

Assessment Procedure and Student Information 2025

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Procedure Statement

Scope

This document applies to students enrolled in LAWS, JURD, CRIM and GENL courses in the Faculty of Law & Justice (referred to in this document as 'Law & Justice courses'). If you are unsure about the application of this document or its provisions, please contact your teacher and/or the Course Convenor.

Provisions

1 Course Information

1.01 Class Timetable

Please check your class timetable in myUNSW via the Class Search Function or the new Enrolment functionality.

1.02 Course Outlines

General course outline information is available online from the UNSW Course Outline Finder (<https://www.unsw.edu.au/course-outlines>).

In addition to this, term specific information is made available to enrolled students via their Moodle course pages approximately one week prior to commencement of term. Course information in Moodle contains all the detailed information about your course, teachers and assessment. Please make sure you read the course information in Moodle before the start of term.

2 Assessment

2.01 Class Attendance

LLB, JD and LLM students are required to attend all timetabled classes and complete all structured learning activities. BCCJ and GENL students should check the attendance requirements for each course on Moodle.

Non-intensive courses

The following rules apply to courses that are taught in a non-intensive mode:

- Absences from timetabled classes that do not exceed 20% of those classes will not negatively affect assessment of the student's class participation. Students do not need to apply for Special Consideration or provide an explanation to their lecturer for such absences.
- For core courses and prescribed electives with 18 classes per term, not exceeding 20% means not exceeding 4 classes. For Law electives and select Criminology courses with 9 classes per term, not exceeding 20% means not exceeding 2 classes.

- Absences from timetabled classes in excess of 20% may negatively affect assessment of the student's class participation (where applicable) and may result in a fail for that component of the assessment. Where Special Consideration is granted for an absence in excess of 20%, the absence will not negatively affect assessment of class participation.
- The 20% leeway applies only to timetabled classes. Any failure to complete asynchronous learning activities (including online learning activities) may negatively affect assessment of the student's class participation (where applicable), whether or not in excess of 20% of those activities.
- Further to the above, students may be excluded from assessment, in consultation with the Program Authority, if they are absent from more than 20% of timetabled classes. Special Consideration requests submitted in relation to such absences will be assessed against the degree of learning deficit caused by the absences.
- Students who have been excluded from assessment will be notified via their UNSW student email.

Intensive courses

Intensive courses are taught over a limited number of days where each timetabled teaching day covers more than four hours of teaching.

- Absences from intensive courses will only be considered where a compliant Special Consideration request has been submitted.
- Special Consideration requests submitted for absences will be assessed against the degree of learning deficit caused by the absence.
- Students who have been excluded from assessment will be notified by email at their UNSW student email.

Documentation for absences

It is your responsibility to keep track of your attendance. If you are concerned that you may have missed close to 20% of classes (or more) then you should consult your teacher.

You do not need to provide documentation for occasional absences up to 20% of your classes. However, it is a good idea to keep relevant documentation that explains your absence where available during term. Where due to circumstances beyond your control you have missed more than 20% of classes, you should apply for Special Consideration. The documentation provided to support your application should explain the full extent of the absences, not only absence beyond 20%. In circumstances where the learning deficit is too great, even where documentation is provided to explain your absences, you will nonetheless be advised to apply to withdraw from the course and may be excluded from assessment.

Special provisions for students representing UNSW

Students enrolled in non-intensive courses who are travelling during term to represent UNSW, including at conferences, in Faculty-sponsored competitions, or for significant international or interstate student-organised competitions such as WorldMUN, may be absent for up to 20% of timetabled classes in accordance with the above attendance rule.

Where the proposed travel will require a student to be absent for more than 20% of timetabled classes, the student can apply for Special Consideration. Applications for Special Consideration will be assessed against the degree of learning deficit caused by the absences.

Students who have assessment due during or shortly after the end of a conference or competition can apply for Special Consideration for that assessment. Class teachers, Course Convenors and Program Directors are not able to grant extensions or alternative assessment arrangements outside the formal Special Consideration process.

2.02 Late Work

It is the student's responsibility to submit an online examination within the allotted timeframe. An online examination that is submitted late will not be accepted. An online examination includes short exams and long take-home exams.

The following applies to assessment tasks other than examinations.

Late work will not be accepted without penalty unless an extension has previously been granted. As per the [UNSW Assessment Implementation Procedure](#), late work will be penalised by the deduction of 5% of available marks for that assessment for each full day or part of a day that the work is late. For example, if an essay is submitted 2 days late and the piece of assessment is worth 40%, the student will lose 4 marks out of 40.

