

G01 WRITTEN SUBMISSION GRADING GUIDELINES

Overseer: PBC Dean of Studies
 Approval Authority: PBC Teaching in and Learning Committee
 Review Schedule: 3 yearly Next Review Due: Jun 2018

Review Table			
Date	Review Type <ul style="list-style-type: none"> Scheduled Policy amendment Admin update 	Summary of Changes	Review person/group
09/09/10	Admin Update	Conversion from Policy Manual to new format.	Adam Niven
02/12/14	Admin Update	Changes to Study level coding.	Adam Niven
18/6/15	Policy Amendment	Standardising a 10%-word count variance	Peter Elliott

1. Assessment Criteria

- 1.1. For each assessment item students should be given an indication of the criteria against which they will be assessed. In the case of Reports and Essays, this is provided via the Assignment Cover Sheet.
- 1.2. For other written items which do not match the format of a Research Report or Essay, students should be given a list of the criteria either within the Unit Plan, or distributed in the class at least 1 month before the assessment item is due.
- 1.3. The Assignment Cover Sheet includes eleven areas on which a lecturer should consider in grading a Research Report or Essay.
- 1.4. As assessment items are part of the learning proves, lecturers should be grading papers to provide direction and comment to allow students to improve their work. Lecturers should provide comment for each of the eleven areas to encourage and reinforce good performance and identify areas for improvement. Lecturers should also provide some general comments indicating the reasons for the grade of the paper. Lecturers should also give an indication of key areas (those they would see as most important to attend to) that could be improved for future submissions.

Items relating to content

- a. "Topic interaction and logical argument"
 - Is there clear evidence that the topic was understood?
 - Was the set question answered directly rather than rambling around the topic?

- Did the student demonstrate an understanding of the 'key terms' used in the set question?
- Did the paper show careful organisation in the way material was presented?
- Was there a coherent, systematic, logical flow of argument?
- Was irrelevant material avoided?
- Was the relevance of the material clearly presented and demonstrated?
- b. "Identification and explanation of key aspects of the topic"
 - Does the paper fully answer the question?
 - Are all parts of the topic covered?
 - Have the main points been dealt with?
 - Have the main points been dealt with in a substantial way, rather than in a superficial way?
- c. "Critical thinking and presentation of original ideas"
 - Are there signs of critical thinking, rather than just accepting the material because "it was in a book"?
 - Are there signs of original thinking, or is material just 'dished up' exactly from the book/notes?
 - Are the student's ideas easily distinguishable from those of source materials?
- d. "Other relevant interpretations and views"
 - Was there a careful consideration of various views, showing evidence of wider, relevant reading?
 - Has the student demonstrated an awareness of current trends, debates or controversies in the topic area?
 - Has the student engaged with relevant and up to date source materials?
 - Has the student included differing views on the topic?
- e. "Concepts and Terminology"
 - Did the student demonstrate an awareness of key terminology as related to the topic?
 - Did the student demonstrate that they had understood the key terminology related to the topic?
 - Was the paper concise and clear in the use of terminology or was it vague and abstract?
 - Did the paper use language or terms which the student did not demonstrate mastery of?
- f. "Validation of arguments"
 - Was the material presented carefully considered and arguments carefully assessed?
 - Did the student demonstrate a comprehension of quoted source material or did quotes misrepresent source material?

- Was evidence for positions presented from reliable sources?
- Did the student demonstrate understanding of the different value of sources? (e.g. argument wasn't built around a quote from Wikipedia)
- Has the student avoided unsubstantiated claims or facts in their argument?

Items relating to structure, mechanics & presentation

- "Introduction and conclusion"
 - Were the introduction and conclusion both about 10% of the length of the paper?
 - Did the introduction adequately introduce both the topic and the paper?
 - Did the introduction include a topic sentence?
 - Did the conclusion summaries/draw together the arguments presented without introducing any new material?
- "Referencing and Citations"
 - Did the paper have a reference list attached?
 - Were the referencing conventions correctly followed?
 - Were all sources of information acknowledged?
 - Were primary sources utilised where possible?
 - Were sources appropriate for the topic?
- "Length requirements"
 - Was the paper between 90% and 110% of the set length?
 - Was the paper written in a concise, well written form, free from waffle and excessive rhetoric?
- "Writing structure and style"
 - Were sentences smoothly constructed and free from grammatical, spelling and punctuation mistakes?
 - Was the paper easy to read and to follow the argument(s) of the student?
 - Did the paper use a range of words and a variety of sentence lengths and structures?
 - Did paragraphs contain appropriate links to previous or preceding paragraphs?
 - Did paragraphs demonstrate good construction (e.g. introduction sentence; paragraph body; concluding/linking sentence) and contain one main idea?
 - Did the paper avoid non-inclusive language where possible? E.g. humanity instead of mankind?
- "Overall presentation of paper"
 - Was the paper submitted in the correct format – e.g. was it an essay if an essay was requested?

