

Procedure: Student assessment (coursework)

程序:学生评估（授课型硕士）

Purpose

目的

To outline the procedures underpinning the University's assurance of student learning outcomes through assessment activities.

概述大学通过评估活动确保学生学习成果的程序。

Procedure

程序

Assessment design

评估设计

1. Students shall be provided with information about the nature, duration or length, due date and weighting of all assessment tasks for a course before teaching of that course commences.

在开课前，须向学生提供有关某一课程的性质、时长或期限、所有评估任务的截止日期及权重。

2. Students enrolled in a course have the opportunity to request changes to the form or timing of specified assessment tasks and associated feedback before 10% of a teaching period has elapsed. Teaching staff respond to student comments and suggestions.

注册课程的学生有机会要求更改指定评估任务的形式或时间，并在 10%的教学时段结束前得到相关的反馈。教学人员对学生的意见和建议做出回应。

3. In the case of disagreement between students, the teaching staff, and the Course Convener, the Head of School mediates an outcome.

当学生、教师和课程召集人之间出现分歧时，由系主任出面调解。

4. In the event of continued disagreement between students, the teaching staff, Course Convener, and Head of School, the Associate Dean mediates an outcome.
如果学生、教学人员、课程召集人和系主任之间仍存在分歧，副院长会出面调解。
5. Changes to specified assessment tasks after 10% of the teaching period has elapsed require approval of the Associate Dean.
在 10%的教学时段结束之后，对指定的评估任务的变更需要副院长的批准。
6. Course examinations must be conducted according to the [Coursework Awards Rule](#), and the [ANU Assessment Rules](#) (Final Assessment).
课程考试必须根据《[授课型毕业文凭颁发规则](#)》和《[澳大利亚国立大学评估规则](#)》（最终评估）进行。

Late assessment task submission

迟交评估作业

7. If a course convener determines that late submission of assessment tasks is not accepted for a coursework course, this information is included in the course outline.
如果课程召集人决定某门授课型课程不可以迟交评估作业，则须将此信息列在课程大纲内。
8. Where an assignment is submitted after the due date, students are penalised by five per cent of the possible marks available for the assessment task per working day or part thereof.
如学生在截止日期后提交作业，则每晚一个工作日，作业分数将扣除该评估任务全部分数的百分之五，不足一个工作日的按一个工作日计算。
9. It is the responsibility of the Course Convener to notify a student when, as a result of submitting assessment late, a late assessment penalty has been applied. The notification forms part of the return of the assessment item and indicates the mark, the penalty and the final mark after penalty.
课程召集人有责任在学生因迟交评估作业而被扣分时通知学生。此通知是评估项目反馈的一部分，并注明分数、罚分和扣除罚分后的最终分数。

Assessment task extension

评估任务延期

10. Applications for an extension of the due date for an assessment task are submitted in writing to the Course Convener.
延长评估任务截止日期的申请须以书面形式向课程召集人提交。
11. An application for an extension of the due date for an assessment task is to be submitted on or before the assessment due date. The only exception is where the

student could not reasonably be expected to have applied by the appropriate date due to illness or other medical conditions

延长评估任务截止日期的申请须于截止日期当日或之前提出。唯一的例外是，依照常理判断，学生由于疾病或其他医疗状况而无法在适当的日期之前提出申请

12. Appropriate documentation is provided with a request for an extension to allow the claims to be verified.

要求延期须提供适当的文件，以便核实延期要求。

13. The request must be considered within five working days.

延期申请必须在五个工作日内得到审理。

14. The consideration is of whether the reason a student was not able to complete an assessment task by the due date was due to exceptional circumstances beyond a student's control. Exceptional circumstances that may warrant approval of an Assessment Extension include, but are not limited to:

考虑的重点是导致学生未能在截止日期前完成评估任务的原因是否为学生无法控制的特殊情况。可能适用于评估延期的例外情况包括但不限于:

a. medical reasons (student injury, illness or medical condition) of such significance that completion of the assessment task was not possible;

因较为严重程度的个人健康问题（学生受伤、疾病或医疗状况）无法完成评估任务；

b. family/personal reasons (family injury or illness, bereavement) of such significance that completion of the assessment task was not possible;

因较为严重程度的家庭/个人问题（家庭成员受伤或患病、丧亲）无法完成评估任务；

c. employment related reasons: where a student's employment status or employment arrangements change unexpectedly due to circumstances beyond their control of such significance that completion of the assessment task was not possible.

