Faculty of Creative Arts
Bachelor of Creative Arts (Honours)
Assessment Form

☐ CREA401 Minor Thesis
☐ CREA402 Creative Presentation
☐ Internal ☐ External ☐ Adjudicating

Name of student: ___________________________ Student number: ________________

Discipline area: ___________________________ Date: __________________________

Contact with Examiners
Students and supervisors must not have contact with any examiner concerning the assessment of
Honours work until the reports of all examiners are returned to and acted on by the Honours
Assessment Committee, and the results are formally released to the student by the University.

If communication between the examiner and the Faculty regarding the Honours work is necessary, it
must be directed through the Honours Co-ordinator, the Head of Postgraduate Studies, the Chair of the
Faculty Assessment Committee or the Professional Officer.

Results/Reports to Students
All results and reports remain confidential until the Academic Registrar’s Division officially releases the
final results to the student via SOLs. Following this, the Professional Officer will make copies of the
examiners’ reports available to the student and their supervisor/s.

Assessment Form/Examiner’s Report
Examiners are asked to fill in the information below in regard to the work submitted for
examination. Examiners are not permitted to suggest that the submitted work be revised and
resubmitted for examination – they are obliged to recommend a mark. Please also submit a
word-processed report on the student’s work (at least one page). Neither the examiner’s name
or recommended mark should be contained within the body of the report. Examiners may mark
errors and corrections of a typographical kind in pencil in the thesis itself or in other written
work submitted for examination.

Once the report is submitted, the examiner is not permitted to amend the given mark without prior
discussion with the Honours Co-ordinator. Any change of mark will require written confirmation of the
reasons for amending that mark. Your recommended mark cannot be considered by the Honours
Assessment Committee without the supporting evidence contained in your report.

Name of examiner: __________________________________________

Does the work submitted show proficiency at Honours level? Yes ☐ No ☐
I give permission for my name to be made available to the candidate Yes ☐ No ☐
I confirm that I have marked this work independently and have had no contact with the supervisor/s or
student regarding this examination.

Recommended mark: ________ % Signature: ___________________________ Date: ______________

Please complete this Assessment Form and your Report and:

Post to: Olena Cullen
Faculty of Creative Arts
University of Wollongong NSW 2522

Fax to: Olena Cullen
Facsimile: 02 4221 4608