Assessment and Marking
Sessional Staff Orientation,
1 March 2017

Presented by
Dr Anne Rogerson (anne.rogerson@sydney.edu.au)
Associate Dean (Undergraduate Programs), FASS
Assessment and Marking

— POLICY AND YOU
  — Simple extensions
  — Special consideration
  — Late work
  — Academic dishonesty
  — Assessment principles
  — Feedback
  — Appeals
Simple extension

Coursework Policy 2014 (66A)

(1) A unit of study co-ordinator, who is satisfied that it is appropriate to do so, may permit a student to submit a non-examination task up to two working days after the due date with no penalty.

(2) Such permission is an informal arrangement between the unit of study co-ordinator and the student which does not:

(a) affect the student’s entitlement to apply for special consideration under this policy;
(b) alter any time limits or other requirements relating to applications for special consideration; or
(c) constitute an academic decision for the purposes of the University of Sydney (Student Appeals against Academic Decisions) Rule 2006.

Note: Any faculty resolution or local provision forbidding the granting of simple extensions is inconsistent with this policy.
Special consideration

Coursework Policy 2014 (67)

(2) Special consideration is provided in circumstances where well-attested illness, injury or misadventure occurs during a semester or at the time of an examination.

(3) Students who bear a primary carer responsibility toward another person at the time of an assessment may also apply for special consideration on the basis of illness ... on the part of the person for whom they care if their ability to prepare for or perform the assessment is adversely affected.

Students apply for special consideration online:
SPECIAL CONSIDERATION AND SPECIAL ARRANGEMENTS

While studying, you may experience short-term circumstances beyond your control, such as illness, injury or misadventure, which affects your preparation or performance in an assessment. We can provide support to you in these circumstances through granting special considerations.

If you have essential commitments that will impact your preparation or performance in an assessment, it may be possible for you to make special arrangements to fulfil your responsibilities.

The University’s special consideration process is governed by Part 14 of the Coursework Policy and the Assessment Procedures.

Eligibility & outcomes >
How to assess if you’re eligible and what kinds of consideration are granted.

Supporting documentation >
Details on what you need to provide with your application.

How to apply >
Find out about deadlines, and how to apply online.

What happens next? >
Tracking your application and how to appeal a decision.

LONG-TERM OR ONGOING CIRCUMSTANCES

If you are affected by long-term circumstances, such as a recurring medical condition, we encourage you to register with Disability Services.
Special consideration

Coursework Policy 2014 (67)

(7) A student who is reasonably capable of attempting an examination should do so, despite any accompanying application for special consideration.

(10) Special consideration must not be granted for:

(a) balancing workloads from other units of study, disciplines or faculties;

(b) information and communications technology-related problems, except where they could not have been prevented, avoided or the effects minimised by reasonable diligence by the student; or

(c) jury service, military service, national sporting, religious or cultural commitments or other unforeseen events for which special arrangements may be provided.
Late work

Generally, late penalties are imposed by the UoS coordinator. If work is handed directly to tutors, you must keep records of submission dates.

Resolutions of the Faculty of Arts & Social Sciences (3.10)

(1) It is expected that, unless an application for a simple extension or special consideration has been approved, students will submit all assessment for a unit of study on the due date specified. If assessment is completed or submitted within a period of extension, no academic penalty will be applied to that piece of assessment.

(2) If an extension is not sought, not granted, or is granted but work is submitted after the extended due date, the late submission of assessment will result in an academic penalty. The penalty for coursework is as follows:

   (a) From the day after the published due date, the penalty applied is two marks (out of 100) per working day;

   (b) For assignments marked out of a maximum total other than 100, the penalty will apply pro rata.
Academic dishonesty

Academic honesty in coursework policy 2015 (4.13.2)

(2) Detecting and identifying plagiarism is fundamentally a judgement made by an examiner who is aware of the responsibilities involved in the task of academic assessment. Web search and similarity detecting software, and other such means, should be regarded only as tools assisting an examiner to make that judgement.

(3) The University has authorised and mandated the use of text-based similarity detecting software for all text-based written assignments. Faculties must inform students of this in introductory courses, unit of study outlines and informational material provided to them.
Defining dishonesty

*Academic honesty in coursework policy 2015* (3.7.1)
... **academic dishonesty** means seeking to obtain or obtaining academic advantage for oneself or for others (including in the assessment or publication of work) by dishonest or unfair means.
- e.g. recycling, dishonest plagiarism, buying essays, exam cheating

*Academic honesty in coursework policy 2015* (3.8.1-2)
... **plagiarism** means presenting another person’s work as one’s own work ... *without appropriate acknowledgement of the source.* ... phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the internet) ... or the work of another person ... in a way that exceeds the boundaries of legitimate co-operation.
Detecting dishonesty

- **Turnitin** checks submitted work against the web and other submissions worldwide
- **Workshops** “Turnitin for markers” offered through semester http://sydney.edu.au/arts/eLearning/events/index.shtml
- **You**, your knowledge of the discipline, your students, and the English language are smarter than the software
Dealing with (suspected) dishonesty

- Hand the case over to the UoS coordinator immediately
- Guided by the Academic Honesty Procedures 2016, they determine if the case is due to failure to understand referencing requirements, or one of potential impropriety.

http://sydney.edu.au/arts/academic_integrity/index.shtml

And an appropriate chain of events follows...
Assessment principles

*Coursework Policy 2014* (14.61.1)

(a) Assessment practices must **advance student learning**.

(b) Assessment practices must be **communicated clearly** to students and staff.

(c) Assessment practices must be **valid and fair**.

(d) Assessment practices must be **continuously improved** and updated.
Principles into practice

— **Clear communication** to you, and by you:
  — Your tutorials can help to acculturate students to feedback, rehearse assessment formats, and encourage mindful engagement with assessment tasks

— **Valid and fair** assessment involves:
  — Marking solely to a set of clearly articulated, pre-determined criteria designed to align with the learning outcomes of the unit
  — Ensuring that no student is disadvantaged by assessment practice
  — Keeping good records against criteria for participation grades

— **Advance student learning** by giving good (and timely) feedback
Feedback should be:

– timely
– respectful
– comprehensible
– specific
– linked to assessment criteria or learning outcomes
– mindful of the constraints of the task
– comprehensive
– constructive (i.e. help students to improve)
– clearly summarised at the end

Appeals (within 15 working days of the release of marks)