与就业有关的原因：学生的就业状况或就业安排因其无法控制的因素而发生重大意外改变，以致无法完成评估任务。

15. If an Assessment Extension is granted an appropriate new deadline is specified.

如果批准了评估延期，则将会指定一个适当的新截止日期。

16. The due date of an assessment task is not extended beyond the date for return of the assessment item specified in the course outline.

延期后评估任务提交日期不会晚于课程大纲所指定的发回评估项目的日期。

17. Where an extension is granted on medical grounds and is on the basis of a non-chronic condition, an extension of the due date for an assessment task is normally

limited to the number of days (calculated to the nearest business day) the student is suffering from the medical condition as indicated on the medical certificate.

如果因就医和非慢性病情而获准延期，则原评估截止日期的延后天数通常仅限于病假条上列明的学生患病天数（计算至最近的工作日）。

18. The Course Convener notifies the student of the outcome of their application for an extension within three working days of the decision. This advice is in writing via the ANU student email address.

课程召集人会在做出决定后三个工作日内通知学生对其作业延期申请的批复结果。该通知以书面形式发送至相关学生的澳大利亚国立大学学生电子邮件地址。

19. Where the student gains an unfair advantage as a result of the extension of the assessment due date, an alternative assessment task is set.

若评估延期会给当事人带来其他学生无法获得的额外优势，则会采用替代评估方案。

20. Where the extension of the due date for an assessment task has been granted and the deadline for the submission of final results cannot be met, an interim grade of DA (Deferred Assessment) is published.

如已获准延期交付评估任务，且未能在期限内提交最终结果，则成绩暂定为 DA（延期评估）。

21. Interim grades are converted to an NCN after six months if they have not been resolved to a final grade.

如果在六个月后仍未落实为最终成绩，则暂定成绩将会转为 NCN。

22. Where an application for an extension of the due date for an assessment task is not approved, the Course Convener provides reasons for his or her decision.

如果不批准延长评估任务截止日期的申请，课程召集人须就其决定提供理由。

23. Any appeals against a decision not to grant an extension, or the duration of any extension granted are considered under the process for an appeal of a final result in the Assessment Rules.

对不予延期的决定或延期的期限提出的任何申诉，均按照《评估规则》中对最后结果提出申诉的程序进行受理。

24. Where a student can demonstrate ongoing or further exceptional circumstances, an additional extension may be approved.

如果学生可以证明持续的或进一步的特殊情况，可能获批额外的延期。

Assessment arrangements for students from language backgrounds other than English

为非英语语言背景的学生安排评估

25. Students from language backgrounds other than English who meet eligibility requirements for assessment concessions for a course can apply for such concessions to the Associate Dean responsible. Where applications for such concessions are for final examinations for semester courses, applications are to be submitted by the census date for that semester. Applications for all other assessment or non-semester courses are submitted before 10% of a teaching period has elapsed. That application is to be completed on the approved University proforma.
来自非英语语言背景的学生如符合某个课程评估宽免的资格，可向主管副院长申请宽免。如果申请的是学期课程的期末考试宽免，则应在该学期的免罚款退课截止日之前提交申请。所有其他评估或非学期课程的申请必须在 10% 的教学时段结束前提交。该申请须在学校提供的申请表上填写。
26. The Associate Dean considers the request.
由副院长负责批复。
27. The College notifies the student at least two weeks before the scheduled examination/assessment task of the outcome of the request for concessions.
学院会在考试/评估前最少提前两周通知学生有关宽免申请的结果。
28. The College notifies the Division of Student Administration of any special arrangements to be made for centrally-managed examinations.
学院将此情况通知教务处，以便后者对统一管理的考试进行特别安排。
29. Appeals against the decision of the Associate Dean regarding assessment arrangements for students from language backgrounds other than English can only be made on procedural grounds to the Dean.
对于院长关于非英语语言背景的学生的评估安排的决定如果有异议的，只能以程序不当为由向院长提出申诉。
30. The Dean informs the student of the outcome in writing within 20 working days of receipt of the appeal. The decision of the Dean is final.
院长在收到申诉后 20 个工作日内以书面形式通知学生处理结果。院长的决定是最终决定。

Feedback, grading and marking

反馈、评级和评分

31. College Education Committees monitor the distribution of assessment tasks over the semester to ensure a reasonable distribution of major assignments.

