved	01/07/2025	Deputy Vice-Chancellor, Academic	EM2534	Effective 21 st July 2025
	Approved	09/10/2025	Deputy Vice-Chancellor, Academic	EM2555	Partial Review and Effective 10 th November 2025

PC20: COURSE TRANSFER FOLLOWING TERMINATION

1. COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

2. PROCEDURAL DETAILS

- 2.1 A student whose place in a Course is Terminated may apply to transfer to an alternate Course (course switch).
- 2.2 The table below outlines the approval authority for transfer into an alternate Course following Termination from a Course.

No. of Terminations From a Course	Action	Approval Authority
First Termination (from any course)	Transfer to a second course	Head of School (or authorised officer)
Second Termination (from any course)	Transfer to a third course	Academic Registrar

- 2.3 In requesting a transfer to a third Course, a student will demonstrate that their study in the two previous Courses was severely affected by exceptional or extenuating circumstances outside of their control.
- 2.3.1 Full documentation supporting any request will be submitted by the student.
- 2.3.2 Any request to allow a student to transfer to a third Course will be submitted in writing by the new Head of School (or authorised officer) to the Academic Registrar.
- 2.4 A student whose place in a Course was previously Terminated but is permitted to transfer into an alternate Course will be subject to the following conditions, including any additional conditions reasonably imposed by the Head of School (or authorised officer) and/or Academic Registrar:
- 2.4.1 the student will be placed on Conditional status unless the Academic Registrar approves an exception;
- 2.4.2 a Student Progression Agreement for the student will be implemented; and
- 2.4.3 a recommendation that a reduced study load be required until the student returns to Good Standing.

International Onshore Students (Australian Campuses) – Transfer to a new course after a student's place in a course is Terminated

- 2.5 International Onshore students will only be admitted or transferred into a CRICOS registered Course.
- 2.6 The University will provide an International Onshore student, in accordance with the relevant legislation, the opportunity to appeal the original decision irrespective of whether the student has transferred to another Course after their place in the Course was Terminated. If an appeal is not submitted or is unsuccessful, the student will be reported to the relevant government department as having their place in the Course Terminated due to a failure to achieve satisfactory Course progress.
- 2.7 If visa cancellation occurs and as a consequence, the student is not permitted to continue study in Australia, the student will receive no credit for any uncompleted units at the time the visa is cancelled. Any entitlement to a fee refund will be in accordance with the International Student Refund Agreement.
- 2.8 Transfer to another Course is not considered to be a valid appeal reason when appealing against an Academic Status of Terminated.

3 RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Will be responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4 SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5 DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Refer to [Schedule 1](#) of this manual for relevant definitions.

6 RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Assurance Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Education Services for Overseas Students \(ESOS\) Act 2000 \(Cth\)](#)

[Higher Education Standards Framework \(HESF\) 2021: Domains 1 and 7](#)

[Refund and Remission of Fees](#)

[Scholarships and Financial Assistance Policy](#)

[Scholarships for International Undergraduate and Postgraduate Coursework Procedures](#)

[Scholarships for Undergraduate and Postgraduate Coursework Procedures](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2029

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2181	Effective 1 st January 2022
	Approved	01/07/2025	Deputy Vice-Chancellor, Academic	EM2535	Effective 21 st July 2025

PC21: FUTURE RE-ADMISSION TO THE SAME COURSE FOLLOWING TERMINATION

1. COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

2. PROCEDURAL DETAILS

- 2.1 A student whose place in a Course has been Terminated may apply for re-admission to the same Course after a minimum period of 12 months since their last enrolment has elapsed.
- 2.2 The table below outlines the approval authority for admission to the same Course following Termination.

No. of Terminations From a Course	Action	Approval Authority
First Termination	Re-admission to the same course on Conditional status 12 months after last enrolment	Head of School (or authorised officer)
Second (or any subsequent) Termination	Re-admission to the same course on Conditional status 12 months after last enrolment	Academic Registrar

- 2.3 In requesting re-admission following two previous Terminations, a student will demonstrate that their study in the two (or more) previous attempts was severely affected by exceptional or extenuating circumstances outside their control.
- 2.3.1 Full documentation supporting any request will be submitted.
- 2.4 A student whose place in a Course was previously Terminated but is accepted into the same Course again will be subject to the following conditions, including any additional conditions reasonably imposed by the Head of School (or authorised officer) and/or Academic Registrar:
- 2.4.1 the student will be placed on Conditional status;
- 2.4.2 a support plan for the student will be implemented; and
- 2.4.3 it is recommended that a reduced study load be required until the student returns to Good Standing.

Re-Admission Within 12 Months

- 2.5 In exceptional circumstances, the Academic Registrar may approve re-admission to a Course that the student has been Terminated from within a period of 12 months since the last enrolment.
- 2.6 Approval to allow a student to be re-admitted to the Course within 12 months will only be given where the student is able to demonstrate that their study in the previous attempt was severely affected by exceptional or extenuating circumstances outside their control.
- 2.7 Students must submit full supporting documentation with any re-admission request. The Head of School (or authorised officer) must indicate their support and any recommended conditions.
- 2.8 The Academic Registrar will review the request and proposed conditions and may vary those conditions specified at 2.4 and 2.7.

Appeal

- 2.9 If a student whose place in their Course was previously Terminated, applies for re-admission to the same Course and their request is denied, they may submit an appeal in writing within 10 working days of receiving their notification. The appeal avenue exists regardless of whether the request for re-admission is made within 12 months of their place in the Course.

being terminated or more than 12 months of their place in the Course being terminated. Their appeal will be determined by:

- a) the Academic Registrar if the request for re-admission was denied by the Head of School (or authorised officer); or
- b) the Deputy Vice-Chancellor Academic if the request for re-admission was denied by the Academic Registrar.

