

SCHOOL OF ZOOLOGY ASSESSMENT POLICY 2007

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1. How your grade is determined

The School of Zoology adheres to the University's and Faculty's policies on assessment in determining the final grade you will be awarded for this unit.

You can view a summary of these policies at:

<http://fcms.its.utas.edu.au/files/policies/T&L%20Operational%20Guide%205.pdf> and [http://fcms.its.utas.edu.au/files/policies/T&L%20Operational%20Guide%207\(1\).pdf](http://fcms.its.utas.edu.au/files/policies/T&L%20Operational%20Guide%207(1).pdf).

- The assessment of all units offered by the School of Zoology will involve a balance of formal examinations and internal assessment tasks which may include essays, practical reports and other internal assignments designed to develop specific skills in our students.
- Your final mark will be a composite of these marks, and an *overall* score of $\geq 50\%$ is necessary to achieve a full pass.
- It is not necessary to score $\geq 50\%$ for every individual piece of work. However to be awarded a pass for the unit, students must achieve a minimum level of performance in both the examination and the internal assessment parts.
- The School's minimum performance requirements are a score of $\geq 45\%$ in the internal assessment for all units and 45% in the examination for all units except for Year 1 units for which a score of $\geq 40\%$ is required.
- Marks for any section of the unit may be moderated (re-scaled) at unit or school level.
- Students who gain a mark of $\geq 50\%$ but do not meet the minimum performance requirement in the examination component may be recommended for a Terminating Pass with Permission to Enter a Supplementary Examination (TS) provided the examination mark is $\geq 35\%$ (30% for Year units). If the examination mark is below 35% (30% for Year units) or the internal component is less than 45% , the grade will be a Terminating Pass (TP).
- The same arrangements apply to students gaining an overall mark between 45% and 49% .
- For Year 1 only unit, students who have met the internal performance requirement and gain an overall score of $40\text{--}45\%$ will be recommended

for a Failure with Permission to Enter a Supplementary Examination (NS) provided the examination mark is $\geq 30\%$.

- The School makes recommendations on supplementary grades (TS and NS) to the Faculty's Assessment Committee. This committee determines, after reviewing a student's overall performance in the semester, if the grades are confirmed or are reverted to a TP or NN grade.
- Students who are awarded a TS and either do not sit the supplementary examination or do not perform well enough to be awarded a full pass will revert to a Terminating Pass (TP).
- For students who are awarded a NS; the result of the supplementary examination result will be incorporated into the overall mark calculation to determine a final grade: $\geq 50\%$ will give a full pass (=PP); 45-49% a terminating pass (=TP), $<45\%$ a failure (=NN). When a student is awarded a NS and does not sit the supplementary examination, the grade will revert to a failure (NN).
- Terminating Passes cannot be used as prerequisites for more advanced units. It *may* be possible to count them towards your degree, but the number is limited and varies with the degree. The most common pattern is that a student may count 37.5% of TPs towards a degree. Terminating passes are not normally allowed in the Year 3 major of a degree.

2. Attendance requirements

The University expects students to attend not less than two-thirds of all lectures and tutorials; a higher level of attendance may be specified by the School.

The School of Zoology expects you to attend ALL practical classes in all the units it offers; an attendance roll will usually be kept. Students involved in major projects rather than formal practical classes are required to keep a personal diary recording their involvement in the project work.

Students who do not meet these attendance requirements may be declared not eligible to sit the examinations and, therefore, fail the unit.

3. Assignment due dates

At the beginning of each unit, the system of assessment to be used will be explained to you by the lecturer and provided to you in the unit outline. Included in this information will be the dates when each major assignment is to be submitted. Any variations to published submission dates will be communicated to you in printed and electronic form. Students are urged to check email (or Vista) weekly. For 3rd year units, we do try to stagger due dates for major assessment items as far as possible.

- 3rd year assignments (except for KZA304) are always due at **10 am on the day the unit is taught.**

- 2nd year assignments (excluding KZA225/325) are always due at **10 am on a Monday**.
- 1st year assignments are **either handed in at your practical class or due at 10 am on a Monday, as advised**.

Late assignments

You must assume that work has to be submitted by the stated submission date. If, as a result of illness or other substantial reason, you think that you will not be able to complete an assignment by the due date, you must discuss this with the lecturer concerned *as soon as the situation arises*; do not wait until the day the assignment is due to request an extension. We are generally understanding of legitimate problems, but do expect you to do us the courtesy of discussing them with us. We need to be fair to other students who do meet deadlines. The assignment cover sheet has a place for the staff member to record any extensions that have been granted.

Penalties for late submission of assignments

Work submitted after 10 am on the stated date, and for which an extension has not been granted, *will* attract a penalty. The penalty regime for 2007 is:

- one half mark out of 20 (or 2.5%) for each of the first two days (including weekends, which count as 2 days, and public holidays);
- then one mark out of 20 per day after the stated submission date, to a maximum of 10 days;
- after those 10 days, assignments *are not accepted for marking*, but must still be submitted to fulfill unit requirements; and
- no assignments will be accepted after work has been returned to other students, except in exceptional circumstances.

4. Plagiarism and cheating

University policy

You should be aware and take notice of the University's *Statement on Plagiarism and Academic Integrity*:

"Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example, using an author's words without putting them in quotation marks and citing the source, using an author's ideas without proper acknowledgment and citation, copying another student's work.

If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines, and the academic integrity resources on the web at <http://www.utas.edu.au/tl/supporting/academicintegrity/index.html>.

The intentional copying of someone else's work as one's own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University. Details of penalties that can

be imposed are available in the Ordinance of Student Discipline – Part 3 Academic Misconduct, see
<http://www.utas.edu.au/universitycouncil/legislation/> "

The University reserves the right to submit assignments to plagiarism detection software, and might then retain a copy of the assignment on its database for the purpose of future plagiarism checking.

Assignment coversheets in Zoology

On each assignment cover sheet you will be asked to sign a statement saying that, other than explicit acknowledgement of the work of others, the report is all your own work OR else provide an explanation of why this is not the case. 'Assignments' include all items of continuous assessment (e.g. essays, lab and field reports).

Group work in Zoology

At all levels of undergraduate training, and especially at third year level, you will be involved in group project work. Although the practical work, analyses and verbal discussion of results should be carried out as a group, *each student must write their report individually*. Note that contributions from other people are acceptable if properly acknowledged in the usual manner of citations. Note however that direct quotations are rarely advisable in the interests of style and effective synthesis. Signing the assignment cover sheet to indicate that the report is all your own work, or providing reasons why this is not the case, is important.