大学教育委员会监督整个学期评估任务的分配，以确保主要任务合理分配。

32. Excluding thesis (coursework) courses, for semester length courses:

除论文（授课型）课程之外，对于其他授课时间长达一学期的课程：

a. with the exception of laboratory reports or tutorial presentations/ tutorial papers, all final assessment tasks (including examinations) are held or due in the examination period;

除实验室报告或个别辅导报告/个别辅导论文外，所有期末评估任务（包括考试）均在考试期间进行或截止；

b. mid-semester undergraduate examinations are held in a common period agreed by all Colleges, and

本科生期中考试按各学院统一规定的时间举行，并且

c. no assessment tasks are due during the period between the end of teaching and the beginning of the examination period.

任何评估任务截止日期均不会设置在教学结束到考试开始之间的这段时间内。

33. Students must be provided with two or more assessment tasks per course to demonstrate attainment of all of the course learning outcomes, unless it is a College-approved thesis or project course.

除了学院批准的论文或项目课程，否则每门课程必须给学生提供两项或两项以上的评估任务，以评估学生是否达到相关课程的全部学习成果。

34. Where moderation of marks occurs in a course, a statement is included in the Course Outline notifying students of this.

如果在一门课程中出现了分数调整，课程大纲中会附加声明告知学生。

35. If a thesis is not completed in one semester, the interim grade KU will be used until there is a final result.

如果论文在一个学期内没有完成，则使用临时评级 KU，直到论文最终完成并获得评分。

Deferred examinations

延期考试

36. To apply for a deferred examination, a student submits a complete application for deferred examination form to the Division of Student Administration no later than three

working days after the scheduled time for the examination.

学生如需申请延期考试，应在不晚于考试日期后三个工作日内，将《延期考试申请表》交至教务处。

37. Unless otherwise approved by a nominee of the Registrar, an application is not considered complete if:

除非教务长提名的人选额外批准，否则在下列情况下，认定申请未完成：

- a. more than three working days have lapsed since the scheduled examination date for which a deferred examination is being sought
递交申请的时间晚于考试日期三个工作日以上
- b. any key information is missing and has not been provided within 5 working days from the date of the application's submission, so long as that information has been requested from the applicant.
要求申请人提供关键信息，但在提交申请之日起 5 个工作日内仍未提供。
- c. independent supporting documents do not meet the requirements to substantiate the application.
独立的证明文件不支持申请事由。

38. Applications that the nominee of the Registrar deems not complete are to be rejected and an email notification sent to the applicant.

由教务长提名的人认定未完成的申请将被拒绝，并以电子邮件通知申请人。

39. Accepted applications are assessed by a nominee of the Registrar against:

被受理的申请由教务长提名的人选按下列标准评估：

- a. whether the circumstances are beyond a student's control and could not have been reasonably anticipated, avoided or guarded against; and
该情况是否超出学生所能控制的范围，并且无法合理地预料、避免或防范；和
- b. severity
严重性

40. Instances that may be approved for a deferred examination include but are not limited to:

获准延期考试的情况包括但不限于：

- a. an unexpected serious illness or exacerbation of an existing serious illness
意外的严重疾病或现有严重疾病的恶化
- b. the illness/death of a family member
家庭成员患病/去世

- c. trauma
创伤
- d. misadventure
意外事故
- e. being a victim of crime
遭受犯罪行为侵害
- f. where it is impractical to attend the scheduled examination due to compulsory commitments such as: A compulsory commitment arising from being a member of the armed forces, jury duty and relevant educational purpose (eg commencement of northern hemisphere course).
由于以下义务而无法参加预定考试：因服兵役、入选陪审团和相关教育目的（如北半球的课程开课）。
- g. unavoidable religious obligations
不可避免的宗教义务
- h. registered elite athlete
注册精英运动员

41. Instances that will not be approved for a deferred examination include but are not limited to:

不获批准延期考试的情况包括但不限于：

- a. where the condition or circumstances are the consequence of a student's own action or inaction, either direct or indirect;
该情况或情形是由学生自己的直接或间接行为或不作为而造成的；
- b. where the independent professional assessment and opinion provided of the student's illness or event are not likely to affect the student's capacity to undertake the assessment concerned.
根据关于学生所患的疾病或其他事由的独立专业评估和意见判断，该情况不足以导致学生无法参与评估任务。
- c. the illness or event and their impact are not severe or relevant to the assessment type and the deadline. Illness or events that are not regarded as severe enough to warrant a deferred examination include:
疾病或其他事由以及影响不严重，或与评估类型和截止日期无关。不足以申请考试延期的疾病或事件包括：