2.10 The Academic Registrar or Deputy Vice-Chancellor Academic's decision regarding the appeal is final.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Will be responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

(Note: Commonly defined terms are located in the Curtin Common Definitions. Any defined terms below are specific to this document)

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

Admission and Enrolment Manual

Awards and Graduation Manual

Course Quality Assurance Manual

Credit for Recognised Learning Policy

Credit for Recognised Learning Procedure

Higher Education Standards Framework (HESF) 2021: Domains 1, 2 and 7

Scholarships and Financial Assistance Policy

Scholarships for International Undergraduate and Postgraduate Coursework Procedures

Scholarships for Undergraduate and Postgraduate Coursework Procedures

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2029

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2182	Effective 1 st January 2022
	Approved	01/07/2025	Deputy Vice-Chancellor, Academic	EM2536	Effective 21 st July 2025

PC22: RESPONSIBILITY FOR ACADEMIC RESULTS

1. COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

2. PROCEDURAL DETAILS

Head of School Responsibilities

- 2.1 The Head of School (or authorised officer) will be responsible for ensuring all results are accurately recorded for all students enrolled in Courses owned by that School.
- 2.2 The Head of School (or authorised officer) will also be responsible for ensuring that outstanding interim results (Grade Not Submitted, Deferred Assessment, Further Assessment and Ongoing Assessment) are converted to final results prior to the completion of the next study period (or for requesting approval for an extension).

Unit Coordinator Responsibilities

- 2.3 The Unit Coordinator will be responsible for the grades and Marks submitted for students in a unit to the Board of Examiners by the relevant deadline.
- 2.4 The Unit Coordinator will be responsible, on behalf of the Head of School, for the accuracy of results recorded on the student records system by the deadline prescribed by the Academic Registrar.

Co-Assessor Responsibilities

- 2.5 The Unit Coordinator will be assisted by a Co-assessor appointed by the Head of School.
- 2.6 The Co-assessor's role will be to support the Unit Coordinator and responsibilities of the Co-assessor include checking draft Examination(s), documentation for other Assessment Tasks, and confirming the accuracy of final Marks.

Change of Results

- 2.7 Results may be changed on the written authority of the Head of School, Chair of the Board of Examiners, Unit Coordinator, or by the Academic Registrar.
- 2.8 The Academic Registrar (or nominee) may change results in the following circumstances:
 - 2.8.1 Where a request to change an ANN grade to an F:0 or FAIL is approved;
 - 2.8.2 Where, as a consequence of disciplinary action, it is determined that an interim or final grade is to be recorded;
 - 2.8.3 Where a student has an outstanding interim grade beyond the allowable timeframe and the Academic Registrar determines that a final result will be recorded (for example, by converting a GNS to an F:0, FAIL or F-IN); or
 - 2.8.4 As a consequence of handling an internal or external complaint or Assessment issue, and the outcome is that the student(s) result will be changed.
 - 2.8.5 As a consequence of processing a remission/refund of fees where approved special circumstances exist, the outcome of which is to change the relevant student result(s) to WD.
- 2.9 In any instance where a result is changed by the Academic Registrar, the Head of School will be notified.
- 2.10 In all instances where a result is changed consideration will be given to the impact of the changed Grade on the Student's Academic Status.

Official Unit Results to Students

- 2.11 Access to official unit results (final grade, and where applicable, Mark) for each unit completed will be provided after ratification and at the time specified for results publication by the Chief Student Services Officer.
- 2.12 All Assessment Marks provided through any means (e.g., through the University Learning Management System) are provisional and will not be regarded as official until ratified and the result publication date for the study period has passed.

Students with Sanctions

- 2.13 Any student with a Sanction preventing access to results will not be entitled to access their results unless approved by the Academic Registrar or Chief Student Services Officer (or authorised officer).

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Will be responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Refer to [Schedule 1](#) of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Assurance Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Higher Education Standards Framework \(HESF\) 2021: Domains 1, 5 and 7](#)

[Learning Innovation and Teaching Excellence Centre \(LITEC\) website](#)

[Scholarships and Financial Assistance Policy](#)

[Scholarships for International Undergraduate and Postgraduate Coursework Procedures](#)

[Scholarships for Undergraduate and Postgraduate Coursework Procedures](#)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2029

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2183	Effective 1 st January 2022
	Approved	01/07/2025	Deputy Vice-Chancellor, Academic	EM2537	Effective 21 st July 2025
	Approved	09/10/2025	Deputy Vice-Chancellor, Academic	EM2556	Partial Review and Effective 10 th November 2025

PC23: ACADEMIC TRANSCRIPT

1. COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

2. PROCEDURAL DETAILS

Provision of an Academic Transcript

- 2.1 The Academic Registrar will be responsible for determining the content of the Academic Transcript.
- 2.2 Students will be provided with an Academic Transcript, free of charge, in the following circumstances:
 - 2.2.1 On graduation, following the conferral of an academic award by Council.
 - 2.2.2 In such other circumstances as approved by the Academic Registrar.
- 2.3 In all other circumstances, an Academic Transcript will be provided to a student on payment of the prescribed fee.

Content of Academic Transcript

- 2.4 The following information is included on the Academic Transcript:
 - 2.4.1 Student name, address and Student ID number
 - 2.4.2 Date of Issue
 - 2.4.3 Course code and title
 - 2.4.4 Grade and mark achieved for each unit (or "Pass/Fail" for any unit classified as a "Pass/Fail" unit)
 - 2.4.5 Total credits accrued
 - 2.4.6 Course Weighted Average
 - 2.4.7 Academic Status
 - 2.4.8 Major and minor/specialisationand where applicable:
 - 2.4.9 The Completion Date and Conferral Date
 - 2.4.10 The Award Number
 - 2.4.11 Details of Credit for Recognised Learning
 - 2.4.12 Details of Automatic and Designated Credit
 - 2.4.13 Notation that the student has been granted an Award with Distinction
 - 2.4.14 Notation that the student has been granted an Award with Honours and the level obtained
 - 2.4.15 Notation that the student has been included on the Vice-Chancellor's List (including year and study period)
 - 2.4.16 Notation of language of instruction if any parts of the Course of study or units of study or Assessment were conducted in a language other than English
 - 2.4.17 The student's thesis statement
- 2.5 The reverse of the Academic Transcript will include details of the University Grading System and such other explanatory information as deemed necessary by the Academic Registrar.

