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## APPENDIX 2 - Assessment Rules

### 1. Application of these rules

These rules apply to all students enrolled in a Program or Subject.

### 2. Participation requirements to be eligible for assessment

To be eligible for assessment in a Subject, you must attend and participate in all activities referred to in the timetable and coursework materials.

The College may take into consideration:

- your undertaking activities, exercises and learning resources in a Subject, and
- whether in so doing your work was of a satisfactory standard
- if it becomes necessary to determine whether you have participated in a Subject in order to be eligible for assessment.

### 3. Criteria for assessment

3.1 The assessment requirements for each Subject are described in the relevant Subject Outline.

3.2 To pass a Subject in a course, you must satisfy the assessment requirements for that Subject which may include either or both of:

- achieving a total mark equivalent to 50% or more of the assessment tasks in that Subject and
- in the Practical Legal Training Program completing all course work to the standard that would reasonably be expected of a newly admitted solicitor in practice.

3.3 To pass the Professional Program, you must:

- pass each Subject in the Practice and Professional areas of the Program
- pass two elective subjects in the Program, one from Group 1 and one from Group 2, and
- complete the Practicum Component and the Continuing Professional Education Component of the Program.

3.4 To pass a Postgraduate Specialisation Program course, you must pass all core Subjects and electives as required.

3.5 By submitting work for assessment you are warranting to the College that the work is your own. All sources and quotations should be properly acknowledged and referenced to avoid the implication that you may be presenting the work of others as your own. There are potentially very serious consequences for students found to have engaged in unsatisfactory academic conduct or academic misconduct, including exclusion from the course and, in appropriate circumstances, reference to the relevant court and admitting authorities in the relevant jurisdiction or jurisdictions for your course (see clause 3.3 of Appendix 1 to this manual.)

#### 4. Examinations and skills assessments in a Subject

The College conducts examinations and skills assessments at the times shown in the course timetable. (These are the assessment components referred to in these rules). The College may reschedule the assessments. If it does, the Program Director will nominate the times for the assessments.

#### 5. Completion of course work in a Subject – Postgraduate Specialisation Program

- 5.1 You must complete all course work in a Subject within the time shown in the course timetable. Compliance with the time limits is a criterion of assessment. (Course work includes all skills assessments, assignments, activities, practical work, performance roles and other work).
- 5.2 If you are unable to submit any course work, whether it is for feedback or assessment, you may request an extension prior to the due date for that assessment from your lecturer of up to two (2) days. You must request the extension in writing and provide reasons. The lecturer has absolute discretion whether to allow the extension.
- 5.3 If you require an extension of more than two days, you must apply in writing prior to the due date, to the Program Director, setting out your reasons with supporting documentation and the date by which you propose to submit the relevant course work. Approval is at the discretion of the Program Director. You can apply by emailing [postgrad@collaw.edu.au](mailto:postgrad@collaw.edu.au).
- 5.4 If you fail to obtain an extension prior to the timetabled due date for submission and the course work is an activity for feedback, it is at the lecturer's discretion whether or not they provide feedback and the timeframe in which it is provided, if at all.
- 5.5 If you do not obtain an extension prior to the timetabled due date for submission and the course work is an assessable activity, 5% of the available marks will be deducted each day that the work is late.
- 5.6 No extension is available for the portfolio assessment except in cases of hardship.
- 5.7 Employment workload, new employment, technology problems, travel plans or holidays will not be considered as grounds for extension requests .

#### 6. Grading in Subjects

- 6.1 Your marks for the assessment components in each Subject are given the weighting set out in the course materials. Those marks are then added up to give a score out of 100.
- 6.2 The College then converts your score to a grade in accordance with the following table:

Grade	Mark	Criteria
High Distinction	85-100	Work of outstanding quality with full coverage of all content/performance requirements
Distinction	75-84	Work of superior quality with full coverage of all content/performance requirements
Credit	65-74	Work of sound quality with adequate coverage of content/performance requirements

<b>Grade</b>	<b>Mark</b>	<b>Criteria</b>
Pass	50-64	Work of satisfactory quality with adequate coverage of content/performance requirements
Fail	0-49	Work of unsatisfactory quality and/or inadequate coverage of content/performance requirements

In the Practical Legal Training Program the subject “Professional Skills” are assessed on a Satisfactory/Not Satisfactory basis applying the Pass/Fail criteria.

6.3 You are only notified of your grades and not marks in Subjects.

## **7. Procedures on final assessment**

- If the College's Assessment Review Committee decides that a fail grade does not reflect your performance in a Subject, it may defer your final assessment in that Subject until you complete such further work and assessments as the Assessment Review Committee sees fit.
- Supplementary assessments are offered on programmed assessment dates.
- Programmed assessment dates are scheduled throughout the Program. The dates of the assessments are in the Learning Portal.