Any work submitted after 5 days (120 hours after the assessment deadline) will not be accepted.

Submissions cannot be accepted, even with a late penalty, for an assessment item where results and/or feedback have been released to other students and where the nature of the assessment is such that the provision of that feedback to other students would risk impacting the integrity of the assessment.

Applications for extensions to submit assessment should be submitted via the Special Consideration process and supporting documentation must be provided. You cannot arrange an extension directly with your teacher. More information is available here: <https://www.student.unsw.edu.au/special-consideration>.

Where a student mistakenly submits the wrong document for their assessment, they will be marked on the document they have submitted unless they resubmit prior to the deadline or, for assessment other than exams, within 5 days of the deadline in which case a late penalty will apply as set out above. Electronic and other evidence purporting to show that a student has not edited a document since prior to the deadline will not be accepted so as to permit late submission.

2.03 Word Limits

This default procedure applies unless otherwise indicated in the Course Outline or course information in Moodle. The word limit for assignments is calculated by reference to **all discursive text** in the assignment. This **excludes** citations and references (both complete and abbreviated) in the footnotes and the bibliography (if applicable).

The following penalties will apply to the total available marks for that piece of assessment only:

- Up to 10% excess – **10% penalty**
- 10%+ up to 20% excess – **15% penalty**
- 20%+ up to 30% excess – **25% penalty**
- 30%+ excess and above – **30% penalty**

For example, if the piece of assessment is worth 60% and you exceed the word limit by 15%, the penalty will be 9 marks out of 60. The penalty of 9 marks is deducted from the mark you would otherwise have received.

The Course Convenor may vary this default rule for the purposes of a specific course or a specific piece of assessment. The Convenor must notify any such variation to students in the Course Outline or in the course information in Moodle no later than the release of the instructions for that piece of assessment.

2.04 Marking

The Faculty is committed to ensuring that all marking is fair and comparable across class groups. The Academic Quality Assurance Committee (AQAC) of the Faculty of Law & Justice reviews all grade recommendations submitted by convenors of Law & Justice courses. As part of this process, it looks to see if the grade distribution is similar to historical distributions and takes account of teachers' comments about the performance of the particular student cohort.

The Committee's role is to ensure that consistent standards of assessment are applied across all Law & Justice courses. Where it considers the grades in a course are not aligned with the application of assessment standards across Law & Justice courses, the Committee may adjust the grades awarded to individual students.

Any student who fails a piece of assessment worth 30% or more (excluding quizzes, Class Participation, and live oral presentations) in a core course will have their work double marked. In other courses, any student who fails a piece of assessment worth 50% or more will have their work double marked.

Note that a piece of assessment that has failed and been double marked has been reviewed for the purposes of 2.05 Review of Results

2.05 Review of Results

If you have questions about your assessment mark, the first step is to reflect upon your work in light of the marker's feedback or, in the case of final examinations, the general guide to the paper on your course Moodle page. If you believe that the result should be reviewed, you should first contact your teacher or convenor to discuss your work and to request further feedback.

If, after this additional feedback, you still believe that the mark you've received doesn't reflect your performance, you may submit an application for a Review of Results. Note that a piece of assessment that has failed and been double marked has been reviewed already. It is therefore ineligible for further review.

To apply for a mark to be reviewed, you must follow the UNSW Review of Results procedure published here: <https://student.unsw.edu.au/results>. In your application, you must provide a detailed account of your response to the feedback and valid reasons for your request for a review.

You have five working days to submit a Review of Results application after the release of the result. To submit a Review of Results application, complete the online form at: <https://portal.insight.unsw.edu.au/web-forms/>.

The Faculty reserves the right to deny a Review of Results application. You should proceed to enrol in courses in the following Term on the basis that the result will remain unchanged.

A Review of Results may lead to the mark going up, going down or staying the same.

2.06 Illness, Misadventure and Special Consideration

Where you experience circumstances beyond your control such as illness or misadventure that impact on your performance in an assessment task, you may apply for Special Consideration.

All applications for Special Consideration must be made through the formal UNSW process. Your teacher or convenor is not able to directly grant you Special Consideration.

You can find out more about the UNSW Special Consideration process at:

<https://student.unsw.edu.au/special-consideration>. The webpage includes further information about the circumstances that do and do not qualify for special consideration, when to apply (pay careful attention to the deadlines), how to submit an application, and the supporting documentation required.