Issuing of Academic Transcripts

- 2.6 Academic Transcripts will be issued by or as authorised by the Academic Registrar.

Security of Academic Transcript Paper

- 2.7 Academic Transcript paper will be stored in a secure manner. Only authorised staff will be permitted access to Academic Transcript paper.

Students with Sanctions or Outstanding Debt

- 2.8 Any student with a Sanction preventing access to results or who has outstanding debt to the University is not entitled to receive an Academic Transcript unless approved by the Academic Registrar or Chief Student Services Officer (or authorised officer).

Recording of Cross Institutional (Outbound) Enrolments

- 2.9 Any approved Cross Institutional enrolment of a Curtin student at an external institution will be recorded on the Curtin Academic Transcript as a generic Cross Institutional enrolment (i.e. not

by individual unit title) and with a Pass/Fail grade irrespective of the grading system used at the external institution.

Recording of Collaborative Awards

2.10 All collaborative awards will bear the following notation under the “Course Code and Title”.

“The program of study for this degree was undertaken in association with [insert institution/s]”

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Will be responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English unless otherwise specified.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Refer to [Schedule 1](#) of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Assurance Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Examinations and Results website](#)

[Higher Education Standards Framework \(HESF\) 2021: Domains 1 and 7](#)

[Scholarships and Financial Assistance Policy](#)

[Scholarships for International Undergraduate and Postgraduate Coursework Procedures](#)

[Scholarships for Undergraduate and Postgraduate Coursework Procedures](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2029

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Approved	21/11/2018	Deputy Vice-Chancellor, Academic	EM1832	Unconditional
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2184	Effective 1 st January 2022
	Approved	01/07/2025	Deputy Vice-Chancellor, Academic	EM2538	Effective 21 st July 2025

PC24: ASSESSMENT APPEALS

1. COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

2. PROCEDURAL DETAILS

Review of Assessment - Marks Awarded for an Assessment Task

2.1 Any student who has evidence that the mark or result awarded for an Assessment Task is inaccurate will be encouraged to raise their concern with the Unit Coordinator in the first instance. If appropriate, the Unit Coordinator may refer the student to the member of staff responsible for marking the work.

2.1.1 At their discretion, the Unit Coordinator may arrange for the work to be re-marked, and the outcome notified to the student. The Assessment mark may increase, decrease or stay the same as a consequence and this new mark will become the final mark.

Formal Assessment Appeal - Marks Awarded for an Assessment Task

2.2 Students wishing to submit a formal appeal against marks awarded for an Assessment Task to the Head of School (or authorised officer) will do so within 10 working days of the date that the mark for the Assessment Task was released to the student or publication date of the official unit results, whichever is the earlier.

Review of Assessment - Official Unit Result

2.3 Any student who has evidence that their official unit result is inaccurate will, in the first instance, raise their concerns with the Unit Coordinator.

2.3.1 At their discretion, the Unit Coordinator may arrange for the student's work to be re-marked as appropriate and notify the outcome and change of result, if applicable, to the Head of School.

2.3.2 The Chair of the Board of Examiners will approve any change of result.

Formal Assessment Appeal - Official Unit Result

2.4 Students wishing to submit a formal appeal against an official unit result to the Head of School (or authorised officer) will do so within 10 working days of the official unit result publication date.

Grounds for a Formal Assessment Appeal

2.5 Inaccurate Assessment will be the criterion for a review or an appeal.

2.6 Students requesting a review or lodging a formal Assessment appeal will document the grounds on which they feel they were inaccurately assessed.

Determination of Appeal by Head of School (or authorised officer)

2.7 A staff member who was involved in the original Assessment appeal will not participate in determining a subsequent appeal. Where this staff member was the Head of School the appeal will be determined by the relevant Faculty Pro Vice-Chancellor (or authorised officer).

2.8 If an Assessment appeal involves a unit outside the student's enrolled Course, the Head of the Owning Area for that unit will consider the appeal. On receipt of a formal Assessment appeal, the Head of School (or authorised officer) will request the Unit Coordinator to provide the following:

2.8.1 Comments on the appeal including any information on discussions already conducted with the student;

2.8.2 A recommendation as to how the matter will be determined;

2.8.3 A copy of the assessed work that is subject to the appeal (if available);

2.8.4 Details of the criteria used to assess the student's work; and

2.8.5 Any other information relevant to the appeal.

- 2.9 If the Head of School (or authorised officer), believes there are sufficient grounds for further review of the mark awarded or the official result, they will arrange for the work in question to be re-marked by a person not previously involved in assessing the student's work.
- 2.10 Where possible, the re-marking will be conducted anonymously with the student identity not disclosed to the marker or markers.
- 2.11 Where work is subject to re-marking by more than one marker, the following applies:
 - 2.11.1 If the percentage mark awarded by the original and new marker differs by less than 10, the mark is determined by averaging the two marks.
 - 2.11.2 If the percentage mark awarded by the two markers differs by 10 or more, both markers will be advised, and they should attempt to reach a consensus decision about the mark. Where a consensus can be reached this new mark will stand as the mark.
 - 2.11.3 If a consensus cannot be reached, or as an alternative approach to seeking consensus, a third marker will be appointed. In this case the mark will be the average of the two closest marks from the three markers.
 - 2.11.4 Where the marking is conducted by a group and consensus cannot be reached, a single marker will be used to remark the work. The marker's score will be used to substitute the mark from the group that is furthest from the median and the final mark will be the average of these marks.
 - 2.11.5 Where a student has raised valid concerns about possible bias in the original marking, the Head of School (or authorised officer) may instead select two new markers to re-mark the work. In this case the mark will be the average of the two closest marks from the three markers.
- 2.12 If 2.12.1 to 2.12.5 have been undertaken, the re-marking process is concluded.
- 2.13 Where suitable staff eligible to re-mark work are not available within the University, the Head of School (or authorised officer) may nominate an external marker. The School will be responsible for any associated costs involved.
- 2.14 The appeal will be determined within 10 working days of it being received by the Head of School (or authorised officer).
- 2.15 The decision of the Head of School (or authorised officer) is final.

