Assessment and Deferred Assessment Guidelines

These notes are in addition to the Assessment and Assignment details found in your Unit Plan.

1. Assignments

Word limit: Most assignments have a stipulated word limit. Students are required to do a word count and state this at the end of their assignment before submission. Assignments which are more than 10% over the word limit will be penalised by 5% of the total marks and an additional 5% for each further 10% excess thereafter.

Late assignments: Where an assignment is overdue by two weeks and the student has not communicated with the tutor to negotiate an extension, there will be a penalty of 10% for each week overdue from due date.

Final assignment: Students are expected to complete and submit the final assignment one week after receiving the questions or information on the task required. However, you can take up to two weeks to complete and submit the assignment without needing to seek the tutor's consent. Please note that no further extension beyond this will be considered.

Minimum requirement for a Pass grade: Students must achieve a minimum overall score of 50% including a passing grade of 50% for the final review paper to be considered having satisfactorily completed the unit.

Failed assignments: Where a student has failed an assignment and has been offered the opportunity by their tutor to resubmit, the resubmitted paper can only be awarded a maximum possible score of 65%.

2. Deferred Assessment

According to the University’s policy on deferred assessment, students need to have submitted some assessable work prior to an application for deferment being granted by your unit coordinator/board of examiners. Students have a maximum of six months to complete all deferred assessments and any departure from that is to be approved by the Director of Student Services. For information regarding the criteria and application for deferred assessment, please refer to the CIH deferred assessment webpage http://www.cih.curtin.edu.au/current/current_deferredAssess.html