- Was the paper formatted correctly as per directions?
- Was it submitted in typewritten format unless it was the students first semester?
- Was it legible and neat, submitted on first use paper?

2. Guideline for awarding grades

- 2.1. Assessment items should be marked holistically and not simply as a collation of the grade level for each area. Poor performance in any one area may significantly reduce the grade awarded, or may require the paper to be resubmitted and therefore have a penalty applied (see P12 Grading Assessment Items). E.g. a highly critical argument that does not demonstrate an appropriate breadth of research; a demonstrated wide breadth of research which lacks the student's original ideas or voice; a submission in which the construction in English prevents the lecturer having a high level of certainty that the student has comprehended the submission requirements.
- 2.2. Assessment items are marked progressively to encourage students to use returned assessment items to improve their future submissions. After returning graded papers to students, lecturers may grade subsequent papers with the expectation that their comments from previous papers have provided the students with direction for improvement. Continued submissions of assessment with disregard for previous comments may result in a lower grade.
- 2.3. The following provides a guide for both lecturers and students on the expectations for the grade levels of "Pass", "Credit" and "Distinction" for level 500, 600, 700 and 800 units.

Level 500 & 600:

To obtain a "Pass"

Items relating to content

- a. "Topic interaction and logical argument"
 - The topic has been elaborated adequately with some of the argument reasonably presented.
 - Key terms used in set question have mostly been applied correctly and engaged with adequately.
- b. "Identification and explanation of key aspects of the topic"
 - Most of the major issues related to the topic were identified.
 - Many aspects of the topic are covered
- c. "Critical thinking and presentation of original ideas"
 - Where required, the student has included some original ideas and/or identified their position with some conviction.

- d. "Other relevant interpretations and views"
 - Some of the key scholarly interpretations viewpoints were presented
 - Most interpretations and viewpoints presented were an accurate representation of the original source
- e. "Concepts and Terminology"
 - Most concepts and terminology were used appropriately and/or explained.
- f. "Validation of arguments"
 - Some arguments are supported by appropriate use of reputable sources
 - Most of the supporting material has been accurately applied in supporting the argument

Items relating to structure, mechanics & presentation

- a. "Introduction and conclusion"
 - Introduction and conclusion are included.
 - Introduction contains adequate summary of paper, even if not completely effective
 - Conclusions contains no new information and adequately summarises some key arguments
- b. "Referencing and Citations"
 - All source material is acknowledged
 - Correct conventions were mostly used
 - At least 50% of minimum required amount of sources used
 - Most sources were used appropriately in relation to their reputability, relevance and currency
- c. "Length requirements"
 - Length within 90%-110% of set length
 - Paper contains some "waffle" or repetition of the same point
 - Introduction and conclusion are together not more than 30% or less than 10% of the total length
- d. "Writing structure and style"
 - Only some grammatical/spelling errors
 - Only some serious punctuation errors
 - Little variety of sentence construction
 - Arrangement of ideas using some correct paragraphing with adequate topic sentences
 - A definite arrangement of ideas, even if the organisation is not consistent throughout

- e. "Overall presentation of paper"
 - Student has attempted to submit the requested format, even if there are problems or mistakes with the format
 - Most of the submission is legible
 - Use of fonts and font size is mostly consistent
 - Printed side of paper is clean and free from other printing (e.g. letterheads, etc.)

