

ASSESSMENT POLICY



SCHEDULE 6: UNIT GUIDE REQUIREMENTS

1. PURPOSE

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

This Schedule establishes the University's expectation that Unit Guides provide a consistent and public source of information about coursework units offered by Macquarie University as evidence of a well-planned high quality process of learning and teaching.

2. SCHEDULE

- 2.1. All coursework units offered by Macquarie University, including seminar and zero-credit point units, must have their own Unit Guide.
- 2.2. Each Unit Guide is to be produced using the University's officially approved unit guide system and must include all information required by the system. This must be the only available unit guide.
- 2.3. There must be only one Unit Guide per unit offering.
- 2.4. Each Unit Guide must be written in English.
- 2.5. Each Unit Guide must be available at least two weeks before the scheduled start date of the unit.
- 2.6. All Unit Guides remain the property of Macquarie University.
- 2.7. The Unit Guide for the most recent offering of the unit is to be publicly available via <http://unitguides.mq.edu.au/units>.
- 2.8. Each Unit Guide will be archived and made available on request.

RELEVANT DOCUMENTS

Supporting Assessment documents on this page (see Tabs above):

Assessment Policy (effective Session 2 2016)

Schedule 1 Grading Requirements

Schedule 2 Program and Unit Assessment 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

Other related documents:

Academic Integrity [Policy](#)

Final Examination [Procedure](#)

Records and Information Management [Policy](#)

Special Consideration [Policy](#)

Unit Guide [Procedure](#)

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	29 May 2018
3.5	Date of Commencement	For Units with a teaching start date of 30 July 2018 or later
3.6	Date for Review	April 2019
3.7	Documents Superseded by this Schedule	Unit Guide Policy approved 14 February 2012
3.8	Amendment History	Nil
3.9	Policy Authorisation	Assessment Policy