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## **2.5 Attendance and participation (see also Assessment Rules)**

### **2.5.1 Attendance and participation requirements**

2.5.1.1 The activities for each Subject are set out on the Learning Portal.

2.5.1.2 You must fully and actively participate in the Program: see Assessment Rules, rule 2, in Appendix 2 of this manual. Your participation may not satisfy the College’s requirements, if you:

- are absent from scheduled workshop sessions or web conferences
- arrive late/depart early
- do not actively participate in group discussions or other activities
- in relation to written work or other activities (whether these are required to be submitted for assessment or not):
  - do not complete them
  - consistently complete and submit them later than the due dates
  - submit several items shortly before the assessment date
  - the work is not your own, or
  - do not access learning resources or undertake exercises or activities as described in the study guides – not doing so may be taken into consideration if it becomes necessary to determine your participation.

## **2.5.2 Consequences of non-attendance or non-participation**

- 2.5.2.1 If you do not satisfy the attendance and participation requirements you may be ineligible for assessment. As a consequence the Program Director may refuse you permission to attempt an assessment task or to sit for any assessment. Alternatively the Program Director may direct that marks are to be deducted from your assessment grade.
- 2.5.2.2 If you have been advised that you are ineligible for an assessment and you nevertheless attempt an assessment task or sit for an examination, that task or examination will not be marked, and you will be required to redo the task or examination, once you have satisfied the attendance and participation requirements.

## **2.5.3 Extensions**

- 2.5.3.1 Students enrolled in online Subjects should expect to devote on average eight hours each week per Subject to coursework activities (including online coursework, preparation for assessment and assessment).
- 2.5.3.2 If you are unable to complete an activity, whether assessable or non-assessable, by the date timetabled, you must contact the lecturer in advance to let him/her know and to request an extension.
- 2.5.3.3 Please refer to clause 5 of the Assessment Rules in relation to the request of the extension.

## **2.5.4 Jobs and other commitments**

You must be available for all scheduled activities. The College will not alter rosters or change timetables in order to suit individual commitments.

## **2.5.5 Notification of absence**

- 2.5.5.1 If you are unable to attend or absent from scheduled activities for any reason you must notify your lecturer or the Program Director in writing, giving reasons for your absence, including supporting evidence (eg, medical certificate) where appropriate.
- 2.5.5.2 You will be required to make up any work missed during these activities in the same, or a subsequent, workshop or timetable as directed by the Program Director.
- 2.5.5.3 Students enrolled in a Capstone Project are required to undertake an Oral Assessment. Students will be able to choose a time slot in advance of the Oral Assessment and will be provided a due date by which they must book their time slot. No re-scheduling of the time slot will be permitted within 72 hours of the assessment, except where special consideration applications have been made and approved by the Program Director.

## **2.5.6 English proficiency**

2.5.6.1 Competency in spoken and written English is required to commence any Program. If you are an overseas student from a non-English speaking country, or your previous studies were in a language other than English, you must demonstrate your ability in English skills in accordance with the IELTS standard before commencing the Program. The requisite IELTS standard is at level 8 (writing), 7 (listening), 7.5 (speaking), 7 (reading), and 7.5 overall.

2.5.6.2 If you do not do this, you may be required at any time to defer until such English skills are demonstrated.

## **2.6 Assessment procedures (see also Assessment Rules)**

### **2.6.1 Academic requirements**

The content and assessment in each Subject are described in the Learning Portal.

### **2.6.2 Assessment Rules**

The College's assessment policies and procedures are detailed in this Manual and in the Assessment Rules, which apply in all Programs and appear as Appendix 5 to this Manual.

### **2.6.3 Disability and disadvantage**

2.6.3.1 If you require special assistance because you suffer from a disability or disadvantage (not including lack of skills in reading and/or writing English) which might cause you difficulties in assessments you must apply in writing to the Program Director at least 14 days before the assessment. You should include a medical certificate and/or other relevant evidence in your application.

2.6.3.2 The Program Director may make such special arrangements, facilities available or allow additional time for the assessment as he/she thinks fit. Alternatively, the Program Director may reject your application in which case you may apply to the Assessment Review Committee for a review of the Program Director's decision.

### **2.6.4 Identification at assessments**

2.6.4.1 You must supply photo identification (i.e. a driver's license or proof of age card) at all assessments.

2.6.4.2 If you do not provide acceptable identification you may, at the discretion of the invigilator/assessor, be excluded from the assessment.

### **2.6.5 *Timetable and attendance***

2.6.6.1 Assessments and activities will be on the dates and at the times shown on the Learning Portal. For your individual assessment in certain activities, where appropriate, the Applied Law team will allocate the times of those assessments.

2.6.6.2 The College may, during the Program, alter the timetable and may reschedule the assessments for any reason and will notify you of the changes.

