

Significant amendments in this edition

General

- Amendments throughout the manual consistent with the introduction of the University's Personal Learning Environment.
- Replacement of references to 'transnational' with 'offshore'.

Introduction (formerly the 'Foreword')

- The *Foreword* has been renamed '**Introduction**', to more accurately reflect that it is a statement of the purpose and goals of the document.
- Explanation of the University's legislative requirements for the storage and disposal of documents (such as course outlines, papers prepared for formal inquiry committees, etc) ('Storage and disposal of documents').

Section 1: Assessment Principles and Requirements

- Clarification of the factors that can be considered when designing [assessment](#) tasks (eg. students negotiating [assessment](#) tasks, assessing own [assessment](#) tasks, and having input into the nature and focus of feedback, etc) (clause 1.1.3).

Section 2: Course Outline

- Renaming of the *course information booklet* with 'course outline', consistent with the move to the new learning management system ([learnonline](#)).
- Clarification that the school responsible for teaching the course is required to provide the University's Records Management Office in Chancellery with a hardcopy of the final course outline, in addition to it being archived on a database associated with [learnonline](#) at the end of the relevant study period (clause 2.1.6).

Section 3: Moderation and Variation

- Removal of ENTEXT provisions for non-English speaking mature age students (clause 3.3.1).

Section 4: Practicum, Field and Clinical Placements

- Definition of *placements* extended to include *industry experience* (clause 4.1.3 e).

Section 6: Examination Procedures

- Clarification that the date and time of a scheduled exam cannot be changed (clause 6.1.1). This amendment does not take away from clause 6.8.1 which is about internal students undertaking [secondary assessments](#) off-campus.
- Clarification that material brought into an exam venue that has been tampered with only has to have the *potential to provide* an advantage, and not that the University has to demonstrate that an advantage was gained (clause 6.1.8). This clause is now consistent with clause 6.1.7 and clause 6.4.1.
- Clarification as to what constitutes 'a current member' in relation to acceptable invigilators (clause 6.7.8 d).
- Clarification that head of school approval is required to change the day or time of a scheduled exam for external students (clause 6.7.11).

Section 7: Secondary Assessments

- Clarification that the approval of a course for [supplementary assessment](#) remains in place until it is revoked, consistent with the provision for [supplementary examinations](#) (clause 7.2.2c).
- Removal of the requirement for schools to provide a list of courses approved for [supplementary exams](#) to the Director: SAS. Information about approved supplementary assessments is now recorded in PCMS as part of course approval (clause 7.2.2a and 7.2.7c).
- Clause introduced allowing for head of school to approve the availability of [supplementary assessment](#) for cross-institutional and single course enrolments (clause 7.2.5).
- Clause introduced to make it explicit that [deferred assessment](#) and [special consideration](#) will be granted only once (clause 7.3.3 and 7.4.3).
- Elite athlete status included as an example of a special circumstances (clause 7.8.1e).

Section 8: Final Grades and Notations

- Clarification that when a student undertaking a program owned by one school has enrolled in a course owned by another school (either as an elective or a required component of their program) the student's results for that course are subject to review or moderation by the school which owns the program in which the student is enrolled, and not the school that owns the course (clauses 8.1.4 and 8.2.6).
- Clarification that conceded and terminating passes are not available for programs where professional accreditation does not allow conceded and terminating passes (clause 8.3.4).
- Clarification that conceded and terminating passes are automatically approved for all courses unless there has been a decision to the contrary by division board (clause 8.3.5).
- Clarification of the use of the 'N' [notation](#): the 'N' [notation](#) may be used when a course belonging to one school is the subject of review and moderation in a program owned by another school (clause 8.2.6); and when a [course coordinator](#) is not available during the moderation discussions within the school (clause 8.3.9).
- Renaming of the *Non-Graded Fail (F)* grade to *Fail (F)* consistent with the academic transcript/AHEGS (clause 8.5.2).
- Inclusion of the grade of Fail ('F') for supplementary assessments in the final [grades](#) and [notations](#) table, consistent with clause 7.2.7f (clause 8.5.3).
- Reference to "program director or examiner" deleted as students should consult [course coordinator](#) about their final [grade](#) (clauses 8.7.2a and 8.7.2b).
- Clarification that in the first instance students are to discuss their concerns about their final [grade](#) with the [course coordinator](#) in person (not in writing). The [course coordinator](#) will then notify the student of the outcome of that discussion in writing, so that there is a record available if the student subsequently decides to lodge an appeal. All subsequent requests for review of the final [grade](#) are to be made using the appropriate form. (Clause 8.7.2).
- Removal of a re-mark as an outcome of a review by head of school as this is only one of a number of options available (clause 8.7.2b).

Section 9: Academic Integrity

- Inclusion of falsification or misrepresentation of *any other document* (in addition to academic records) submitted in relation to an academic program, as an example of academic misconduct (clause 9.2.1 f).
- Inclusion of requirement that text-comparison software is mandatory and to be turned on for all file upload [assessments](#), unless otherwise approved by a head of school (clause 9.3.1).
- Introduction of a new example of academic misconduct where a student submits the same work for more than one [assessment](#) (clause 9.2.1b).
- Introduction of new processes for obtaining students' consent to subject their work to text-comparison software and use their work for future text comparison, and declaration that the submitted work is original (clause 9.3).
- Clarification of the outcome where a student chooses not to participate in the initial inquiry into academic misconduct (clause 9.5.2 and clause 9.5.7).
- Removal of any perceived conflict of interest where a head of school determines that a matter is to proceed to formal inquiry, and subsequently chairs the formal inquiry (clause 9.6).
- Inclusion of referral to the police where fraud is an outcome of a formal inquiry (clause 9.6.12c).

Section 10: Academic Review

- Removal of 'a representative of the UniSA partner administration office' as a member of the formal inquiry / appeals committee as they are not members of these committees (clause 10.5.1 and clause 9.6.5e).

Section 11: Appeals Committee

- Introduction of a new clause allowing the Director: SAS to decide whether a matter should proceed to the Student Appeals Committee where it is clear that fraudulent documentation has been provided (clause 11.1.1b).
- Amendment to the list of external avenues of appeal to only include those bodies that have jurisdiction over decisions made under the APPM (clause 11.6.1).
- Amendment to the timeframe within which a student must advise the University that an appeal has been lodged — it is now within 10 working days of **lodging the appeal** rather than 10 working days from the date of the University's decision letter (clause 11.6.2).

General Definitions

- Amendment of definition of [assessment](#) as all activities can now be used for summative assessment.
- Deletion of the terms *informal* and *formal summative assessment*.