

## General Definitions

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### **Academic review periods**

Those study periods from which results are collated to systematically identify students who are making unsatisfactory progress.

The mid-year review period (July) includes study periods 6 and 7 from the previous academic year and study periods 1 and 2 from the current academic year. The end-of-year review period (December) includes study periods 3, 4 and 5 from the current academic year.

Academic review is also conducted when secondary assessment grades are finalised to identify students who have not improved their grades as a result of secondary assessment.

Divisions may approve the use of an alternate academic review period where applicable (e.g. for accelerated programs).

### **Assessment**

A measurement of a student's skill and knowledge. Judgments are made about the extent to which a student has achieved course objectives and demonstrated Graduate Qualities. This may occur both during a course and at the end of a course. Assessment tasks can take a variety of forms including written assignments, examinations, laboratory work, oral presentations, and practical assignments. Usually the lecturer or tutor will assess the work, but sometimes a student is required to assess their own work (self-assessment) or the work of others (peer assessment).

#### **Continuous assessment tasks**

These occur within regularly scheduled class time and do not require any additional preparation time other than what would normally be expected for class participation. A course may have a number of these tasks during the semester. Collectively these are known as a set of continuous assessment tasks.

#### **Criterion referenced assessment**

An assessment of student performance against pre-determined criteria related to the learning outcomes of the course. The criteria by which work is to be judged are made explicit and the grade awarded is intended to directly reflect how well the student has met the criteria. Final grading depends on the individual student's achievement, irrespective of the performance of other students in the class.

#### **Formative assessment**

Formative assessment helps students and staff to identify strengths, weaknesses and ways to improve and enhance learning attainment. Formative assessment is intended to improve outcomes rather than determine a final grade/mark. It may include (but is not limited to) examinations, written assignments, quizzes, reports, discussions or tests.

#### **Normative assessment**

An assessment where grades are awarded on the basis of a predetermined distribution. Each student's grade is determined in part by how well other students do in the same assessment task or course. The most common form of normative assessment assumes that grades/marks are distributed according to a standard distribution curve.

#### **Progressive assessment**

Assessments that occur during the study period and prior to a final summative assessment.

#### **Summative assessment**

Summative assessment provides information to judge the extent to which a student has achieved outcomes relevant to the Graduate Qualities in a course or program and is used to determine a final grade/mark. Summative assessment may take the form of examinations, written assignments, quizzes, reports, recitals, tests or other evaluations.

**Informal summative assessment** takes place during a study period. Students are normally given feedback in order to improve learning outcomes. This may involve individual or plenary review sessions, the return of annotated scripts, or distribution of model answers

**Formal summative assessment** is held in the scheduled assessment/examination period at the end of a study period. Students normally receive minimal or no feedback on their performance, other than through notification of their final grade.

### **Assessment period**

The period of time following a teaching period, but within a study period, during which final summative assessment occurs, including examinations.

### **Assessment point**

An assessment point occurs when students are asked to submit work at a specified point of time in the course, including an end of course examination where these are used. Tasks associated with assessment points require students to work beyond their regular contact and preparation time.

### **Bilingual print dictionary**

A dictionary that translates words or phrases from one language to another without providing a definition of the word in either language. A bilingual dictionary can be either 'mono-directional', meaning it translates only from language A to language B, or 'bi-directional', meaning it translates to and from both languages.

### **Community service**

Refers to non-academic activities that impose some restriction on a student's capacity to participate in, or complete an assessment requirement (e.g. elite athletes, elite performers, jury duty and Defence forces leave).

### **Course Coordinator**

An academic staff member of the University, or an organisation with which the University has a formal contract, who is responsible for the academic management of a course.

### **Deferred assessment (including examination)**

Deferred assessment is a form of secondary assessment which is granted to students who have been unable to complete the final assessment/examination, to enable them to achieve a final grade in a course.

Students may apply for deferred assessment if they can demonstrate, with supporting documentation, that due to unexpected or exceptional circumstances they are unable to sit the final examination or submit the final assessment by the due date. Students must demonstrate that the unexpected or exceptional circumstances occurred in a period of time directly related to attendance at the examination, or to the deadline for submission of the final assessment.

Undergraduate, postgraduate coursework and Open Universities Australia students enrolled in UniSA courses may apply for deferred assessment. The full range of grades is available following completion of a deferred assessment.

### **English language print dictionary**

A dictionary that contains words in the English language, arranged alphabetically, and expressed in English. It provides information about meaning, pronunciation, etymology (origin of the word) and inflected forms. It does not include a thesaurus, which is a book of synonyms (words having the same or similar meaning as another word) and antonyms (words having an opposite meaning of another word).

### **Enrolled student**

A student who has approved leave or load recorded on the student record system against a program, or on a single course basis, at the census date for at least one study period in an academic year.

### **Examination**

A form of assessment whereby a student is required to undertake a specified academic task within a specified period of time, normally between one and three hours. The location of the examination and access to external assistance is also normally regulated.

### **Full-time study load**

The standard annual full-time load is 36 units or 1.0 EFTSL (equivalent full-time student load). A student undertaking at least 75% of a full-time load for the academic year will be full-time for that year. If a student is undertaking at least 75% of a full-time load for either the first half or second half of the year, they will be full-time for that half year.

### **Grade**

A grade is a qualitative descriptor used to signify a range of percentage marks or the status of a result where percentage marks are not applicable. Grades indicate the level of performance in a course against specified criteria and standards. Grades are awarded in all courses. The grading system for courses at the University can be found in [Section 8](#) of this Manual.