To obtain a "Credit"

Items relating to content

- a. "Topic interaction and logical argument"
 - The topic has been elaborated firmly with the argument reasonably presented.
 - Key terms used in set question have generally been applied correctly and engaged with competently.
- b. "Identification and explanation of key aspects of the topic"
 - All of the major issues related to the topic were identified.
 - Most aspects of the topic are covered and explained
- c. "Critical thinking and presentation of original ideas"
 - Where required, the student has included original ideas and/or identified their position with conviction.
- d. "Other relevant interpretations and views"
 - Most of the key scholarly interpretations viewpoints were presented
 - Interpretations and viewpoints presented were an accurate representation of the original source
- e. "Concepts and Terminology"
 - Most concepts and terminology were used accurately and concisely
- f. "Validation of arguments"
 - Most arguments are supported by appropriate use of reputable sources
 - The supporting material has been accurately applied in supporting the argument

Items relating to structure, mechanics & presentation

- a. "Introduction and conclusion"
 - Introduction and conclusion are included.
 - Introduction contains competent summary of paper, even if not completely effective
 - Conclusions contains no new information and competently summarises some key arguments

- b. "Referencing and Citations"
 - All source material is acknowledged
 - Correct conventions were mostly used
 - At least 80% of minimum required amount of sources used
 - Sources were used appropriately in relation to their reputability, relevance and currency
- c. "Length requirements"
 - Length within 90%-110% of set length
 - Paper contains little "waffle" or repetition of the same point
 - Introduction and conclusion are together not more than 25% or less than 15% of the total length
- d. "Writing structure and style"
 - Generally free from serious grammatical/spelling errors
 - Generally free from serious punctuation errors
 - Some variety of sentence construction
 - Arrangement of ideas generally using correct paragraphing with competent topic sentences
 - A definite arrangement of ideas, with organisation generally consistent throughout
- e. "Overall presentation of paper"
 - Student has submitted the requested format, even if there are minor problems or mistakes with the format
 - Generally, the submission is legible
 - Use of fonts and font size is generally consistent
 - Paper is clean and free from other printing on all sides (e.g. letterheads, etc.)

To obtain a "Distinction"

Items relating to content

- a. "Topic interaction and logical argument"
 - The topic has been elaborated clearly with the argument carefully presented.
 - Key terms used in set question have been applied correctly and engaged with effectively.
- b. "Identification and explanation of key aspects of the topic"
 - All of the major issues related to the topic were identified.
 - All aspects of the topic are covered and explained
- c. "Critical thinking and presentation of original ideas"
 - The student has included some original ideas and/or identified their position with conviction.

- d. "Other relevant interpretations and views"
 - Key scholarly interpretations viewpoints were presented
 - Interpretations and viewpoints presented were an accurate and concise representation of the original source
- e. "Concepts and Terminology"
 - Most concepts and terminology were used appropriately and/or explained.
- f. "Validation of arguments"
 - Some arguments are supported by appropriate use of reputable sources
 - Most of the supporting material has been accurately applied in supporting the argument

Items relating to structure, mechanics & presentation

- a. "Introduction and conclusion"
 - Introduction and conclusion are included.
 - Introduction contains adequate summary of paper, even if not completely effective
 - Conclusions contains no new information and adequately summarises some key arguments
- b. "Referencing and Citations"
 - All source material is acknowledged
 - Correct conventions were mostly used
 - At least 50% of minimum required amount of sources used
 - Most sources were used appropriately in relation to their reputability, relevance and currency
- c. "Length requirements"
 - Length within 90%-110% of set length
 - Paper contains some "waffle" or repetition of the same point
 - Introduction and conclusion are together not more than 30% or less than 10% of the total length
- d. "Writing structure and style"
 - Only some grammatical/spelling errors
 - Only some serious punctuation errors
 - Little variety of sentence construction
 - Arrangement of ideas using some correct paragraphing with adequate topic sentences
 - A definite arrangement of ideas, even if the organisation is not consistent throughout

- e. "Overall presentation of paper"
 - Student has attempted to submit the requested format, even if there are problems or mistakes with the format
 - Most of the submission is legible
 - Use of fonts and font size is mostly consistent
 - Printed side of paper is clean and free from other printing (e.g. letterheads, etc.)

