

# GRIPS Assessment Policy

## Assessment Information Provided on Syllabus

All information about assessment for individual courses will be provided in the detailed syllabus available at the beginning of the course. This will include:

- the assessment plan, including the marking/grading system to be used, and the weights allocated to each significant grading component
- examination/submission dates
- penalties for late submission
- other requirements if any

Once a course has started, instructors may change the requirements only after obtaining the agreement of all students concerned and informing the Academic Support Team.

## Procedure before Final Grades

### (1) Assessment during the course

All items of assessment completed during the term will be returned promptly to students by the faculty member with a mark or grade and, where appropriate, comments. Instructors should also provide information on the grade distribution for the class for each item of progressive assessment during the term, so that students can gauge their own performance against that of other class members. Students are required to keep the original assignment in case they appeal the final grade.

### (2) Meeting all assessment requirements

Courses include different forms of assessment, such as class exercises, assignments, quizzes, tests or examinations. Students need to ensure they have completed all the required forms of assessment at the designated time. Failure to attend a class where instructions or work was given is not a valid excuse.

### (3) Students' own work

All work submitted for assessment should be the student's own work, and should not be the result of collaboration with others, unless it is clearly indicated in the assessment details that the submitted assessment may be a joint work or collaborative effort. The nature and

extent of the collaboration and the identity of co-workers should be specified in all joint assignments.

### (4) Requests for extensions

A student who cannot meet the deadline for an assignment should discuss the situation with the instructor. Penalties for late work (where there is no good reason) will be set out in the course outline.

### (5) Special consideration

(a) Students who have suffered serious illness or misadventure beyond their control, which they believe has affected their assessment work, should submit a "Request for Special Consideration" form, available at the Academic Support Team counter, as soon as possible. The completed documents, including any medical certificates or other certified official documents that are specific about the duration and severity of the problem, should be returned to the Academic Support Team, who will forward them to the instructor.

**(b) Students should note that work, family, sporting and social commitments are not normally seen as being beyond a student's control and so would not normally be accepted as grounds for special consideration.**

(c) If the student is not satisfied with the initial response to their "Request for Special Consideration", then the student may submit a request for further consideration to the Program Director through the Academic Support Team.

(d) Contact the Academic Support Team for further information regarding applications for special consideration.

### (6) Withdrawal procedure for a course

After the registration period, a student can withdraw from a course without penalty during the add/drop period. After the add/drop period ends, students can still withdraw from the course before the final withdrawal deadline. In this case, a grade of W will be shown on their transcript. Students cannot withdraw after the withdrawal deadline. The Academic calendar shows these specific dates for each term and course type.

## Final Grades

### (1) Final Grades

The following grading scale will apply:

|   |  |                                |
|---|--|--------------------------------|
| A | 90-100                                 | Outstanding performance        |
| B | 80-89                                  | Superior performance           |
| C | 70-79                                  | Satisfactory performance       |
| D | 60-69                                  | Acceptable minimum performance |
| E | 0-59                                   | Unsatisfactory                 |
|   |  |                                |
| P | Pass (in courses designated Pass/Fail) |                                |
| F | Fail (in courses designated Pass/Fail) |                                |
|   |  |                                |
| W | Withdraw                               |                                |

### (2) Grade distribution guidelines:

For courses with letter grades, the grade distribution should satisfy **both the Mean GPA criterion** and the **reasonable distribution criterion**.

#### (a) Mean Grade Point Average Criterion:

The course should have a mean GPA in the range of 3.1 – 3.5, where A, B, C, D, E, carry grade points of 4, 3, 2, 1, 0, respectively.

#### (b) Reasonable Distribution Criterion:

The distribution of grades should be within the following range:

|   |                 |
|---|-----------------|
| A | 20-50% of class |
| B | 30-70% of class |
| C | < 25% of class  |
| D | < 10% of class  |
| E | < 10% of class  |

If the grade distribution guidelines are not met, the instructor should provide the reasons.

### (3) Release of course results

Course results are submitted to the Academic Support Team by the third week after the end of the term. All students will be issued an official result notice providing the details of courses completed and grades awarded after each term, within ten working days of the final submission date.

## Appeal

(a) If students have concerns regarding their grade in a course, they should first approach the course instructor to discuss their performance.

(b) A student who, after speaking with the course instructor, still wishes to appeal the grade, must submit a request in writing to the Program Director through the Academic Support Team within three weeks of the release of results. If appropriate, the Program Director will seek the advice of the course instructor and the Dean, and arrange for the work to be reassessed. The Program Director will decline to take action if there are insufficient reasons given to justify reassessment. In particular, a deviation from the grade guidelines is not sufficient grounds for a review. If the course instructor is the Program Director, then the request will go directly to the Dean.

(c) When the piece of assessment in contention is a group assignment, the formal request for review must be signed by all members of the group and submitted as above.

(d) As noted previously, all marked work returned to a student must be kept by the student in case it is required for reassessment purposes. Reassessment will not be approved in cases where the student cannot provide the original marked piece of work.