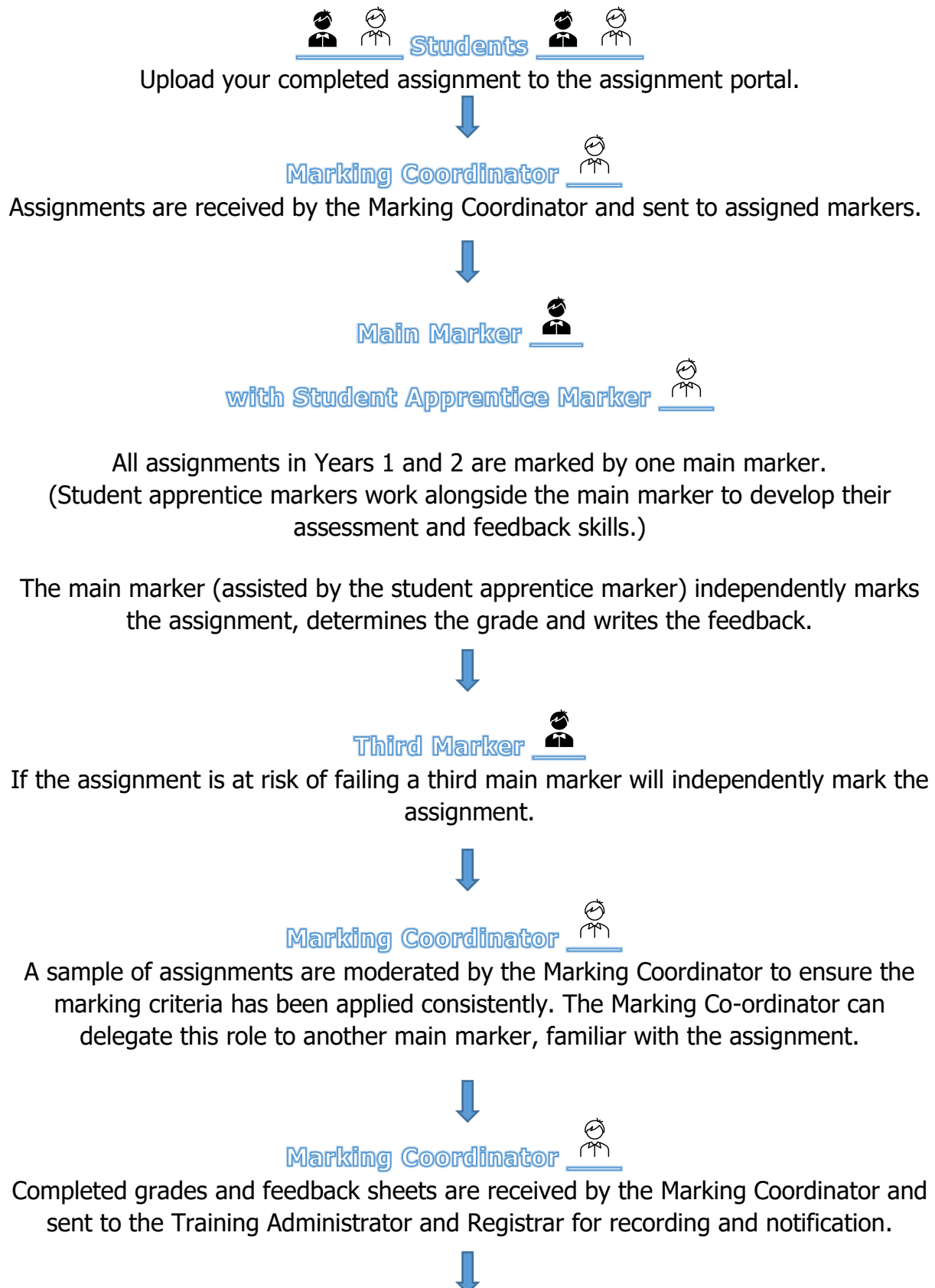


Overview of assignment process: From submission to results Years 1 and 2



Training Administrator and Registrar 

Grades are collated and recorded.

Individual grades and feedback sheets are sent to each student.



 Students 

Receive your grade and feedback
(subject to confirmation by the
Assessment Board).



 Assessment Board 

Marking is reviewed by the External Examiner and grades are considered for ratification at the Assessment Boards in June and November each year.



 Students 

Receive confirmation of your grade and eligibility for progression/ conferral.

Overview of assignment process: From submission to results Years 3, 4 and Top-up



Upload your completed assignment to the assignment portal.



Assignments are received by the Marking Coordinator and sent to the module leaders/ assigned markers.



Major Assignment

The Extended Case Study, Research Project and Counselling Session, Transcript and Analysis contribute significantly to the Degree classification grade. As such two main markers mark these assignments. The panel of main markers usually includes the two module leaders.

Minor Assignment

All other assignments are marked by one main marker, usually a module leader.



The main marker independently marks the assignment, determines the grade and writes the feedback.



Two main markers independently mark these assignments.
Two main markers agree the final grade and feedback.



A sample of assignments are moderated by a second main marker familiar with the assignment to ensure the marking criteria has been applied consistently. This person is usually the second module leader.



If the independent grades are more than two grades apart, if agreement cannot be reached or if the assignment is at risk of failing a third main marker will independently mark the assignment.



If the assignment is at risk of failing a third main marker will independently mark the assignment.





Marking Coordinator together with Module Leaders



Completed grades and feedback sheets are received by the Marking Coordinator and Module Leaders. These sheets are sent to the Training Administrator and Registrar for recording and notification.



Training Administrator and Registrar



Grades are collated and recorded. Individual grades and feedback sheets are sent to each student.



Students



Receive your grade and feedback (subject to confirmation by the Assessment Board).



Assessment Board



Marking is reviewed by the External Examiner and grades are considered for ratification at the Assessment Boards in June and November each year.



Students



Receive confirmation of your grade and eligibility for progression/ conferral.