ASSESSMENT POLICY

SCHEDULE 2: COURSE AND UNIT ASSESSMENT REQUIREMENTS

1   PURPOSE

This Schedule supports implementation of the [Assessment Policy](#).

2   SCHEDULE

1.   Maximum weighting

1.1   No single assessment task can be worth more than 60% of the total assessment of the unit unless one of the following exemptions apply:

- required by an external accrediting body
- HDR theses and units where a single project forms the assessment. In these cases, detailed formative feedback will be provided throughout the process and, for project units, submission of stages/portions of the project may constitute separate assessment items.

2.   Group work

2.1   Group work should encourage peer learning and peer support, and group work tasks should be designed to promote collaboration between group members. Group work should only be *assessed* where there is a learning outcome pertaining to group work. Assessment may target group processes, product or both, depending on unit learning outcomes.

2.2   Group work will be structured in such a way that all students will be able to demonstrate attainment of all the learning outcomes of the task. It also needs to be structured in a way that individual performance can be measured.

2.3   At least 50% of group work assessment shall be allocated to individual performance.

2.4   Faculty Boards may grant an exception to clause 2.3 for a particular assessment task on the basis of a sound pedagogical argument. These exemptions and the reason for the exemption will be recorded in this Schedule and noted in the Unit Guide. See table below for exemptions:

Unit	Reason for Exemption	Period of Exemption	Approved By
For any group assessment built on participatory tasks that is	Per MQBS Faculty Board	From 1 January 2021 until 30 June 2021	Approved by the Macquarie University

worth up to 20% of the overall grade of the following units: • MKTG2002 Marketing Research • MKTG2008 Marketing Management • MKTG3001 Business to Business Marketing • MKTG3010 Marketing Metrics • MKTG8005 Applied Marketing Research • MKTG8006 Applied Marketing Strategy • MKTG8011 Strategic Branding • MKTG8051 New Product and Service Commercialisation • MKTG8031 Design Thinking for Innovation • MKTG8223 Designing Competitive Marketing Strategies • MKTG8226 Co-Creation Strategies: Innovating with Partners • MKTG8080 Strategic Marketing Management • MKTG8054 Strategic Sales Management • MMBA8020 Marketing Management • MKTG6096 Foundations of Marketing • MKTG8001 Principles of International Marketing	Resolution 20/51	(subject to evaluation by the Department of Marketing / report to MQBS FLTC).	Business School (MQBS) Faculty Board on 7 December 2020.

• MMBA8022 Services Marketing • MMBA8027 Managing Customer Experience • MMBA8028 Designing Competitive Marketing Strategies • MMBA8029 Building Brand Relevance			

2.5 Staff shall ensure students are prepared and monitor groups to ensure that:
- the group's progress is satisfactory
- group members are collaborating effectively and fairly

3. Hurdle Requirements

3.1 A hurdle requirement is an activity for which a minimum level of performance or participation is a condition of passing the unit in which it occurs.

3.2 Hurdle requirements that are not associated with marks/results are still regarded as assessment tasks for the purposes of this policy.

3.3 Hurdle requirements:

- Must be clearly specified in the unit guide including the requirements for performance and / or participation
- Must be determined on pedagogical grounds
- Should be used only where it is appropriate to ensure fulfilment of unit and course/program* learning outcomes
- May be used to meet minimum competency standards or to demonstrate 'fitness to practice' for courses related to professional practice

*Note – In accordance with the Curriculum Architecture Policy, from 1 January 2020 'programs' are known as 'courses'.

3.4 In cases where students have made a serious first attempt at a hurdle requirement but have failed to meet it, they must be given one further opportunity to meet that hurdle requirement - if their performance in the unit is otherwise satisfactory.

For the purposes of this clause, a serious attempt at an assessment task is one where the student has made an effort to address the set task, but has failed to reach the required standard of performance. For example, in an examination, students are required to attempt a range of question types throughout the paper; for example, simply attempting multiple-choice questions is not sufficient for an attempt to be considered serious. Responses

that contain only frivolous or objectionable material will not be considered serious.

3.5   Faculty Boards may grant an exception to clause 3.4 for a particular assessment task on the basis of a sound pedagogical argument. These exemptions and the reason for the exemption will be recorded in this Schedule and noted in the Unit Guide. See table below for exemptions:

Unit	Reason for Exemption	Period of Exemption	Approved By

3.6   The second attempt at a hurdle assessment will be graded on a pass/fail basis.

3.7   A student who has obtained a raw mark over 50, yet failed all available attempts of at least one hurdle assessment as described in this Schedule, fails the unit.