The webpage also details the fit to sit rule, which applies to all timed assessments in the Faculty of Law & Justice. Timed assessments means short exams (up to and including 24 hours in length), tests (online or in class), presentations and other timed assessments. If you sit a timed assessment, you are declaring yourself well enough to do so and cannot later apply for supplementary assessment or for the assessment to be disregarded or reweighted.

Detailed information about the UNSW Special Consideration policy can be found in the UNSW Special Consideration Guide: <https://www.student.unsw.edu.au/special/consideration/guide>.

Where through Special Consideration a student is granted an extension, the extension may not be so long as to diminish the integrity of the assessment. As part of this rule, an extension may not extend beyond the date on which results and/or feedback are provided to other students where the nature of the assessment is such that the provision of that feedback to other students would risk impacting the integrity of the assessment. For such assessment, submissions cannot be accepted (even with a late penalty) after the release of results and/or feedback. A student who is eligible for Special Consideration but who under this rule cannot be granted a further extension may withdraw and seek Fee Remission or apply for supplementary assessment if it is available. Course Outlines will provide information on the availability, or otherwise, of supplementary assessment for the assessment item.

2.07 Final Exams and Special Consideration

On-campus / in-person exams

- If you are granted special consideration for an in-person invigilated exam due to illness or exceptional circumstances beyond your control, you will be given a supplementary exam.
- Supplementary exams will be held in the scheduled Supplementary Exam period. You should check the Exam Instructions for your course for specific dates. There will only be one round of supplementary exams for Law & Justice courses. If you are unable to sit both the primary exam and supplementary exam due to exceptional circumstances beyond your control, you may apply for [Fee Remission](#).

Short online exams

- If you are granted special consideration for a short exam due to illness or exceptional circumstances beyond your control, you will be given a supplementary exam. There will be no extension of time granted, with the exception that a short extension may be given where special consideration has been granted for a technical issue that occurred during the exam window.
- Supplementary exams will be held in the scheduled Supplementary Exam period. You should check the Exam Instructions for your course for specific dates. There will only be one round of supplementary exams for Law & Justice courses. If you are unable to sit both the primary exam and supplementary exam due to exceptional circumstances beyond your control, you may apply for [Fee Remission](#).

Long take-home exams

- If you are granted special consideration for a long take-home exam, you will be given an extension. An extension must not be so long as to diminish the integrity of the assessment and cannot extend beyond the release of results or feedback on the exam. If you are unable to submit your take-home exam before the formal release of results for that term due to exceptional circumstances beyond your control, you may apply for [Fee Remission](#).

Applying for Fee Remission does not guarantee a successful outcome. Students must be able to demonstrate (with evidence) that their circumstances meet the eligibility criteria outlined here: <https://student.unsw.edu.au/fee-remission>.

2.08 Final Fail Rule

If you fail an assessment task in a course in the final term of your program you will be offered supplementary assessment where passing the task would have resulted in you passing the course and completing the program. This requirement does not apply to research- or project-based assessments and theses.

The relevant Program Director (LLB/JD/PG/BCCJ) and the Course Convenor will liaise to discuss and determine appropriate supplementary assessment.

If you fail a course in your final term and there has been a determination of academic misconduct or plagiarism (excluding poor scholarship) against you in the course, you will not be eligible for supplementary assessment. This applies even if the fail grade was not solely due to the penalty for the academic misconduct or plagiarism.

The satisfactory completion of any supplementary work set under the Final Fail Rule will result in a maximum mark of 50 and grade of Pass for the course. Unsatisfactory completion of the supplementary assessment will see the original mark and a grade of Fail stand for the course.

If you believe you are eligible for supplementary assessment under this rule, it is your responsibility to contact your Program Director as soon as possible to discuss.

2.09 Failing A Core Course in Your Penultimate Term

A student who fails an assessment task in a core course in the penultimate term of their program will be offered supplementary assessment where: (a) passing the task would have resulted in the student passing the course; and (b) the course is not offered in the subsequent term.

If you fail a course in your penultimate term and there has been a determination of academic misconduct or plagiarism (excluding poor scholarship) against you in the course, you will not be eligible for supplementary assessment. This applies even if the fail grade was not solely due to the penalty for the academic misconduct or plagiarism.

If you believe you are eligible for supplementary assessment under this rule, it is your responsibility to contact your [Program Director](#) as soon as possible to discuss.

2.10 Workload

You are expected to read the assigned readings prior to each class; these will be found on Moodle.

As a guide, students in LLB/JD/BCCJ classes are expected to read for no less than 1 hour for every timetabled hour, while students in LLM classes are expected to read for at least 2 hours for every timetabled hour taught. For online learning activities the pre-reading expectations may vary depending on the task and you will need to consult the course Moodle page.