Notification to the student

- 2.16 Once a decision has been made on the appeal by the Head of School (or authorised officer), the student will be advised in writing of the outcome no later than three working days from the decision date.
- 2.17 It is the responsibility of the Head of School (or authorised officer) to ensure the student is advised in writing of the outcome of the appeal and the reasons for the decision.

Change of Results

- 2.18 Where an appeal has been upheld and the result for a student requires amendment, it is the responsibility of the Head of School (or authorised officer) to arrange the change of result on the student records system.
- 2.19 The change of result may also require the student's Academic Status to be reviewed.

Variation to Appeal Timeline

- 2.20 Where a student is subject to misconduct investigations during an Assessment appeal, the Assessment appeal will be set aside until the misconduct is finalised.
- 2.21 Any Assessment appeal timelines may be varied at the discretion of the Academic Registrar, who will notify the School and the student.

Student or Staff Assistance

- 2.22 A student is encouraged to seek assistance and advice in preparing an Assessment appeal.
- 2.23 In any discussions regarding review of marks or official results, the student or staff member is entitled to be accompanied and assisted by a support person, but the support person will not act as an advocate unless invited to do so.

Complaints Resolution

2.24 Once all applicable dispute resolution or appeals processes have been exhausted, a student may lodge a complaint if they believe that a step in the process has not been followed. The student should identify where they believe the step in the process was not followed.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Will be responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Awards and Graduation Manual](#)

[Complaints Procedures](#)

[Course Quality Assurance Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Declaration of Relationships and Interest Procedures](#)

[Higher Education Standards Framework \(HESF\) 2021: Domains 1, 2 and 5](#)

[Scholarships and Financial Assistance Policy](#)

[Scholarships for International Undergraduate and Postgraduate Coursework Procedures](#)

[Scholarships for Undergraduate and Postgraduate Coursework Procedures](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2029

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018
	Approved	17/10/2019	Deputy Vice-Chancellor, Academic	EM1957	Effective 10 th February 2020
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2185	Effective 1 st January 2022

	Approved	01/07/2025	Deputy Vice-Chancellor, Academic	EM2539	Effective 21 st July 2025
--	----------	------------	-------------------------------------	--------	--------------------------------------

PC25: ACADEMIC STATUS APPEALS

1. COMPLIANCE OBLIGATION SUPPORTED

Assessment Policy

2. PROCEDURAL DETAILS

Request for Review

- 2.1 A student whose place in a Course has been Terminated due to failure to achieve satisfactory Course progress will have a right of review and a right of appeal regarding that decision.
- 2.2 On receipt of formal notification of having their place in a Course Terminated, if the student wishes to request a review of the decision, they will submit a written request within 20 working days of the send date of the notification as specified in the Official Communication.
- 2.3 The basis for a request for review will be exceptional circumstances. The student will need to demonstrate that their results have been affected by circumstances outside their control. The existence of exceptional circumstances will not in itself mean that a Request for Review will be successful.
- 2.4 In considering the request for review, the decision maker will take into account the student's exceptional circumstances, explanation for poor academic performance, the student's overall academic record and the criteria for Course Termination.
- 2.5 Circumstances that may warrant a review of the decision to Terminate a student's place in a Course, include, but are not limited to:
 - 2.5.1 Student injury, illness or medical condition of such magnitude that the student's results were significantly impacted;
 - 2.5.2 Family issues (family injury or illness, bereavement etc.) of such magnitude that the student's results were significantly impacted;
 - 2.5.3 Commitments to participate in elite sport or other activities that warrant favourable consideration;
 - 2.5.4 Commitments to assist with community service activities (e.g., bushfire protection, deployment to assist with emergency community services);
 - 2.5.5 Unavoidable and unexpected work commitments (e.g., relocation);
 - 2.5.6 Commitments to participate in military services.
- 2.6 The request for review will be accompanied by appropriate documentation. Failure to provide documentation may result in the request being rejected.
- 2.7 The request for review will be submitted in accordance with these procedures and on the form prescribed by the Chief Student Services Officer. Failure to submit a request within the required timeframe will result in the request being rejected.
 - 2.7.1 Where warranted by demonstrated and unavoidable exceptional circumstances, discretion may be exercised by the Student Progression and Graduation Services Lead (or authorised officer) to accept a late request.

Referral to Head of School (or authorised officer)

- 2.8 On receipt of the request for review, the Progression, Assessment and Awards Office will register the request and forward it to the relevant Head of School (or authorised officer).
- 2.9 On receipt of the request for review, the Head of School (or authorised officer) will review the original decision, taking into account the information contained in the student's request, and any information that may not have been known at the time the original decision was made.
- 2.10 The Head of School (or authorised officer) will determine that:
 - 2.10.1 The original decision to terminate the student's place in the Course will stand;
 - 2.10.2 The original decision will be varied and the student's Academic Status changed to Conditional; or
 - 2.10.3 The original decision will be varied and the student's Academic Status changed to Good Standing.

- 2.11 This decision will be made within 10 working days of receipt of the request for review.
- 2.12 Once the decision has been made, the Head of School (or authorised officer) will immediately notify the Progression, Assessment and Awards Office of the decision and the reasons for the decision.
- 2.13 The Progression, Assessment and Awards Office will then notify the student in writing of the outcome and the reasons for the decision via Official Communication channels.