4.   Supplementary Assessment

4.1   Supplementary assessments should be administered in the following circumstances only:

- the provision of a further opportunity to successfully complete hurdle assessments,
- as the outcome of a Special Consideration notification,
- as the outcome of a Grade Appeal.

5.   Academic Integrity

5.1   Students are expected to abide by the University's Academic Integrity Policy.

5.2   Text-based work submitted by students for assessment will be subject to plagiarism detection software, such as Turnitin or similar approved software, unless otherwise approved.

5.3   Plagiarism detection methods are to be used on a routine basis to check student work or when plagiarism is suspected.

6.   De-identification

6.1   Consideration must be given to implicit and explicit forms of bias in marking, and employing mechanisms such as the de-identification of scripts where possible and appropriate.

7.   Electronic submission

7.1   Unless otherwise approved, all text-based assessment tasks will be submitted electronically using the University's electronic learning management system.

8.   Late submission

8.1   Late submissions will only be permitted when specified in the unit guide. Such specifications must include penalties to be applied to late submissions.

8.2   Except in cases of an approved special consideration notification, penalties for late submission of assessment where an extension has not been approved are to be consistently applied across all students enrolled in a coursework unit.

9.   Retention of student work

9.1   All assessments worth 20% or more must be archived for benchmarking, calibration or grade review, for a period of six months unless otherwise approved.

10.   Applications for reasonable adjustments

10.1   Applications for reasonable adjustments will be considered in accordance with the University's Disability Policy.

RELEVANT DOCUMENTS

Assessment Policy
Schedule 1 Grading Requirements
Schedule 3 Higher Degree Research Assessment Requirements - see the Higher Degree Research Thesis Preparation, Submission and Examination Policy
Schedule 4 Final Examination Requirements
Schedule 5 Moderation Requirements
Schedule 6 Unit Guide Requirements
Final Examination Procedure
Special Consideration Policy

3   NOTES

3.1	Contact Officer	Chair, Senate Learning and Teaching Committee
3.2	Implementation Officer	Associate Deans Learning and Teaching & Associate Deans Quality and Standards
3.3	Approval Authority / Authorities	Academic Senate
3.4	Date Approved	5 April 2016
3.5	Date of Commencement	Beginning of Session 2, 2016
3.6	Date for Review	April 2019

3.7	Documents Superseded by this Schedule	Assessment Policy approved 4 October 2011
		Grading Policy approved 3 August 2010
		Final Examinations Policy approved 5 June 2012
3.8	Amendment History	27 January 2021 – Amendment to table under clause 2.4 per 7 December 2020 MQBS Faculty Board approval of group work exemptions (Res 20/51), noting the removal of 'MKTG1001 Marketing Fundamentals' / 'MMBA8019 Design Thinking' from the list of exemptions, and the addition of 'MKTG6096 Foundations of Marketing' / 'MKTG8001 Principles of International Marketing' / 'MMBA8022 Services Marketing' / 'MMBA8027 Managing Customer Experience' / 'MMBA8028 Designing Competitive Marketing Strategies' / 'MMBA8029 Building Brand Relevance' to the list of exemptions for the period 1 January 2021 until 30 June 2021.
		16 January 2020 – Terminology change from 'program' to 'course' in accordance with Curriculum Architecture Policy.
		9 December 2019 – MQBS Faculty Board approval of group work exemptions to clause 2.3 for specified marketing units recorded under clause 2.4.
		29 May 2018 – Academic Senate approve new clause 2.4 to record group work exemptions / amendment to clause 3.4 noting a student must be provided with a second attempt at a hurdle requirement "if their performance in the unit is otherwise satisfactory" / amendment to clause 3.5 to record exemptions to clause 3.4, and new clause 3.6 noting that the 'second attempt at a hurdle assessment will be graded on a pass/fail basis.' Schedule name also changed from Schedule 2: Unit Assessment Requirements to Schedule 2: Program and Unit Assessment Requirements.
		6 April 2018 - Minor amendment, reference to Academic Honesty updated to Academic Integrity.
		4 December 2017 – references to Disruption to Study replaced with Special Consideration under sections 4.1 (second dot point) and 8.2. Special Consideration Policy added as a related document.
		October 2016: Insert clause 3.6 regarding failed hurdle assessment – Academic Senate Res 16/219.
3.9	Policy Authorisation	Assessment Policy (effective Session 2 2016)