

GRADED ASSESSMENT TASKS

Find out about Graded Assessment Tasks

There are three marked assessment tasks which make up your final grade that are.

usually made up of:

- Internal assessment throughout the semester (e.g. essay, critical review)
- Final examination, either written or oral in exam week.

Refer to the Course Unit Booklet for details including assessment type, due dates, and the percentage that each assessment task contributes to your final grade.

Keep Exam Week free to sit exams

If exams are part of your assessment, it's essential that you're available to sit them on the day on which they are scheduled within exam week. Refer to the Academic Calendar on the back page for dates.

Become familiar with Oral Exam Procedure

An oral examination is a common assessment type used at the College for the third assessment. It is a formal meeting between a student and the lecturer for the purpose of examining the student's knowledge of the course subject matter and awarding a grade.

There is always another faculty member in attendance to ensure that correct procedures are followed, and that the examination is appropriate and fair. The associate does not normally say anything as their main role is as a witness.



Each student is assigned an individual time slot for their oral examination. Distance students have the option of conducting their oral exam by phone/Zoom or in-person at the College - but must commit to a specific time. Students will find information on the length of the oral examination in the Course Unit Booklet provided at the beginning of the semester and available online in their Blackboard page.

The course lecturer will provide a list of examination topics to students at least one week before the exam. Students will be tested only on topics from that list.

Prior to the exam, lecturers may indicate how they will conduct the oral examination.

All lecturers are different so please ask.

A common technique that lecturers' use is to tell students that:

- They have the choice of the first topic.
- The first question on a topic is always "Tell me something about this . . ."

In other words, the student is expected to have something prepared on each topic so they can at least begin a conversation about it. The idea is to get you talking and relaxed. It is usual for a lecturer to question you on

your chosen topic, and then introduce a second topic from the list of topics.

There is also a good rundown on oral exam rules and procedures in a one-page summary sheet provided with the exam schedule that's published after assignment week.