Level 700 Studies

To obtain a "Pass"

Items relating to content

- a. "Topic interaction and logical argument"
 - The topic has been elaborated adequately with some of the argument reasonably presented
 - Key terms used in set question have mostly been applied correctly and engaged with adequately
- b. "Identification and explanation of key aspects of the topic"
 - Major issues related to the topic were mostly identified from other minor areas
 - Most aspects of the topic were explained
- c. "Critical thinking and presentation of ideas"
 - The student has included some original ideas and/or identified their position based on a basic analysis
- d. "Other relevant interpretations and views"
 - Key scholarly interpretations and/or viewpoints were presented
 - Generally, interpretations and viewpoints presented were an accurate representation of the original source
- e. "Concepts and terminology"
 - Most concepts and terminology were used appropriately and/or explained
- f. "Validation of arguments"
 - Some arguments are supported by appropriate use of reputable sources, even if these are mostly secondary sources
 - Most of the supporting material has been accurately applied in supporting the argument

Items relating to structure, mechanics & presentation

- a. "Introduction and conclusion"
 - Introduction and conclusion included
 - Introduction contains adequate summary of paper, even if not completely effective
 - Conclusion contains no new information and adequately summarises some arguments
- b. "Referencing and citations"
 - All source material acknowledged
 - Correct conventions were generally used
 - At least 60% of minimum required amount of sources
 - Generally, sources were used appropriately in relation to their reputability, relevance and currency
- c. "Length requirements"
 - Length within 90%-110% of set length
 - Paper may contain some "waffle" or rhetoric or repetition of the same point
 - Introduction and conclusion together are not more than 30% or less than 10% of the total length
- d. "Writing and structure style"
 - Only some grammatical or spelling errors
 - Only some serious punctuation errors
 - Little variety of sentence construction
 - Arrangement of ideas using some correct paragraphing with adequate topic sentences
 - A definite arrangement of ideas, even if the organisation is not consistent throughout
- e. "Overall presentation of submission"
 - Student has attempted to submit the requested format, even if there are problems or mistakes with the format
 - Most of the submission is legible
 - Use of fonts and font size mostly consistent
 - Printed side of paper is clean and free from other printing (e.g. Letterheads)

To obtain a "Credit"

Items relating to content

- a. "Topic interaction and logical argument"
 - The topic has been elaborated clearly with the argument carefully presented
 - Key terms used in set question have been applied correctly and engaged with effectively
- b. "Identification and explanation of key aspects of the topic"
 - All of the major issues related to the topic were identified and generally minor issues where presented if required
 - All aspects of the topic are covered and clearly explained
- c. "Critical thinking and presentation of original ideas"
 - The student has included original ideas and/or identified their position based on careful analysis
- d. "Other relevant interpretations and views"
 - Key scholarly interpretations viewpoints were presented and applied in formulating positions
 - Interpretations and viewpoints presented were an accurate and concise representation of the original source
- e. "Concepts and terminology"
 - Concepts and terminology were used accurately and concisely
- f. "Validation of arguments"
 - Arguments are supported by appropriate use of reputable sources with a preference for primary sources
 - The supporting material has been accurately and effectively applied in supporting the argument

Items relating to structure, mechanics and presentation

- a. "Introduction and conclusion"
 - Introduction and conclusion included
 - Introduction contains competent summary of paper, even if not completely effective
 - Conclusion contains no new information and competently summarises most of the key arguments
- b. "Referencing and citations"
 - All source material acknowledged
 - Correct conventions were used
 - At least 80% of minimum required amount of sources
 - Generally, sources were used appropriately in relation to their reputability, relevance and currency

- c. "Length requirements"
 - Length within 90%-110% of set length
 - Paper may contain little "waffle" or rhetoric or repetition of the same point
 - Introduction and conclusion together are not more than 25% or less than 15% of the total length
- d. "Writing and structure style"
 - Free from serious grammatical or spelling errors
 - Free from serious punctuation errors
 - Arrangement of ideas is competent and logical with correct paragraphing and good topic sentences
 - A definite arrangement of ideas, with organisation mostly consistent throughout
- e. "Overall presentation of submission"
 - Student has attempted to submit the requested format, even if there are minor problems or mistakes with the format
 - The submission is legible
 - Use of fonts and font size mostly consistent
 - Paper is clean and free from other printing on either all sides (i.e. first use paper is submitted)

To obtain a "Distinction"