Illness or events
疾病或事件

<p>Mild illness – a cold, mild virus, illness in days preceding examination date, sore throat, cramping, mild gastro-intestinal infections, feeling out of sorts etc. on the day of the examination. 轻微疾病——感冒、轻微病毒感染、考试前几天生病、喉咙痛、抽筋、轻微肠胃感染、考试当天身体不适等。</p>
<p>Unexpected event causing loss of a few hours of dedicated time close to the examination – minor accident. 意外事件导致临近考试的几个小时的无法复习——小事故。</p>
<p>An interruption to study during the semester. 学期当中学业短暂中断。</p>
<p>Misreading or misunderstanding the published examination timetable (unless the Registrar is satisfied that there is an administrative issue with the timetable). 误读或误解已公布的考试时间表（除非教务长认为该时间表存在管理方面的问题）。</p>
<p>Examination frequency – two examinations on the same day; examinations on successive days; an inconvenient or onerous examination timetable. 考试频次——同一天安排两场考试；连续数日安排考试；考试时间安排令人感到不便或繁重。</p>
<p>Routine activities – demands of employment, family or friend problems such as relationship tension, adjustment to university life, demands of academic life, need for financial support, demands of sporting, social and extra-curricular activities, travel arrangements which conflict with the exam timetable. 日常活动——工作需要、家庭或朋友问题（例如关系紧张）；不适应大学生活、学术生活；需要经济支援；需要参加体育、社交和课外活动；旅行安排与考试时间表有冲突。</p>
<p>Examination anxiety or other associated academic work. 考试焦虑或其他相关的学术工作。</p>
<p>Other instances of minor illness or minor circumstance that are not listed as appropriate grounds earlier in this section. 在本章节中此前未被列入适当理由的其他轻微疾病或情况。</p>

d. where appropriate adjustments for disadvantage has already been made under special assessment arrangements or special consideration.

根据特殊评估安排或特殊考虑，已经针对不利条件做出了适当调整的。

42. A student is notified of the outcome of an application for deferred examination within 3 working days of a decision being made.

学生在教务长提名的人选作出决定后 3 个工作日内，会收到关于延期考试申请的批复结果。

43. The Division of Student Administration records the outcome of an application for deferred examination in the Student Administration System.
教务处在学生管理系统中记录关于延期考试申请的批复结果。
44. If approved, the Division of Student Administration notifies the relevant College/s of the outcome who:
如获批准，教务处将结果通知相关学院，学院会：
- a. ensure that an interim result of DA Deferred Assessment is published for that student;
将相关学生的成绩暂定为 DA（延期评估）；
 - b. schedule the deferred examination; and
安排延期考试；并
 - c. advise the student the location and time of the deferred examination
通知学生延期考试的地点和时间
45. An applicant may appeal the outcome of an original decision in relation to a deferred examination to examinations.officer@anu.edu.au within 10 working days of an outcome being notified to the student
申请人可在收到通知后 10 个工作日内，就延期考试申请的批复结果向 examinations.officer@anu.edu.au 提起申诉
46. An appeal must address the reasons why the original decision was not aligned with the Student Assessment (Coursework) Policy or Procedure.
申诉必须说明申诉人认为该批复不符合《学生评估（授课类）政策》或《程序》的原因。
47. The appeal is considered by a nominee of the Registrar, and an outcome advised to the applicant within 10 working days of being received.
申诉由教务长提名的人选负责受理，并于收到申诉后 10 个工作日内将处理结果通知申请人。
48. An applicant may appeal the outcome advised in 47 to the Registrar on procedural grounds only, within 10 working days of an appeal outcome being advised to the applicant.
申请人只能因为程序不当，在收到 47 条所述申诉结果后 10 个工作日内向教务长提出申诉。
49. The Registrar advises the outcome of a procedural appeal back to the applicant within 10 working days of its receipt.
教务长会在收到关于程序的申诉后 10 个工作日内，将申诉结果通知申请人。

