



Policy Document Administrator	Registrar registrar@aut.edu.au (02) 9262 7890
Policy Document Approver	Academic Board
Responsible Body/Person	Academic Board
Next Review date	12 March 2023
Superseded documents	ACT external marking of long projects
Related documents	<i>Grievance Resolution Policies, Moderation Policy, Moderation Procedure, Faculty Qualification Policy</i>
Related HE Standards	1.4.3, 5.3.4, 7.2.2
Related National Code Standards	N/A

1. PURPOSE

To outline the marking procedure and quality assurance process for long projects of 24 or 36 credit points in coursework awards.

2. DEFINITIONS

Definitions for any words in **Bold** in this document can be found in the [Policy Glossary](#). The first instance of each defined term has been outlined in bold.

3. SCOPE

This procedure applies to Affiliated Colleges and AUT staff in relation to the marking of long projects (24cps or 36cps) within coursework awards.

4. PROCEDURE

1. ENROLMENT AND STUDY

STEP 1 – PROJECT APPROVAL

A **student** and a **project coordinator** will coordinate on the establishment of a proposed long project. The project coordinator and the **Academic Dean** will submit the proposed project details to the relevant **Moderator** on the relevant form (*Unit Quality Assurance Form for Projects*). For further detail, refer to the *Moderation Policy* and *Moderation Procedure* for details on this procedure.

STEP 2 – PROJECT ENROLMENT

The **Affiliated College** will establish a scheduled unit on **Paradigm** for each long project, outlining the title of the project in the scheduled unit title, appended to the existing unit title (ie. "New Testament Project – 16,000 words: Matthew and the Law"). In accordance with the *Moderation Procedure*, the scheduled unit is to be created after Moderator approval of the *Unit Quality Assurance Form for Projects*.

2. MARKING

STEP 3 – APPOINTING EXAMINER

The **Affiliated College** will invite and appoint an **external examiner** who:

- is external to an affiliated college, i.e. not a member of the affiliated college's current permanent faculty;
- is not the project coordinator;
- may be a faculty member of another AUT college, an individual outside of the AUT network, or AUT's unit field moderator if deemed appropriate by the college;
- is a person who meets the teaching criteria at the relevant **AQF** level of the project being undertaken, in accordance with the *Faculty Qualification Policy*. In practice, this means the marker would hold a relevant academic qualification one AQF level above the relevant project being undertaken (N+1), or possess professional experience deemed by the **Academic Quality Committee** to be equivalent to a relevant academic qualification at N+1.

STEP 4 – INITIAL MARK

The examiner will examine the student's work and will return to the Affiliated College:

- a % mark for the project;
- an examiner's report (suggested up to 1 page of comments);
- relevant payment claim forms / employee agreements in accordance with the Affiliated College's standard engagements with casual staff members or contractors.

STEP 5 –PROJECT COORDINATOR CONSULTATION

The project coordinator will review the marker's comments and mark. If the project coordinator is willing to accept the mark as an appropriate mark, go to Step 6. If the project coordinator is not willing to accept the mark, see below.

- Step 5.1: If the project coordinator is dissatisfied with the initial marker's feedback and mark, the project coordinator may enter a dialogue with the marker. If a mutual outcome is agreed, the agreed mark is submitted to the AUT (see Step 6). If a mutual outcome is not agreed, or the project coordinator prefers, see step 5.2 below:
- Step 5.2: The marker's comments, as well as the project coordinator's comments and recommendation are to be reviewed by the college Academic Dean and forwarded to the **Assessment & Moderation Committee** – see Step 6.1.

STEP 6 – SUBMISSION TO THE AUT

The agreed mark (under step 5 or 5.1), the examiner's report, as well as a college payment request are to be submitted to the AUT by email – academicservices@aut.edu.au. AUT's finance team will process payment to the Affiliated College, and the **Academic Services** team will enter the agreed mark to the student's record on Paradigm and publish the result.

- Step 6.1 – If the project coordinator is dissatisfied with the initial marker's feedback and grade, and through consultation with the examiner a mutually agreed outcome is not able to be achieved, the marker's comments, as well as the project coordinator's comments and recommendation are to be reviewed by the college Academic Dean and forwarded to the Assessment & Moderation Committee. These documents should be submitted to the Executive Officer of the Assessment & Moderation Committee – moderation@aut.edu.au. AUT's finance team will process payment to the college, and the Assessment & Moderation Committee will consider the submitted reports from examiner and Affiliated College, and will determine the project outcome.

3. DISPUTES

STEP 7 – COLLEGE DISSATISFACTION WITH OUTCOME

In accordance with the *Moderation Policy*, Affiliated Colleges who are dissatisfied with the outcome set by the Assessment & Moderation Committee (A&MC) under Step 6.1 are permitted to lodge an appeal against the decision of the A&MC. In accordance with the *Moderation Policy*, the appeal should initially be sent to the Chair of the Academic Quality Committee, and if there is no successful resolution, the appeal can be taken up with the Chair of the **Academic Board**.

STEP 8 – STUDENT DISSATISFACTION WITH OUTCOME

Students have the right of appeal to the outcome of their project marks, regardless of the process of marking. Students are encouraged to consult the *Grievance Resolution Policy for Domestic Students* or the *Grievance Resolution Policy for Overseas Students* for resolution processes in appealing a project grade.

5. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Academic Board	12 March 2021	12 March 2021	Process established

2	Academic Board	14 May 2021	14 May 2021	Require marker to be external to student's college
3	Academic Board	6 August 2021	6 August 2021	Amend 5.1 to enable project coordinator to choose to move to step 5.2 instead
4	Vice-Chancellor	February 2025	February 2025	Update to new document template; minor editorial updates to implement University status.

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