2.11 Feedback

The Faculty of Law & Justice appreciates the need for students to have feedback on their progress prior to the last date for withdrawal without failure. All courses will therefore provide feedback to students prior to this date, as well as throughout the course. However, you should note that feedback does not take the form only of formal grades and written comments on written assessments.

Rather, formative feedback, which helps you to self-assess, to identify misunderstandings, and to identify areas requiring further work, will occur during class. For example, where a teacher asks the class a question, all students should think about how they might answer. Even though not all students will necessarily be able to respond orally, everyone can reflect on their tentative answer in light of the teacher's response and subsequent class discussion.

If you are struggling to understand what is being asked in class, or if your tentative answers prove incorrect and subsequent discussion does not clear things up, then you should continue to ask questions (of yourself, your peers or your teacher). Similarly, you can get a sense of your ability in a course through peer feedback during group work, your teacher's responses to your in-class contributions, and your own response to in-class problems and examples (whether or not you are called on to relay your answer to the class).

IMPORTANT – Marks from your teacher and official results

While in practice a final grade is usually calculated by the addition of marks for individual pieces of assessment, formally all individual assessment marks provided to students by teachers during Term are for feedback purposes only.

This means that a final grade is not necessarily determined by the addition of individual marks. The official mark and grade for a course is that issued by the Academic Quality Assurance Committee via the UNSW release of results process.

2.12 Academic Integrity

As a student at UNSW you are expected to display [academic integrity](#) in your work and interactions. Where a student breaches the [UNSW Student Code](#) with respect to academic integrity, the University may take disciplinary action under the Student Misconduct Procedure. To assure academic integrity, you may be required to demonstrate reasoning, research and the process of constructing work submitted for assessment.

IMPORTANT – Disclosure guidelines for admission to the legal profession

The process for admission as a lawyer involves the admitting authority assessing whether you are 'a fit and proper person'. When you apply for admission, you are expected to disclose any findings made against you relating to the UNSW Student Code.

3 Student Study & Wellbeing Services

UNSW and Law & Justice are committed to providing study and well-being services to support you during your enrolment. A complete list of services and contact details is available at <https://student.unsw.edu.au/support>.

3.01 Equitable Learning Services

If you have a disability (including learning disability), medical condition, or are dealing with personal circumstances that affect your study, Equitable Learning Services (ELS) may be able to provide you with assistance. This may take the form of an educational adjustment to your teaching and learning environment. You should discuss your study needs before the beginning of the course with an Advisor in ELS. ELS can arrange tailored support including access to materials, signers or note-takers, the provision of additional services, and alternate exam and assessment arrangements.

You need to be registered with ELS in order for these adjustments to be put in place. ELS will give you a letter of support outlining your educational adjustments which you must then pass on to your class teacher no later than the end of the first week of class. More information and contact details are available at: <https://student.unsw.edu.au/els>.

3.02 Health & Safety

UNSW is dedicated to ensuring a safe and healthy working and learning environment. Information on health and safety is available at <https://safety.unsw.edu.au/>.

3.03 Note on Distressing Course Material

There may be times when you may become distressed as a result of studying the material in your course. If that is the case you may wish to contact the free and confidential service UNSW Psychology and Wellness <https://www.student.unsw.edu.au/counselling>, or speak to your teacher who may assist you to contact this service.

3.04 Faculty of Law & Justice Student Services

For all administrative matters in relation to your program please submit an enquiry via student webforms – <https://unsw.to/webforms>. Alternatively, you can contact The Nucleus Student Hub here: <https://nucleus.unsw.edu.au/en/contact-us>.

Accountabilities				
Responsible Officer		Associate Dean (Education)		
Contact Officer		Education Design and Quality Manager		
Supporting Information				
Legislative Compliance				
Supporting Documents				
Related Documents		UNSW Assessment Design Procedure UNSW Assessment Implementation Procedure UNSW Assessment Policy UNSW Law & Justice Assessment Results Procedure		
Superseded Documents				
File Number				
Definitions and Acronyms				
AQAC		Academic Quality Assurance Committee		
BCCJ		Bachelor of Criminology and Criminal Justice		
ELP		Equitable Learning Plan		
ELS		Equitable Learning Services		
JD		Juris Doctor		
LLB		Bachelor of Laws		
LLM		Master of Laws		
PG		Postgraduate		
Revision History				
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March	Natalie Klein	20/03/2024	20/03/2024	2.05
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April	Helen Gibbon	16/04/2025	21/05/2025	2.04