This policy should be read in conjunction with University Council Statutes with Statutes 12.2 and 12.4 and is not intended in any way as a substitute for Council approved Statutes. It is the responsibility of all students to be familiar with the rules made by Council pursuant to Statute 12.2.10, Rules relating to assessment. (Statutes can be viewed at http://www.unimelb.edu.au/ExecServ/Statutes/).

1. Assessment Procedures

Students will be informed at the commencement of the subject about the assessment plan of the subject. Wherever possible, assessment requirements will also be published as part of the subject description in the School of Population Health (SPH) Handbook.

All students MUST submit an electronic version of the assignment to allow for plagiarism checking. Subject coordinators may also request a hard copy version of the assessment.

ALL submitted work MUST be accompanied by the signed SPH Assignment Cover Sheet (available at http://www.sph.unimelb.edu.au/postgrad/current/forms.html). Assignments will not be assessed until a signed coversheet is received.

Submitting by post
Assignments should be posted in time to be received by the assignment deadline. Assignments posted after the deadline will be deemed late and appropriate penalties will apply.

Submitting in person
Assignments should normally be submitted during the School’s business hours between 9am and 5pm. Assignments will be submitted to the subject coordinator or person/place nominated by the subject coordinator.

Submitting online
Where assignments have been designated for online submission, the subject coordinator will acknowledge receipt of assignment submissions. Coversheets must be provided to the Subject Coordinator.

2. Grading System

The School adheres to systems of grades and marks used universally in the University. These are as listed below:

<table>
<thead>
<tr>
<th>Mark Range</th>
<th>Grade Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>80-100</td>
<td>H1</td>
</tr>
<tr>
<td>75-79</td>
<td>H2A</td>
</tr>
<tr>
<td>70-74</td>
<td>H2B</td>
</tr>
<tr>
<td>65-69</td>
<td>H3</td>
</tr>
<tr>
<td>50-64</td>
<td>P</td>
</tr>
<tr>
<td>0-49</td>
<td>N</td>
</tr>
</tbody>
</table>

3. Penalties

a. Word Limits

Any work judged in excess of any word limit (excluding reference lists but including footnotes, text citations and quotations) may incur a marking penalty.

The direct marking penalty will be calculated as follows:

- 20% - 50%: 5% of the maximum possible mark will be deducted
- 50 – 100%: 10% of the maximum possible mark will be deducted
- 100% plus: 20% of the maximum possible mark will be deducted
b) **Late Submissions**

Where an assessment task is submitted after the original or granted extension due date, lecturers will:

- Impose a penalty of 10% of the maximum possible mark if less than a week overdue; OR
- Award a maximum of 50% only where more than a week overdue but no less than two weeks; OR
- Not mark the assessment task where it is more than two weeks overdue. Student will receive a ‘0’ result for the assessment task.

4. **Results Submission**

Subject Coordinators will be notified in advance by the School’s Academic Programs Office of the results submission deadlines.

5. **Special Consideration**

Please refer to the SPH Special Consideration Policy which is available online at: http://www.sph.unimelb.edu.au/postgrad/current

6. **Supplementary Examinations/Assessment**

Subject Coordinators will require candidates to present for further written or oral assessment to be held before the publication of results in July and December, when the grade to be awarded to the Student is between 45-49%.

Students are warned that only very short notice of these supplementary assessments can be given and therefore, it is important that students can be reached at the address held by the University.

The maximum mark that will be awarded for a supplementary assessment piece is 50% (Pass).