Service restrictions

服务限制

50. Service restrictions are applied to students who:

服务限制适用于下列学生：

- a. attend a university examination without photo identification and are yet to provide appropriate identification to the Examinations Office; or
参加大学考试却没有携带含照片的身份证件，且仍未向考场提供适当的身份证明；
或
- b. have an outstanding accommodation debt; or
欠缴住宿费用；或
- c. have an outstanding debt in relation to a financial assistance program or field trip;
or
有与财务援助计划或实地考察有关的债务；或
- d. have outstanding tuition fees, late fees, or services and amenities fees; or
欠缴学费、滞纳金或学生服务和设施杂费；或
- e. have any other outstanding financial liability to the University; or
对校方有其他未清偿的债务；或
- f. fail to comply with a request from the University to provide original documentation as part of an audit of an application submitted by the student.
未能遵照校方要求，在审计学生提交的申请时提供相关原件。

51. Service restrictions include temporarily withholding students' access to:

服务限制包括暂时禁止学生：

- a. enrol or re-enrol in a program or course;
注册或再注册入读项目或课程；
- b. a transcript of academic record;
获取成绩单；
- c. results of any assessment in a course or program;
获得课程或项目的评估结果；
- d. receiving a degree, diploma, certificate or other award of the University.
获得大学学位、文凭、证书或其他文凭。

Special consideration

特殊考虑

52. To apply for special consideration, a student submits a complete application for special consideration form to the Division of Student Administration no later than three working days after the scheduled due date for the assessment.

学生如欲申请予以特殊考虑，须于原定评估截至日期后三个工作日内，向教务处提交一份完整的特殊考虑申请表。

53. Unless otherwise approved by a nominee of the Registrar, an application is not considered complete if:

除非教务长提名的人选额外批准，否则在下列情况下，认定申请未完成：

- a. more than three working days have lapsed since the assessment date for which special consideration is being sought
递交申请的时间晚于评估日期三个工作日以上
- b. any key information is missing and has not been provided within 5 working days from the date of the application's submission, so long as that information has been requested from the applicant.
要求申请人提供关键信息，但在提交申请之日起 5 个工作日内仍未提供。
- c. the condition or circumstances are the consequence of a student's own action or inaction, either direct or indirect;
该情况或情形是由学生自己的直接或间接行为或不作为而造成的；
- d. the illness or event and their impact are not severe or relevant to the assessment type and/or the deadline;
疾病或其他事由以及影响不严重，或与评估类型和截止日期无关；
- e. the independent professional assessment and opinion of the student's illness or event do not support the student's claim to adversely affect the student's capacity to undertake the assessment concerned;
根据关于学生所患的疾病或其他事由的独立专业评估和意见判断，该情况不足以导致学生无法参与评估任务；
- f. independent supporting documents do not meet the requirements to substantiate the application and are incomplete or inadequate; or
独立的证明文件不支持申请事由，而且不完整或不充分；或
- g. a deferred Examination application has already been approved to change the dates of the assessment item from the dates that the application for special consideration covers.
延期考试申请已获批准，将评估项目改到特殊考虑申请所涵盖的日期之外的日期。

- h. other adjustments have already been afforded such as Special Assessment Arrangements.

已经作出其他调整，例如特殊评估安排。

54. Applications that the nominee of the Registrar deems not complete are to be rejected, an email notification sent to the applicant, and a note made of this outcome in the Student Administration System.

由教务长提名的人选认定未完成的申请将被拒绝，并以电子邮件通知申请人，同时在学生管理系统中记录这一处理结果。

55. Where an application is complete a note is made in the Student Administration System by the Division of Student Administration, and the form forwarded to the relevant College/s.

已完成的申请会由教务处在学生管理系统中做记录，并转交相关学院。

56. The College forwards the application to the relevant course convenor, who determines whether special consideration is to be applied, taking into account the following at a minimum:

学院会将申请转交相关课程的召集人，由召集人在至少考虑下列几点的基础上，决定是否给予特殊考虑：

- a. a student's overall performance and attendance
学生的整体表现和出勤率
- b. the severity of the event or condition and its impact on performance
事由或情况的严重程度及其对评估表现的影响
- c. academic standing status
学习成绩
- d. history of previous applications for special consideration
以往申请特殊考虑的历史记录

57. The outcome of an application for special consideration may be one of the following:
对特殊考虑申请的受理结果可为以下之一：

- a. no consideration granted
不予考虑
- b. adjustment to individual assessment item result
对个别评估项目结果进行调整
- c. adjustment to course result
调整课程成绩

d. additional supplementary assessment

额外补考

e. referral to support services

转介至支持服务

58. The Course Convener sends an email notification to the applicant advising whether their special consideration application is accepted.

课程召集人会通过电子邮件告知申请人其特殊考虑申请是否被批准。

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