

BCA (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 or the Chair of the Faculty Assessment Committee.

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 Faculty will make copies of the examiners' reports available to the student and the 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 Coordinator. 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: _____

Neither the examiner's name or recommended mark should be contained within the body of the report

Please complete this Assessment Form and your Report and:		
<i>Post to:</i> LHA Central Faculty of Law, Humanities and the Arts University of Wollongong NSW 2522	<i>Fax to:</i> LHA Central Facsimile: 02 4221 3301	<i>Email to:</i> LHA Central lha-enquiries@uow.edu.au