Appeal against Termination

- 2.14 If a student has reason to believe that the request for review was inaccurate or the process was not correctly followed, they may request that the matter be determined by the Student Progress Appeals Committee (SPAC) as a formal appeal.
 - 2.14.1 Where a student has previously had two appeal applications considered by the Student Progress Appeals Committee, any further appeals will be determined by the Academic Registrar in consultation with the relevant parties.
- 2.15 The Student Progress Appeals Committee will typically comprise the following members:
 - 2.15.1 Student Discipline and Appeals Officer, Office of the Academic Registrar (Chair);
 - 2.15.2 A staff member from Counselling, AccessAbility, or Wellbeing Services;
 - 2.15.3 A staff member from Curtin Student Guild Student Assist; and
 - 2.15.4 An academic staff member from a relevant Faculty.
- 2.16 Participating staff members will be nominated by their area for approval by the Manager, Student Conduct (General).
- 2.17 The SPAC may seek further information pertinent to any case as part of its consideration of the case.
- 2.18 Quorum of the Student Progress Appeals Committee is the Chair and two other members.
- 2.19 Any person involved in determining the original request for review is not eligible to participate as a member in the Student Progress Appeals Committee.

Lodgement of Appeal

- 2.20 If a student wishes to appeal on the grounds specified at clause 2.14 of this procedure, they will lodge a formal appeal within 10 working days of the date of notification of the outcome of the request for review as specified in the Official Communication.
- 2.21 The appeal will be submitted in accordance with these procedures and on the form prescribed by the Chief Student Services Officer.
 - 2.21.1 Failure to submit an appeal within the required timeframe will result in the appeal being rejected.
 - 2.21.2 If warranted by demonstrated and unavoidable exceptional circumstances, discretion may be exercised by the Academic Registrar (or authorised officer) or Chair, Student Progress Appeals Committee (as appropriate) to accept a late appeal.

Consideration of Appeal

- 2.22 On receipt of the appeal, the Student Progression and Graduation Services Lead (or authorised officer) will register the appeal and forward it, along with copies of all paperwork associated with the original request for review, to the Chair, Student Progress Appeals Committee or Academic Registrar.
- 2.23 The Student Progress Appeals Committee will typically only consider material from the original review.
 - 2.23.1 Where warranted to assist with determination, the Chair may permit the student to submit additional material.
 - 2.23.2 Where the student submits additional material not provided as part of the original review considered by the Head of School (or authorised officer), the Head of School (or authorised officer) will be provided the opportunity to comment.
- 2.24 Where the appeal is to be determined by the Academic Registrar per clause 2.14.1 of this procedure, all relevant information held by the University and provided by the student will be considered.

- 2.25 The Student Progress Appeals Committee or the Academic Registrar will assess the appeal and determine that either:
- 2.25.1 The original decision to Terminate the student's place in their Course will stand;
 - 2.25.2 The original decision will be varied, and the student's Academic Status changed to Conditional, and the student will be placed on a Student Progression Agreement; or
 - 2.25.3 The original decision will be varied, and the student's Academic Status changed to Good Standing.
- 2.26 The decision on the appeal will be made within 15 working days of receipt of the appeal and is final.
- 2.27 Once the decision on the appeal has been made, the Academic Registrar (or authorised officer) will notify the Progression, Assessment and Awards Office of the decision and the reasons for the decision.
- 2.28 The Progression, Assessment and Awards Office will then notify the student in writing of the appeal outcome and the reasons for the decision via Official Communication.
- 2.29 If the appeal is not upheld, the notification of the outcome will include information on the process for lodging a complaint.

External Right of Complaint or Appeal

- 2.30 Any student who is not satisfied with the conduct of the formal appeal process described above may request that their appeal be considered by an external person or body independent of and external to the University.

Advice to Students of External Right of Complaint or Appeal

- 2.31 The following information will be provided to students who are unsuccessful in their appeal. This Advice to Students text may be changed at the discretion of the Academic Registrar.

Advice to Students

If you are not satisfied that the University's internal appeal and/or complaint process has been conducted fairly, you can make a complaint, in writing, to the Western Australia Ombudsman or the National Student Ombudsman. The Ombudsman is independent and external to the University and does not charge any fees for their services.

Please note that the Ombudsman will normally only consider whether the University has followed its own policies and procedures and whether the handling of your case has been fair and reasonable. The Ombudsman does not make a new decision however, as a result of an investigation, the Ombudsman may recommend that the University reconsider your case.

Contact details for the Western Australia Ombudsman are:

Mail: Ombudsman Western Australia
PO Box Z5386
St Georges Terrace
Perth WA 6831

Email: mail@ombudsman.wa.gov.au

Website: <http://www.ombudsman.wa.gov.au> If you have any queries about making a complaint to the Ombudsman, please ring the Office of the Western Australia Ombudsman on 9220 7555 or free call 1800 117 000 (outside the metropolitan area) and ask to speak to an Enquiry Officer.

Contact details for the National Student Ombudsman are:

Mail: National Student Ombudsman
GPO Box 442

Canberra ACT 2601

Online Complaint Form: <https://www.nso.gov.au/contact-us>

Website: <https://www.nso.gov.au/>

If you have any queries about making a complaint to the National Student Ombudsman, please ring 1300 395 775 or, for international enquiries, call +61 2 5117 3600. If you are in a regional location and want to discuss your complaint in person, please email the Complaints Officer using the email provided on the National Student Ombudsman website.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Will be responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Refer to [Schedule 1](#) of this manual for relevant definitions.

5. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions and students, with the exception of those students enrolled in Curtin English and Higher Degree by Research (thesis component), unless otherwise specified.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Awards and Graduation Manual](#)

[Complaints Procedure](#)

[Course Quality Assurance Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Declaration of Relationships and Interest Procedures](#)

[Education Services for Overseas Students \(ESOS\) Act 2000 \(Cth\)](#)

[Higher Education Standards Framework \(HESF\) 2021: Domains 1, 2 and 5](#)

[Scholarships and Financial Assistance Policy](#)

[Scholarships for International Undergraduate and Postgraduate Coursework Procedures](#)

[Scholarships for Undergraduate and Postgraduate Coursework Procedures](#)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2029

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	18/01/2018	Deputy Vice-Chancellor, Academic	EM1801	Effective 16 th July 2018
	Approved	28/09/2021	Deputy Vice-Chancellor, Academic	EM2186	Effective 1 st January 2022
	Approved	01/07/2025	Deputy Vice-Chancellor, Academic	EM2540	Effective 21 st July 2025

SCHEDULES

Schedule 1: Definitions

Commonly defined terms are located in the [Curtin Common Definitions](#). The following definitions apply to all sections of this manual.

