1. How your grade is determined

The School of Zoology adheres to the University’s and Faculty’s policies on assessment in determining the final grade you will be awarded for this unit.

How is my overall mark and grade calculated?

The assessment of Zoology units usually involves a balance of formal examinations and internal assessment tasks that may include essays, practical reports or other assignments designed to develop specific skills in our students. Each component is given a specific weighting as detailed in your unit outline. Your final mark is a composite of these marks, and an overall score of $\geq 50\%$ is necessary to achieve a pass (PP).

- It is not necessary to score $\geq 50\%$ for every individual piece of work. However to be awarded a pass for the unit, you need to achieve a minimum level of performance in both the examination and the internal assessment.
- Marks for any section of the unit may be moderated (re-scaled).

What are the minimum standards I need to meet for each component of the assessment in order to pass?

- For the internal assessment, the School's minimum performance requirements are a score of $\geq 45\%$.
- For the formal examination, the School's minimum performance requirements are $\geq 40\%$ for first year units only. For year 2 and 3 units, a score of $\geq 45\%$ is required in the exam.
- For units with no formal examination, an overall score of $\geq 50\%$ is required.

2. Attendance requirements

The University expects students to attend not less than two-thirds of all lectures and tutorials; a higher level of attendance may be specified by the School.
The School of Zoology expects you to attend ALL practical classes in all the units it offers; an attendance roll will usually be kept. Students involved in major projects rather than formal practical classes may be required to keep a personal diary recording their involvement in the project work.

Students who do not meet these attendance requirements may be declared not eligible to sit the examinations and, therefore, will fail the unit.

3. Assignment due dates
At the beginning of each unit, the system of assessment to be used will be explained to you by the lecturer and provided to you in the unit outline. Included in this information will be the dates when each major assignment is to be submitted. Any variations to published submission dates will be communicated to you in printed and electronic form. Students are urged to check email (or MyLO) weekly. For 3rd year units, we do try to stagger due dates for major assessment items as far as possible.

- 3rd year assignments (except for KZA304) are always due at 10 am on the day the unit is taught.
- 2nd year assignments (excluding KZA225) are always due at 10 am on a Monday.
- 1st year assignments are either handed in at your practical class or due at 10 am on a Monday, as advised.

Late assignments
You must assume that work has to be submitted by the stated submission date. If, as a result of illness or other substantial reason, you think that you will not be able to complete an assignment by the due date, you must discuss this with the lecturer concerned as soon as the situation arises; do not wait until the day the assignment is due to request an extension. We are generally understanding of legitimate problems, but do expect you to do us the courtesy of discussing them with us. We need to be fair to other students who do meet deadlines. The assignment cover sheet has a place for the staff member to record any extensions that have been granted.

Penalties for late submission of assignments
Work submitted after 10 am on the stated date, and for which an extension has not been granted, will attract a penalty. The penalty regime is:
- one half mark out of 20 (or 2.5%) for each of the first two days (including weekends, which count as 2 days, and public holidays);
- then one mark out of 20 per day after the stated submission date, to a maximum of 10 days;
- after those 10 days, assignments are not accepted for marking, but must still be submitted to fulfill unit requirements; and
- no assignments will be accepted after work has been returned to other students, except in exceptional circumstances.
4. Plagiarism and cheating

**University policy**

You should be aware and take notice of the University’s *Statement on Plagiarism and Academic Integrity*.

"**Plagiarism** is a form of cheating. It is taking and using someone else’s thoughts, writings or inventions and representing them as your own; for example, using an author’s words without putting them in quotation marks and citing the source, using an author’s ideas without proper acknowledgment and citation, copying another student's work.

If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines, and the academic integrity resources on the web at [http://www.utas.edu.au/tl/supporting/academicintegrity/index.html](http://www.utas.edu.au/tl/supporting/academicintegrity/index.html).

The intentional copying of someone else’s work as one’s own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline – Part 3 Academic Misconduct, see [http://www.utas.edu.au/universitycouncil/legislation](http://www.utas.edu.au/universitycouncil/legislation) "

The University reserves the right to submit assignments to plagiarism detection software, and might then retain a copy of the assignment on its database for the purpose of future plagiarism checking.

**Assignment coversheets in Zoology**

On each assignment cover sheet you will be asked to sign a statement saying that, other than explicit acknowledgement of the work of others, the report is all your own work OR else provide an explanation of why this is not the case. ‘Assignments’ include all items of continuous assessment (e.g. essays, lab and field reports).

**Group work in Zoology**

At all levels of undergraduate training, and especially at third year level, you will be involved in group project work. Although the practical work, analyses and verbal discussion of results should be carried out as a group, *each student must write their report individually*. Note that contributions from other people are acceptable if properly acknowledged in the usual manner of citations. Note however that direct quotations are rarely advisable in the interests of style and effective synthesis. Signing the assignment cover sheet to indicate that the report is all your own work, or providing reasons why this is not the case, is important.