2.6.6.3 The Program Director may refuse permission for you to undertake an assessment if you:

- have not satisfied the attendance and participation requirements
- have not completed all tasks, activities and tests to a competent level
- do not produce acceptable identification, or
- do not attend or
- attend more than 20 minutes late.

### **2.6.6 *Absence from an entire assessment***

2.6.6.1 If through circumstances beyond your control you are unable to attend an assessment you must:

- notify the Program Director in writing, no later than one working day after the date of your assessment, and
- submit a medical certificate and/or other relevant evidence.
- The Program Director may make any special arrangements as the Program Director thinks fit.

2.6.6.2 In the event that you are absent from a scheduled oral assessment, you must apply to the College in writing for special consideration, giving reasons for your absence, including supporting evidence (eg, medical certificate) where appropriate.

- If the special consideration is not approved a mark of zero may be awarded.
- If you are more than 20mins late for your assessment, you will need to apply for special consideration to reschedule. If the special consideration is not approved a mark of zero may be awarded.

### **2.6.8 *Illness or misadventure during an assessment***

2.6.8.1 Your submission of the activities and assessments on the scheduled dates constitutes a declaration that you are fit to do so.

2.6.8.2 If you attempt an oral assessment task but claim that your performance was prejudiced by circumstances beyond your control on the day of the assessment, you must:

- notify the Program Director in writing, no later than one working day after the date of the assessment, and

- submit a medical certificate and/or other relevant evidence.

2.6.8.3 The Program Director will not alter the result of the assessment but may permit you to attempt another equivalent assessment in a later course on such conditions as the Program Director thinks fit.

### **2.6.9 Medical certificates**

All medical certificates must specify the severity and duration of the complaint and its effect on your ability to undertake the assessment. The College will not accept a receipt for medical or hospital fees instead of a medical certificate.

### **2.6.10 Use of Materials and Equipment in Assessments**

During formal assessments (including performances and oral assessments) students are only allowed to use the material and equipment as outlined by the assessment instructions.

### **2.6.11 Assumed knowledge**

No allowance will be made for inadequate performance on the basis that you did not study the relevant foundation substantive law as part of your law degree.

### **2.6.12 Return of work/re-marking**

2.6.12.1 Where possible, assessed work (other than examinations) will be returned to you during the Program, with constructive comments via the Learning Portal.

2.6.12.2 Procedures are in place to ensure that marking is carried out fairly and consistently. Before marks are issued:

- any inconsistencies in marking of examinations and other assessments are investigated, and
- failures are reviewed.

### **2.6.13 Notification of results**

2.6.13.1 You are able to access your assessment results online via the Learning Portal. You can only access your own details. Final marks are released via the Career Portal as soon as they become available.

2.6.13.2 A transcript of results is available upon completion at graduation or on request.

### **2.6.14 Consequences of failure**

2.6.14.1 If you fail a Subject, you must:

- re-enrol in a subsequent offering of that Subject (if a core subject)
- pay the appropriate enrolment fees, and
- undertake assessment in that Subject.

2.6.14.2 If you fail multiple Subjects the Program Director may direct that you attend before the Assessment Review Committee to receive guidance on further progression through the Program

### **2.6.15 *Special Consideration Applications***

2.6.15.1 If you believe that your performance in a Subject is being, or has been significantly affected by illness, injury, misadventure or other circumstances outside of your control which had an impact on your performance in assessments, your ability to submit assessments on time or participate in the Subject, you may be eligible for special consideration.

2.6.15.2 Please submit your application for special consideration to the Program Director setting out your circumstances and enclosing supporting documents including medical certificates as set out in paragraph 2.4.9, above. You must apply as soon as you become aware of the circumstances and their impact.

2.6.15.3 Special circumstances **do not include** employment workload, new employment, technology problems, travel plans or holidays.

2.6.15.4 The Program Director will consider your application and, if approved, advise of the proposed course of action, which may include (but is not limited to) supplementary assessment, re-submission of the assessment, extended timetable or, approval of late deferral.

### **2.6.16 *Consequences of failure of a Subject for a second time***

2.6.16.1 If you fail a Subject, twice you must apply to the Assessment Review Committee (ARC) for permission to undertake the Subject a third time. Your application should include any reasons for your previous performance in the Subject and include documentary evidence of any hardship (e.g., medical evidence).

2.6.16.2 If the ARC does grant permission for a third enrolment and you fail the subject on the third attempt, you will be excluded from the Program for up to 12 months unless you are able to show cause to the ARC as to why a different outcome is appropriate in the circumstances. The period of exclusion shall be determined by the ARC.

2.6.16.3 You may make a written submission and/or address the ARC in person.

2.6.16.4 Appeals from decisions of the ARC are covered under the Assessment Rules at Appendix 2.

### **2.6.17 *Revocation of academic awards***

The College reserves the right to revoke an academic award in circumstances where the College believes on reasonable grounds that the award should not have been conferred due to administrative error, irregularities in respect of eligibility or otherwise in compliance with the rules and policies within this Program Manual.