Academic Status

An indication of a student's academic performance in their course, Academic Status (Good Standing, Conditional or Terminated) for enrolled students is finalised by the Board of Examiners for each study period.

Academic Transcript

The official University record of a student's results and is printed on official University transcript paper.

Academic Registrar

Refers to the Academic Registrar at the Perth Campus.

Alternative Arrangement

Any examination or other assessment that is scheduled separately from the centrally or school scheduled examinations to meet special requirements for an individual student or a group of students.

Assessment

The method(s) and processes by which a student's academic progress and performance is measured in a unit.

Assessment Extension

A process involving the formal permission for a student to delay the completion or submission of an assessment task after the original date/time (e.g., examinations, tests) or due date/time (e.g., assignments).

Assessment Extension Task

An assessment task undertaken by a student who has been granted an assessment extension.

Assessment Task

Any task or activity that may be used to gauge the progress of student learning and determine the student's result for the unit. Attendance at classes is not an allowable form of assessment.

Assurance of Learning

A process that uses evidence from secure assessment to confirm that students have achieved the stated learning outcomes for the unit or course in which they are enrolled.

Availability

Indicates the location, study period, and attendance mode, and is used to manage the fee basis on which a unit or course is offered.

Automatic Credit

The transfer of equivalent/identical units from one Curtin course to another Curtin course.

Award Course

A structured combination of units approved by the University Academic Board which when completed qualifies the student for an award from Curtin University.

Award Number

The sequential number allocated to an award conferred by Council.

Award Weighted Average

The weighted average of marks for units identified as contributing to a specific degree within a double degree. It is used to determine eligibility for awarding the degree with distinction.

Award with Distinction

Granted in recognition of outstanding performance in the course.

Award with Honours

Earned either as the outcome of a year of study that is additional to a bachelor degree in a discipline or as the outcome of an honours program that is studied concurrently with a normal pass degree of four years or more in a discipline.

Board of Examiners (BOE)

A committee that is constituted for each award course to ensure that the assessment and determination of performance of each student enrolled in that course is conducted in a fair and equitable manner.

Centrally Scheduled Examination

An examination (including invigilated online examinations) managed by the Progression, Assessment and Awards Office.

Check second marking

A moderation activity more limited in scope than second marking. In check second marking the second marker simply checks the marking procedure to ensure that administrative errors have not been made. Can be used where the subject matter involves right or wrong answers or where knowledge is so specific that a second marker cannot apply the marking criteria.

Co-assessor

Assists the Unit Coordinator to ensure assessment quality and accurate recording of student marks and grades in the learning and student management systems. Co-assessors are appointed by the Head of School for each unit.

Completion Date

The date on which a Board of Examiners finalises that a student has completed all course requirements.

Conditional

An academic status in which the student is at risk of not achieving satisfactory course progress but is permitted to continue in the course and to re-enrol under such conditions as may be determined by the Head of School (or authorised officer), Student Progress Appeals Committee or Academic Registrar. The entitlement to continue in a course and to re-enrol is in all cases subject to any other restrictions or prohibitions imposed on the student (for example, a prohibition on enrolment due to outstanding fees or misconduct, or a requirement to sign and adhere to a Student Progression Agreement regarding conditions).

Conferral Date

The date on which Council confers an award on a graduand.

Confirmation Check

A process designed to provide confidence that a student is appropriately knowledgeable with respect to the work that they have submitted or demonstrated to assure learning or authenticity of students' work.

Core Unit

A unit that is compulsory for the student to complete within a particular course or major.

Course

A structured combination of approved units that, when completed, qualify the student for an award from Curtin University and may include award courses, non-award courses, foundation and enabling programs.

Course Weighted Average (CWA)

Calculation of a student's weighted average percentage mark for all grade/mark units in which the student is enrolled in a course, including units credited as Automatic Credit or Designated Credit.

Credit for Recognised Learning (CRL)

Credit that may be granted to a student in recognition of prior learning. This encompasses General Credit, Elective Credit, Credit Transfer, Designated Credit and Exemptions.

CRICOS

The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is the official register of all Australian education providers that are permitted to offer courses to students studying in Australia on student visas.

Curtin Access Plan (CAP)

The official communication document used by AccessAbility Services to recommend 'reasonable adjustments' for students with disability/medical conditions.

Deferred assessment

The formal approval, by the Board of Examiners, to delay the determination of a student's final grade in a unit to permit the student to complete an assessment task(s) at a later date. A "DA" is used as the interim result.

Designated Credit

Granted based on completion of an identical Curtin University unit through one of the partners of Curtin University. The identical unit will show on a student's Academic Transcript with the unit name, credit points and a grade/mark.

Elite Athlete

Identifies a student at Curtin University who is registered in the Elite Athlete Friendly University (EAFU) program in association with the Australian Sports Commission, of which Curtin University is a recognised participant.

eTest

Refers to a computer-based or online test used to assess learning outcomes and is classified as a summative assessment (contributes to the unit mark) during the study period.

Invigilated eTest

Delivered in a controlled testing environment with either an invigilator present or where an alternative form of invigilation (e.g., Respondus Monitor with Lockdown Browser) is employed to monitor student behaviour for the purpose of detecting academic misconduct.

Non-invigilated eTest

Delivered in an uncontrolled testing environment, without any form of invigilation.

Examination

An assessment task that may be face-to-face or online and includes all assessments where students are asked to respond to a fixed set of questions/stimuli. Examinations conventionally operate within a controlled environment and the student's behaviour is monitored (i.e. invigilated face-to-face or remotely). This includes centrally scheduled examinations, school invigilated examinations and school invigilated tests. The classification also includes invigilated eTests (see **eTest** definition).