Items relating to content

- a. "Topic interaction and logical argument"
 - The topic has been elaborated clearly with the argument systematically and coherently presented
 - Key terms used in set question have been applied correctly and engaged with effectively
- b. "Identification and explanation of key aspects of the topic"
 - All of the major issues related to the topic were identified and attention to minor issues where presented only if necessary
 - All aspects of the topic are covered and explained substantially
- c. "Critical thinking and presentation of original ideas"
 - The student has included original ideas and/or identified their position based on careful analysis
 - The original thinking and ideas are clearly distinguishable from other source material
- d. "Other relevant interpretations and views"
 - A range of key scholarly interpretations viewpoints were presented
 - Interpretations and viewpoints presented were an accurate and concise representation of the original source used effectively in the paper

- e. "Concepts and terminology"
 - Concepts and terminology were used accurately and concisely
- f. "Validation of arguments"
 - Arguments are supported by appropriate use of reputable sources; primary sources being favoured over secondary sources where possible
 - The supporting material has been accurately and effectively applied and is integral to the argument

Items relating to structure, mechanics and presentation

- a. "Introduction and conclusion"
 - Introduction and conclusion included
 - Introduction contains engaging and effective summary of paper
 - Conclusion contains no new information and competently summarises the key arguments
- b. "Referencing and citations"
 - All source material acknowledged
 - Correct conventions were used
 - 100% of minimum required amount of sources
 - Sources were used appropriately in relation to their reputability, relevance and currency
- c. "Length requirements"
 - Length within 90% - 110% of set length
 - Paper may contain no "waffle" or rhetoric or repetition of the same point
 - Introduction and conclusion together are not more than 20% or less than 15% of the total length
- d. "Writing and structure style"
 - Free from grammatical or spelling errors
 - Free from punctuation errors
 - Arrangement of ideas is competent and logical with good paragraphing and good topic sentences
 - A definite arrangement of ideas, with organisation effective and consistent throughout
- e. "Overall presentation of submission"
 - Student has submitted the requested format
 - The submission is legible
 - Use of fonts and font size is consistent
 - Paper is clean and free from other printing on either all sides (i.e. first use paper is submitted)

Level 800 Studies
To obtain a 'Pass'

Items relating to content

- a. "Topic interaction and logical argument"
 - The topic has been elaborated competently with most of the argument reasonably presented
 - Key terms used in set question have mostly been applied correctly and engaged with adequately
- b. "Identification and explanation of key aspects of the topic"
 - Major issues related to the topic were identified from other minor areas
 - Most aspects of the topic were explained
- c. "Critical thinking and presentation of ideas"
 - The student has included original ideas and/or identified their position based on a basic analysis
- d. "Other relevant interpretations and views"
 - Key scholarly interpretations and/or viewpoints were presented
 - Interpretations and viewpoints presented were an accurate representation of the original source
- e. "Concepts and terminology"
 - Concepts and terminology were used appropriately and/or explained
- f. "Validation of arguments"
 - Arguments are supported by appropriate use of reputable sources, even if some of these are secondary sources
 - The supporting material has been accurately applied in supporting the argument

Items relating to structure, mechanics & presentation

- a. "Introduction and conclusion"
 - Introduction and conclusion included
 - Introduction contains competent summary of paper, even if not completely effective
 - Conclusion contains no new information and competently summarises most arguments
- b. "Referencing and citations"
 - All source material acknowledged
 - Correct conventions were generally used
 - At least 80% of minimum required amount of sources
 - Sources were used appropriately in relation to their reputability, relevance and currency

- c. "Length requirements"
 - Length within 90%-110% of set length
 - Paper contains little "waffle" or rhetoric or repetition of the same point
 - Introduction and conclusion together are not more than 30% or less than 10% of the total length
- d. "Writing and structure style"
 - Only minor grammatical or spelling errors
 - Only minor punctuation errors
 - Some variety of sentence construction
 - Arrangement of ideas using some correct paragraphing with adequate topic sentences
 - A definite arrangement of ideas, even if the organisation is not consistent throughout
- e. "Overall presentation of submission"
 - Student has attempted to submit the requested format, even if there are problems or mistakes with the format
 - The submission is legible
 - Use of fonts and font size mostly consistent
 - Printed side of paper is clean and free from other printing (e.g. Letterheads)

To obtain a "Credit"