### **Grade Point Average (GPA)**

Grade point average is the calculation of a student's average performance over a specified period, such as a teaching period, an academic year, or over the duration of the program. The calculation is based on the grade, the grade point value associated with that grade, and the unit value of each course.

### **Invigilator/Chief invigilator**

A staff member or approved nominee responsible for supervising examinations.

**Intervention strategy** is an action taken by the University to assist a student who is making unsatisfactory progress in their program. The primary intervention strategy is the systematic identification of students who meet the criteria for unsatisfactory progress (see [clause 10.1.3](#)). Intervention strategies may include:

- group academic counselling organised by the school (only for students who have been identified as making unsatisfactory progress in their program for the first time)
- further discussion between the student and the Course Coordinator or Program Director, either in person, by telephone or by email
- a recommended program of study over a specified period of time to assist the student's progress
- a reduction in load
- a leave of absence
- referral to Learning and Teaching Unit or UniSA partner administration office, as applicable, for a full assessment of the student's circumstances and a personalised study plan.

### **Mark**

A mark is a quantitative value, often expressed as a percentage, which is awarded for an assessment task. For more information see [Section 8](#) of this Manual.

### **Medical certificate**

For UniSA purposes, a medical certificate is a signed statement from a registered medical practitioner, health practitioner or approved health specialist (see below\*) which specifies the period during which the medical condition has, or will, affect the student's participation and/or attendance. Medical certificates are legal documents and must contain the practitioner's stamp.

Certificates must be dated on the day on which they were written. Where a medical certificate certifies a period for which a student is/was unable to participate in or attend, which is prior to the date of the medical consultation, the medical certificate should include supplementary remarks to explain any discrepancy.

\*A medical certificate may be issued to the University by the following medical and health practitioners registered under the [Schedule Health Practitioner Regulation National Law](#), and where they are the primary practitioner responsible for treating the student:

- a. Registered medical practitioner
- b. Registered psychologist
- b. Registered chiropractor
- c. Registered dentist
- d. Registered nurse and/or midwife

- e. Registered optometrist
- f. Registered osteopath
- g. Registered physiotherapist
- h. Registered podiatrist
- i. Other health specialists as approved by the Ministerial Council (see <http://www.medicalboard.gov.au/Medical-Registration/Specialist-Registration/Medical-Specialties-and-Specialty-Fields.aspx>).

**Notation**

A notation is an abbreviated form for recording a grade (e.g. 'HD' for High Distinction) or grade action (e.g. 'I' for Incomplete).

**Online course**

A course delivered externally where all communication and access to /distribution of learning resources occur electronically, usually via the internet.

**Principles of natural justice**

The following principles have been identified by the Human Rights and Equal Opportunity Commission (HREOC):

- The person who is the subject of concern must know all the allegations in relation to their behaviour.
- They must have full opportunity to put their case forward.
- All parties to the complaint must have the right to be heard.
- All relevant evidence and submissions must be considered.
- Matters that are not relevant must not be taken into account.
- The person who lays the charge must not determine the outcome.
- The decision maker must be fair and just.

**Part-time study load**

A student undertaking less than the load specified above for full-time status.

**Program Director**

An academic staff member of the University, or an organisation with which the University has a formal contract, who is responsible for providing academic leadership of a program, including leading the program team and supporting students, as agreed in the contract.

**Religious observance**

Formal religious and cultural practices which impose some restriction on a student's capacity to participate in, or complete, an assessment task.

**Secondary assessment/examination**

Secondary assessments may take the form of:

- a. supplementary assessment (including examination)
- b. deferred assessment, or
- c. special consideration.

The conditions and procedures that apply to these forms of secondary assessment are described in the relevant sections of [Section 7](#) of this Manual.

**Special consideration**

Special consideration is a form of secondary assessment which is granted to enable students to improve their final grade for a course where completion of their final assessment was affected by unexpected or exceptional circumstances. It may be granted by a Course Coordinator if a student can demonstrate, with supporting documentation, that their performance in the final examination or assessment was affected by unexpected or exceptional circumstances. The circumstances should have occurred either during the examination, or during the preparation time leading to the examination or deadline for submission of the final assessment.

**Study period**

The period of time during which all aspects of a course occur, including induction and orientation, reading, preparation, contact hours and assessment. It does not necessarily include secondary assessment, which may be scheduled outside of the study period.

**Supplementary assessment**

Supplementary assessment (including examination) may be used as secondary assessment to offer students an opportunity to gain a supplementary pass (SP) in a course approved for supplementary assessment. For more information see [Section 7](#) of this Manual.

**Teaching period**

The period of time within a study period during which teaching activities such as lectures, tutorials, practicals, workshops and placements are scheduled. This is often represented by the start and end dates of scheduled classes.

**Unexpected or exceptional grounds/circumstances**

Unexpected and exceptional circumstances are those which were outside the control of the student and /or for which there was no opportunity to prepare in advance. [Section 7](#) of this Manual provides examples of unexpected or exceptional circumstances.

**University**

The University of South Australia (UniSA) and any other organisation with which UniSA has a formal agreement for the delivery of part or all of a program. This includes offshore partner institutions.

**UniLife**

A student run organisation offering student advocacy and student representation as well as on-campus activities such as sports and recreation, student clubs and societies, and events.