Examination Answer Booklet

A paper booklet, normally provided by the University, in which the student records answers to examination questions.

Examination Period

A designated period, generally one or two weeks at the end of a study period in which centrally scheduled examinations and other assessment activities will take place. Where available facilities necessitate it, an examination period may commence on a Saturday.

External Student

A student studying either partially or fully online, based on their enrolment in a specific unit.

Formative Task

Any learning or assessment task designed to provide students with feedback about their learning and does not contribute to the unit mark or unit outcome.

Further Assessment

Describes a process whereby, at the discretion of the Board of Examiners, an eligible student is offered an opportunity to undertake a Further Assessment Task in order to confirm that they have met the required learning outcomes for the unit.

Further Assessment Task

An additional assessment task which is used to determine whether a student has met the required learning outcomes for that unit.

Good Standing

An academic status in which the student is permitted to continue in the course and to re-enrol. In all cases, the entitlement to continue in a course and to re-enrol is subject to any other restrictions or prohibitions imposed on the student (e.g., a prohibition on enrolment due to outstanding fees or misconduct).

Grade

Refers to either a numeric code used to signify the percentage range of the mark awarded (if applicable), or an alphabetic code used to indicate the outcome of unit or an interim status until such time as the unit outcome is determined.

Grade Descriptor

An alphabetic code used to indicate the outcome of an assessment and may be mapped to a percentage range of the mark awarded.

Head of Owning Area

The Head of School or equivalent for study packages owned by a Faculty or other owning area.

Head of School

The senior academic position in charge of a School employed by the University.

Hurdle Requirement

A specific assessment task or condition that a student must pass to successfully complete a unit, regardless of their overall mark. It is used only when the task is essential to demonstrate achievement of at least one unit or course learning outcome, or to meet an inherent course requirement. Any approved assessment type may be designated as a Hurdle Requirement. The requirement, its purpose and the consequences of not meeting it must be clearly stated in the published Unit Outline.

Invigilation (Invigilated Assessment)

The process by which a test or examination (or analogous assessment type) is supervised under controlled conditions, either face-to-face or remotely where the Invigilator can directly observe the student in real time, or secured recordings are produced.

Learning Management System (LMS)

A software application that is considered a secure electronic repository and is designed to manage, deliver, and track educational courses, marks, grades and training programs. Curtin uses several approved LMSs, including but not limited to Blackboard, Canvas and MS Teams.

Learning Outcomes

Refer to clearly defined statements that articulate what students are expected to know, understand, and be able to do upon the successful completion of a course or unit. These outcomes are essential as they guide the teaching and learning process, ensuring that both educators and learners are aligned in their expectations.

Marginal Fail

Conventionally taken to mean a failing mark of 45% or higher in the unit. However, the determination of marginal failure is at the discretion of the Board of Examiners.

Mark

The number used to signify the percentage awarded for the assessment.

Moderation

Refers to a holistic quality assurance process that ensures that assessments are marked with accuracy, consistency and fairness. The process focuses on the development of robust assessment criteria and consistent application between markers. At Curtin, moderation activities have been described in relation to the assessment lifecycle as Pre-marking moderation, Intra-marking moderation, and Post-marking moderation.

Nominated Invigilator (NI)

An approved student-nominated invigilator who may conduct examinations on behalf of Curtin University.

Non-Award Course

A program of study that does not lead to a formal award. It may comprise a unit or units of study from an award course and may be counted as credit towards an award course in some cases.

Obligatory Cultural or Religious Requirements

A compulsory requirement of a culture, religion or faith binding to all followers of that tradition. An Obligatory Cultural or Religious Requirement will have set times and dates observed by all members of that faith tradition and require refraining from all work and study commitments in order to observe that event.

Official Communications (OC)

An official communication between the University and a student that will be retained as a permanent record for future reference.

Official Statement (OS)

A formal written communication issued on official letterhead or from an official email address (e.g., government entity, employer, registered health provider, or accredited institution). It must clearly identify the issuing authority, provide relevant contact details, and be reasonably verifiable as a confirmation of the stated circumstances.

Open Universities Australia (OUA)

Provides online higher education and is owned by a consortium of several Australian universities of which Curtin is a member.

Owning Area

The school or area which has been assigned ownership of a course, component or unit in Curtin systems. Ownership does not necessarily align with teaching responsibility or fee disbursement.

Performance

A type of assessment task that includes assessments where the performance is evaluated/marked by a marker who was present and able to view/experience the performance or views a recording of the performance.

Post-marking moderation

The period from the determination of the raw mark to the communication of the result to the student.

Pre-marking moderation

The period leading up to the date of the assessment or due date for the submission of an assessment artefact.

Progression, Assessment and Awards Office

The area responsible for the coordination of centrally scheduled examinations and the release of final results.

Pro Vice-Chancellor

The senior academic position in charge of a Faculty or a Global campus.

Reasonable Adjustment

A measure or action taken by Curtin that has the effect of assisting a student with a disability in relation to admission or enrolment, participation in a course or program, or to use facilities or services on the same basis as a student without a disability (*Disability Standards for Education 2005*). An adjustment is **reasonable** in relation to a student with a disability if it balances the interests of all parties affected (*Disability Standards for Education 2005*).

Recognised Examination Centre (REC)

An approved facility that may conduct examinations on behalf of Curtin University.

Result

Comprises of a grade and, where applicable, a percentage mark.

Sanction

A warning that is applied to a student's record to alert the student and staff to outstanding requirements, such as non-payment of fees or charges that may prevent the student from accessing results, re-enrolling or graduating.

Scaling

Refers to the process of adjusting the raw marks for a cohort of students (or all students) to change the mean or distribution of the marks. At Curtin, marks are not routinely scaled, but scaling may occur to correct errors as part of a moderation process or to recalibrate an external result to be consistent with Curtin's grading system.

School

Used in this manual as the generic term for an academic area responsible for the delivery of units.

