

Introduction

The Assessment Policies and Procedures Manual is the comprehensive statement of University policy and procedure on [assessment](#) for the majority of courses undertaken by students.

It applies to:

- undergraduate and postgraduate coursework programs, excluding significant research components as defined and managed under policy [A-49: Postgraduate Coursework Degrees with a significant research component](#)
- enabling programs
- single course enrolments for non-award and cross-institutional study
- students studying in Australia and offshore, including those enrolled through a partner institution
- Open Universities Australia units delivered by UniSA.

The Assessment Policies and Procedures Manual does not apply to Honours degree programs or Higher degrees by research. Honours programs are provided for by policy [A-42: Honours degree programs](#). Higher degrees by research are provided for by a suite of research policies located on the University policy webpage. However all final [grades](#) and [notations](#), including those for Honours degree programs and Higher degrees by research are detailed in [Section 8](#) of this Manual.

The Assessment Policies and Procedures Manual is revised annually, distributed in hard-copy, and published on the University website. The Manual remains in effect for the calendar year (January to December), and may only be changed in that year if there are changes to external legislation or guidelines that affect student and academic administration policy and procedures. [Assessments](#) undertaken in an earlier year are governed by the Manual for that year, wherever practicable.

Each section of the Manual is cross-referenced to other University policies and guidelines where appropriate.

Authority

The Assessment Policies and Procedures Manual is approved by Academic Board and is binding on University staff and students.

The Manual:

- outlines [assessment](#) procedures to be followed
- creates rights and obligations for students and staff
- specifies who is responsible for an action or decision, and
- notes where discretion may be exercised.

Where a policy or procedure refers to 'head of school or authorised nominee', the head of school will delegate responsibility using the Vice Chancellor's Authorisation Form.

All references to 'head of school' in this Manual are taken to include the Director: Regional Engagement and the Academic Director: UniSA College. Where the Manual refers to responsibilities at division or school level, this includes UniSA College and the Centre for Regional Engagement.

Discretionary decisions about [assessment](#) and other academic matters need to be based on sound academic judgement. Where there is a perceived need to deviate from the Manual or if assistance is required with interpretation, the Director: Student and Academic Services is the first point of contact.

The requirements of professional accreditation bodies should be detailed in the program approval documentation as approved by Academic Board. As such, there should be no conflict with the Assessment Policies and Procedures Manual.

Specified timelines

The Manual specifies timelines for action to be taken by students and staff. (For example in relation to a request for an extension at [Section 3](#) or lodging an application for deferred assessment or special consideration at [Section 7](#)).

In extenuating circumstances, students may seek permission from the appropriate staff member to take action after a deadline. The request must include details about why the student was unable to take action within the specified time frame. Failure to comply with a specified timeline will not usually be considered grounds for appealing a decision or outcome. The full range of outcomes may not always be available after a deadline has passed, as a result of changing circumstances rather than as a penalty.

Staff who are unable to comply with specified timelines are required to notify students in writing of the delay, and the new timeline where appropriate.

Communication with students

The University's primary method of communication with students is electronic, through the UniSA student email account and the student portal. Students may re-direct their University email to a personal account, but University staff will only use the UniSA student email account.

All students are expected to check their UniSA student email account and any announcements on the student portal on a regular basis.

During a formal inquiry and/or appeal process, communication with students will be by letter to the mailing address on the student record system. In all other cases it should be assumed that communication will occur by email to the UniSA student email account.

Special provisions will be made for students who do not have access to electronic communication. Normally this will be in writing to the student at the mailing address on the student record system (see [Guidelines on Electronic Communications with Students](#)).

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.

Storage and disposal of documents

The University is required to manage its records in accordance with specific schedules established under the [State Records Act 1997 \(SA\)](#). The [General Disposal Schedule No. 24](#) applies to operational records created or received by the University. This includes records created as a result of activities covered by the policies and procedures outlined in this Manual, such as moderation and [assessment](#), course outlines, academic progress, appeal matters and academic misconduct (eg. formal inquiry committees).

The Schedule outlines how long records are to be retained, and when they may be disposed. It applies to records in any format including paper, microfilm /fiche, audiovisual, graphic, photographic and electronic media.

There are some documents which are to be kept permanently by the University. The disposal of University records is managed by the University's Records Management Office. As such approval for the disposal or destruction of any official records must be obtained from the University's Records Management Office, Chancellery.

Further information for staff

- Where there is a perceived need for a variation from the policies and procedures set out in this Manual, staff must contact the Director: Student and Academic Services (SAS).
- Where assistance is required with interpretation of policies and /or procedures, staff should contact the Academic Policy and Projects team in SAS or the Academic Services team in their division.

Further information for students

- For further information or clarification contact Learning and Teaching Unit or Campus Central, or UniSA partner administration office.
- For advice or representation contact [UniLife](#) or UniSA partner administration office.