## **8. Submissions to Assessment Review Committee**

- 8.1 You may make a submission to the Assessment Review Committee. To do so, write to the Program Director within 14 days of final timetabled day of the course in which you are enrolled.
- 8.2 If you want to make a submission based on illness or misadventure, include medical or other appropriate evidence.
- 8.3 You may appear personally before the Assessment Review Committee and make oral submissions.

## **9. Appeals Committee**

- 9.1 You may appeal to the Appeals Committee against any decision of the Assessment Review Committee, but only on one or more of the following grounds:
- the Assessment Review Committee has proceeded contrary to these rules
  - the Assessment Review Committee has failed to consider information which you have put before it
  - the Assessment Review Committee has misdirected itself
  - the Assessment Review Committee has proceeded contrary to the principles of natural justice
  - assessment requirements or procedures were changed contrary to these rules.
- 9.2 You may appeal to the Appeals Committee against a finding that you have engaged in unsatisfactory academic conduct or academic misconduct, but only on one or more of the following grounds:
- the Chief Academic Officer proceeded contrary to these rules
  - the Chief Academic Officer failed to consider information which you put before him or

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- the Chief Academic Officer misdirected himself or herself
- the Chief Academic Officer has proceeded contrary to the rules of natural justice.

9.3 Your appeal must:

- be in writing
- clearly state the grounds of the appeal, and
- be received by the College within 21 days of the date the College sends you notice of the decision against which you are appealing.

9.4 The Appeals Committee will send you written notice of the time, date and place of its meeting.

9.5 If you appeal, you have the right to appear personally before, and to address, the Appeals Committee, as well as the right to make a written submission to the committee.

## **10. External Appeals Panel**

10.1 You may appeal to the External Appeals Panel against any decision of the Appeals Committee, including a decision relating to a finding of unsatisfactory academic conduct or academic misconduct, but only on one or more of the following grounds:

- the Appeals Committee has proceeded contrary to these rules
- the Appeals Committee has failed to consider information which you have put before it
- the Appeals Committee has misdirected itself
- the Appeals Committee has proceeded contrary to the principles of natural justice
- assessment requirements or procedures were changed contrary to these rules.

10.2 Your appeal must:

- be in writing
- clearly state the grounds of the appeal, and
- be received by the College within 21 days of the date the College sends you notice of the Appeals Committee's decision.

10.3 In normal circumstances, an appeal to the External Appeals Panel will be via submission of written statements by the student and the chair of the Appeals Committee.

10.4 If you appeal, you may apply to appear personally before, and to address, the External Appeals Panel in addition to making a written submission. Permission to appear personally (or via video or teleconference) and to address the External Appeals Panel is not to be unreasonably withheld.

10.5 In normal circumstances, the External Appeals Panel will make its decision and advise you in writing of the decision within 14 days of receiving your written submission or of your appearance in person, whichever is the later.

## **11. Exemption from attendance requirements**

11.1 The College may exempt you from attendance requirements where there are exceptional circumstances of medical or personal hardship.

11.2 If you want to make such an application, you must apply in writing to the Program Director.

- 11.3 If the College grants you an exemption, you must still comply with all the assessment criteria.

## **12. Plagiarism, collusion and cheating**

- 12.1 All work which you submit for assessment or participation in the Course must be your own work unless otherwise directed by the College. Please read carefully the definitions of Plagiarism, Collusion, Cheating, Unsatisfactory Academic Conduct and Academic Misconduct in the Definitions and Abbreviations section of this manual.
- 12.2 You must not:
- copy from or submit, or
  - attempt to copy from or submit the work of another student, ex-student or any other person.
- 12.3 You must not permit another student, ex-student or prospective student to have access to or submit your work or any part of it.
- 12.4 You must not acquire or be in possession of or distribute examination materials or marking guides for any assessment task without the express permission of an academic member of staff.
- 12.5 The College may require you to certify that work which you submit for assessment or participation in the Course complies with these Rules.

In any case where copying or other Plagiarism, Collusion, Cheating or non-compliance with these Rules has occurred, the Chief Academic Officer may:

- require you to carry out such alternative and/or additional assessment tasks as he/she deems fit; and/or
- find such copying, Plagiarism, Collusion, Cheating or non-compliance to be Unsatisfactory Academic Conduct or Academic Misconduct and deal with it in accordance with clause 3.12 of this manual.

## **13. Miscellaneous**

- 13.1 Nomination of other officers, committees or boards

Any officers, committees or boards of the College authorised or required under these rules to exercise any authority, duty or responsibility may nominate another appropriately qualified officer or committee to exercise that authority, duty or responsibility.