School Scheduled Examination

An examination that is scheduled and coordinated by the School, not by the Progression, Assessment and Awards Office. School scheduled examinations will be scheduled during the examination period.

Second marking

A moderation activity that involves remarking a student's assessment artefact by a second marker. The second marker may be given a clean copy of the student's work (blind second marking) or be able to see the first marker's comments, and/or completed marking key/rubric.

Secure Assessment

An assessment used for the assurance of learning that confirms the integrity and authenticity of student work. A secure assessment will ensure that student identity is either known or checked, and students will be either supervised (by an academic staff member, sessional staff, or an approved industry partner) or invigilated. Where an assessment combines a non-secure with a secure component (e.g., written thesis with a live substantial question and answer session), it will be considered a Secure Assessment provided that the two components are formally linked, such as in a combination assessment.

Self- Certification

An assessment extension application that allows students to apply for up to five days of additional submission time beyond an assessment due date without having to provide formal documentation to support the request.

Study Period Weighted Average (SWA)

A calculation of a student's weighted average percentage mark for all grade/mark units in which the student is enrolled in any one study period. The term Study Period Weighted Average is used even if the study period is not a semester (for example, Trimester).

Sufficiently Different:

An examination or assessment that includes substantial changes to content, such as wording, values, and formulae, to ensure that prior knowledge of a previous version does not provide an unfair advantage. Minor variations do not meet the criteria for being Sufficiently Different.

Student

A person who is or was –

- (a) an enrolled student as defined in section 4(1) of the *Curtin University Act 1966 (WA)*;
- (b) admitted, or applying to be admitted, to a Course or unit conducted by the University; or
- (c) engaged, or applying to be engaged, in a structured program of learning provided by or for the University.

Study Period

A period of time in which a unit is available (e.g., Semester 1, Trimester 1, Study Period 4 etc.).

Summative Assessment

Provides information to judge the extent to which a student has achieved the unit learning outcomes and to determine student progression within the course. The mark from a summative assessment task contributes to the final mark for the unit, or in the case of pass/fail assessment tasks, contributes to the unit outcome.

Teaching Weeks

A study period week not including orientation week, tuition free and study weeks or the examination period, where teaching and assessment activities may be scheduled.

Terminated

An academic status finalised by the Board of Examiners. The student has not achieved satisfactory course progress or is deemed academically unsuitable, and their place in the course is Terminated. The student is not permitted to continue the course or to re-enrol without appropriate approval.

Unit

A discrete entity of study within a subject area that is a component of a course.

Unit Coordinator

The academic staff member responsible for a particular unit.

Unit Outline

A document containing essential and administrative information about a unit of study, including details of learning outcomes, assessments and schedules.

Validation Test

An invigilated testing process designed to provide confidence that a student or group of students is appropriately knowledgeable with respect to the work that they have submitted or demonstrated for the purposes of assurance of learning or authenticity of students' work. It differs from a confirmation check as a validation test is built into the design of an assessment and applied to all students.

Working Day

Any day, Monday to Friday other than University-observed holidays (including Academic and Professional staff observed public holidays) and formal close down periods of the University.

Schedule 2: Formula for Calculating SWA and CWA

The formula used is $[\text{Sum (Unit Credits x Mark)}] / [\text{Sum (Unit Credits)}]$.

The mark for each completed unit will be multiplied by the credit weighting of the unit.

For SWA, this is for all units undertaken in a single study period.

For CWA, this is for all units undertaken in a course.

For example:

Unit	Credits	Mark
Unit 1	12.5	57
Unit 2	25	60
Unit 3	25	63
Unit 4	25	67

$[\text{Sum (Unit Credits x Mark)}]$

Unit Credits x Mark

$$12.5 \times 57 = 712.5$$

$$25.0 \times 60 = 1500$$

$$25.0 \times 63 = 1575$$

$$25.0 \times 67 = 1675$$

$$\text{Therefore, } [\text{Sum (Unit Credits x Mark)}] = (712.5 + 1500 + 1575 + 1675) = 5462.5$$

$[\text{Sum (Unit Credits)}]$

$$12.5 + 25.0 + 25.0 + 25.0 = 87.5$$

$$\text{Therefore, } [\text{Sum (Unit Credits x Mark)}] / [\text{Sum (Unit Credits)}]$$

$$\text{Is } 5462.5 / 87.5 = 62.43$$

Calculated SWA in this example is 62.43.

Schedule 3: Examples - Time Zone Differences & Requirements for Sufficiently Different Examinations

EXAMPLE	EXPLANATION	OUTCOME
Different commencement times but in the same time zone	Two-hour examination, commencing Perth 09.00, commencing Singapore 10.00	The same examination may be used as the difference between commencement times (one hour) is less than the duration of the examination (two hours)
Different commencement times but in the same time zone	Two-hour examination, commencing Perth 09.00, commencing Singapore 13.00	A sufficiently different examination will be used as the difference between commencement times (four hours) is more than the duration of the examination (two hours)
Same commencement times but in different time zones	Two-hour examination, commencing Perth 09.00, commencing Sydney 09.00	The same examination may be used as the time zone difference (two hours) is less than or equal to the duration of the examination (two hours)
Same commencement times but in different time zones	Two-hour examination, commencing Perth 09.00, commencing Mauritius 09.00	A sufficiently different examination will be used as the time zone difference (four hours) exceeds the duration of the examination (two hours)

Example 1 (Row 2 of above table): Two examinations are supplied as the examination is scheduled at different times within the same time zone. The examination papers consist of five short answer questions, and both examine the required learning outcomes. In each case, whilst the topics examined are similar (and therefore consistent), the question wording is different.

This would be considered to be a 'sufficiently different' examination paper, because a student who obtained knowledge of the content of the earlier examination would not be advantaged.

Example 2 (Row 3 of above table): Two examination papers are supplied as the examination is scheduled at the same time but across different time zones. The papers are very similar with minor occasional changes to numerical values used within the question.

This would not be considered to be a 'sufficiently different' examination paper, because a student who obtained knowledge of the content of the earlier examination would gain an advantage.