

All applications for a short extension must be submitted as early as possible before the assessment task deadline. No late applications submitted after the assessment task deadline will be accepted. Students who miss an assessment task deadline should refer to 6. Special Consideration. Course Authorities determine if each assessment task is eligible for a short extension prior to each term and, where eligible, elect the duration of one to seven days.

Students with an applicable Equitable Learning Plan (ELP) are able to decide whether their ELP or the Short Extension best serves their unique needs on a case-by-case basis for each assessment task applicable for Short Extension.

task.

Students with an Equitable Learning Plan (ELP) are eligible to apply for Special Consideration in

Where a student fails an assessment task in any course(s) in the final Term of their program but does not have an approved Special Consideration for that task, and this failed assessment task results in a

9.2.1. Separate Year Honours Programs

For Separate Year Honours programs, the calculation of class of award will be determined from the student's WAM for all of the courses (research-based and coursework) required for the program. Only courses taken while enrolled in the Honours program, and specified in the program rules, may count towards the award class WAM.

9.2.2. Embedded Honours programs

Embedded Honours programs may use an approved weighted WAM calculation which reflects the relative importance of different components of the curriculum in the awarding of a class of Honours. Examples of this may include higher relative

Tasks related to assessment design as listed in the *Assessment Design Procedure*.

Registrar & Student Services will be responsible for:

Assessing the eligibility of applications for short extension and Special Consideration and determination of outcome as agreed in consultation with the Course Authority;
Setting and notification of processing deadlines;
Ensuring that examination practices are transparent, fair and consistently applied;
Providing resources to assist staff with the practice of managing School examinations;
Managing Assessment Planning via myUNSW;
Scheduling of the examination timetable for centrally and School managed exams;
Coordinating examination paper submission for centrally managed invigilated exams;
Recruitment, training, coordination and management of supervisors for centrally timetabled invigilated exams;
Coordination and management of centrally timetabled exams for students registered with the Equitable Learning Services; and
Security of examination papers once submitted.

For roles and responsibilities related to quality assurance and assessment design see the *Assessment Design Procedure*.

Accountabilities	
Responsible Officer	Deputy Vice-Chancellor Academic Quality
Contact Officer	Pro Vice-Chancellor Education and Student Experience

Supporting Information

Legislative Compliance

This Procedure supports the University's compliance with the following legislation:

Disability Discrimination Act 1992 (Cth)

Tertiary Education Quality and Standards Agency Act 2011 (Cth)

Higher Education Standards Framework (Threshold Standard 3) 2015

1. Open – there is no direct human supervision of the assessment and no means of authenticating the identity of the test-taker. This includes online tests without any requirement for registration.
2. Controlled – there is no direct human supervision of the assessment, but the assessment is made available only to known students. This includes online tests that require test-takers to logon.
3. Supervised – there is a level of direct human supervision and the identity of the test-taker can be authenticated. This includes online tests that require a student to logon

1.1	Deputy Vice-Chancellor Academic	12 April 2018	12 April 2018	Minor changes for clarification (sections 2.3, 5 and 6.2, reorder sections 5 and 6)
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1.2 President and Vice-Chancellor

Appendix 1

Guide to UNSW Marks and Grades

The following grades result in courses being treated as successfully completed for the purposes of calculating Academic Standing

High Distinction	HD	An outstanding performance; mark range 85–100. Indicates that the student has produced outstanding work and has demonstrated a high level of understanding across the entire content of the course. This grade without a mark given a notional value of 90 for calculations of Weighted Average Mark.
Distinction	DN	A superior performance; mark range 75–84. Indicates that the student has demonstrated superior ability to consider the course and its assessment requirements from

