

Significant amendments in this edition

Foreword

- Clarification of requirements under 'Communication with students'

Section 1: Assessment Principles and Requirements

- **Clause 1.1** - a set of nine principles has been articulated to provide a rationale for the requirements prescribed in subsequent sections of Section 1
- **Clause 1.2.4** - assessment tasks which contribute to the final grade in the course are divided into continuous in-class assessment tasks, assessment points and additional assessment requirements. Definitions of these terms are provided.
- **Clause 1.2.5 a & b** - the options for the distribution and weighting of assessment over the study period have been amended. Provision for variations continues to exist.
- **Clause 1.4.8** - students now have the right to sight their examination scripts after the finalisation of results for each study period

Section 2: Course Information Booklets

- **Clause 2.1.4 h** - new requirement regarding penalties for late submission of assessment tasks
- Removal of requirement to include information about the use of scaling procedures in the course information booklet (clause 2.1.4 g in APPM 2008)
- Note that course information booklets are known as 'unit information booklets' for OUA students

Section 3: Moderation and Variation

- **Clause 3.4.3** - new requirement that applications for an extension must be lodged in writing

Section 4: Practicum, Field and Clinical Placements

- **Clauses 4.2.7 & 4.3.6** - requirement that all reports of concerns about suitability for placement or medical fitness must be forwarded to Campus Central to be retained on the student's file, with a copy to the office of the Deputy Vice Chancellor: Academic
- **Clause 4.4** - clarification of procedures associated with the Suitability Advisory Panel

Section 5: Re-marking and Re-submission

- clarification of the role of Academic Integrity Officers
- **Clause 5.1.5** - clarification of Course Coordinator's options in relation to a request for a re-mark
- **Clause 5.2.7 b** - requirement for Academic Integrity Officers to consult with Course Coordinator regarding mark for re-submission

Section 6: Examination Procedures

- **Clause 6.2** - clarification of the procedure associated with the designated reading time during examinations
- **Clause 6.7.1** - 105 kilometre radius specified for both Whyalla and Mt Gambier regions
- **Clause 6.7.3** - new clause explaining exam model

Section 7: Secondary Assessments

- clarification of the timing, criteria and approval for secondary assessments
- **Clause 7.1.5** - introduces the assessment flag process on Medici and Course Co-ordinator authorisation to override the final grade entry date for secondary assessment
- **Clause 7.1.6** - final results of secondary assessments and incomplete secondary assessments included in the second academic review round
- **Clauses 7.6.5, 7.7.4 & 7.8.5** - clarification that person providing supporting evidence for medical, compassionate or other special circumstances must not be a member of the student's family

Section 8: Final Grades and Notations

- removal of the 'X' notation due to new functionalities in Medici resulting from the upgrade
- **Clause 8.7.2 a** - timeline for the first stage of lodging an appeal against final grade has been changed from 20 working days to ten working days
- **Clause 8.7.2 d** - timeline for lodging an appeal to the student appeals committee has been changed from ten to 20 working days, to be consistent with clause 11.2.1

Section 9: Academic Integrity

- **Clause 9.6.3** - expansion of the options and procedures where the Head of School concludes that the action of the student constitutes academic misconduct and warrants an outcome equivalent to or less serious than failure in the assessment component of the course
- **Clause 9.6.12** - additional clause specifying procedures associated with suspension

Section 10: Academic Review

- **Clause 10.5.6** - new requirement that any additional evidence must be produced by the student at the request of, and in the time frame specified by division appeals committee

Section 11: Student Appeals Committee

- **Clause 11.2.1** - timeline for lodging appeals changed from ten working days to 20 working days

Definitions:

- New definitions of '*Intervention strategy*', '*Mark*', and '*Notation*'
- All other definitions revised and updated, consistent with relevant sections of the Manual

All sections:

- references to Open Universities Australia (OUA) students have been incorporated where appropriate
- requirement that copies of all formal correspondence with a student and any other relevant documentation pertaining to the procedures outlined in this Manual must be retained on the student's file in Campus Central.