Items relating to content

- a. "Topic interaction and logical argument"
 - The topic has been elaborated clearly with the argument carefully presented
 - Key terms used in set question have been applied correctly and engaged with effectively
- b. "Identification and explanation of key aspects of the topic"
 - All of the major issues related to the topic were identified and generally minor issues where presented if required
 - All aspects of the topic are covered and clearly explained
- c. "Critical thinking and presentation of original ideas"
 - The student has included original ideas and/or identified their position based on careful analysis
- d. "Other relevant interpretations and views"
 - Key scholarly interpretations viewpoints were presented and applied in formulating positions
 - Interpretations and viewpoints presented were an accurate and concise representation of the original source

- e. "Concepts and terminology"
 - Concepts and terminology were used accurately and concisely
- f. "Validation of arguments"
 - Arguments are supported by appropriate use of reputable sources with a preference for primary sources
 - The supporting material has been accurately and effectively applied in supporting the argument

Items relating to structure, mechanics and presentation

- a. "Introduction and conclusion"
 - Introduction and conclusion included
 - Introduction contains competent summary of paper, and is effective
 - Conclusion contains no new information and competently summarises the key arguments
- b. "Referencing and citations"
 - All source material acknowledged
 - Correct conventions were used
 - At least 80% of minimum required amount of sources
 - Generally, sources were used appropriately in relation to their reputability, relevance and currency
- c. "Length requirements"
 - Length within 90%-110% of set length
 - Paper contains little "waffle" or rhetoric or repetition of the same point
 - Introduction and conclusion together are not more than 25% or less than 15% of the total length
- d. "Writing and structure style"
 - Free from serious grammatical or spelling errors
 - Free from serious punctuation errors
 - Arrangement of ideas is competent and logical with correct paragraphing and good topic sentences
 - A definite arrangement of ideas, with organisation mostly consistent throughout
- e. "Overall presentation of submission"
 - Student has attempted to submit the requested format, even if there are minor problems or mistakes with the format
 - The submission is legible
 - Use of fonts and font size mostly consistent
 - Paper is clean and free from other printing on either all sides (i.e. first use paper is submitted)

To obtain a “Distinction”
Items relating to content

- a. “Topic interaction and logical argument”
 - The topic has been elaborated clearly with the argument systematically, coherently and concisely presented
 - Key terms used in set question have been applied correctly and engaged with effectively
- b. “Identification and explanation of key aspects of the topic”
 - All of the major issues related to the topic were identified and attention to minor issues where presented only if necessary
 - All aspects of the topic are covered and explained substantially
- c. “Critical thinking and presentation of original ideas”
 - The student has included original ideas and/or identified their position based on careful analysis
 - The original thinking and ideas are clearly distinguishable from other source material
- d. “Other relevant interpretations and views”
 - A range of key scholarly interpretations viewpoints were presented
 - Interpretations and viewpoints presented were an accurate and concise representation of the original source used effectively in the paper
- e. “Concepts and terminology”
 - Concepts and terminology were used accurately and
- f. “Validation of arguments”
 - Arguments are supported by appropriate use of reputable sources; primary sources being favoured over secondary sources where possible
 - The supporting material has been accurately and effectively applied and is integral to the argument

Items relating to structure, mechanics and presentation:

- a. “Introduction and conclusion”
 - Introduction and conclusion included
 - Introduction contains engaging and effective summary of paper
 - Conclusion contains no new information and competently summarises the key arguments
- b. “Referencing and citations”
 - All source material acknowledged
 - Correct conventions were used
 - 100% of minimum required amount of sources

- Sources were used appropriately in relation to their reputability, relevance and currency
- c. "Length requirements"
 - Length within 90% - 110% of set length
 - Paper contains no "waffle" or rhetoric or repetition of the same point
 - Introduction and conclusion together are not more than 20% or less than 15% of the total length
- d. "Writing and structure style"
 - Free from grammatical or spelling errors
 - Free from punctuation errors
 - Arrangement of ideas is competent and logical with good paragraphing and good topic sentences
 - A definite arrangement of ideas, with organisation effective and consistent throughout
- e. "Overall presentation of submission"
 - Student has submitted the requested format
 - The submission is legible
 - Use of fonts and font size is consistent
 - Paper is clean and free from other printing on either all sides (i.e. first use paper is submitted)