



ACPE

AUSTRALIAN COLLEGE OF
PHYSICAL EDUCATION

STUDENT HANDBOOK

2024

OPERATED BY ACPE LTD

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CRICOS PROVIDER CODE

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1. ABOUT ACPE

ACPE is a specialist independent tertiary institution which has prepared teachers for placement in schools, particularly in physical education, since 1917. The College Founder, Mr. Frank Stuart, was a noted swordsman, Olympian, fencing and physical training instructor. He was Principal of the College for 32 years from 1917 to 1949, while also leading the Swords Club. This early connection with the Swords Club is maintained in the logo of the College.

ACPE provides students with access to state of the art facilities in Sydney Olympic Park, the heart of the sport precinct. It offers students specialist degrees in Education, Sports Business, Fitness, Health Sciences, Dance and Sport Performance. ACPE is also an Elite Athlete Friendly institution and provides Elite Athletes and Performers flexible and additional support to complete their degrees while maintaining their sporting career.

The Australian College of Physical Education (ACPE) is an accredited Higher Education Provider and is registered on the National Register and CRICOS.

Our Vision

Our vision is an aspirational description of what we would like to achieve long term.

ACPE seeks to be the specialist independent higher education provider of choice in the domains of Sport, Health, Fitness, Education and Dance. It aims to connect motivated and well-equipped students with fulfilling careers in their chosen fields.

ACPE Aspires to:

- An impeccable reputation as a knowledgeable hub that serves the industry and the broader community through scholarly activity, innovation and education;
- A transformative and inclusive academic community that celebrates critical thinking, promotes debate and is committed to democracy, human rights and social justice with an outward, international and future focus;
- Having an impact on the social, and educational and well-being of the sporting community; and
- A sustainable institution in economic, social and environmental terms.

Our Mission

Our mission supports what we strive to achieve and how we intend to achieve it. It defines us as a College, why we exist and our reason for being. To achieve our vision, the mission is as follows:

We are committed to the provision of transformative, personalised and supportive learning environment that nurtures potential and promotes teaching excellence and scholarship.

To realise the vision, the College commits to:









- Position ACPE as a values-driven institution, striving to make a difference, through pursuit of knowledge and innovation in the core disciplines;
- Create a scholarship-based teaching and learning environment that will encourage students to reach their full potential, that is supportive of students from disadvantaged backgrounds, and that will produce critical, capable and skilled graduates who can adapt to changing environments
- Develop, educate and empower well-rounded career ready graduates through quality collaborative teaching-learning and industry engagement;
- Provide an attractive, safe and well-equipped environment that is conducive to good scholarship and collegiality;
- Provide a safe and nurturing student support system as well as a diverse array of opportunities that will foster the all-round development of our students and the College;
- Attract and retain staff of the highest calibre and to provide development programmes for staff at all levels;
- Strive for excellence and to promote quality assurance in all its activities;
- Nurture close relationships with our stakeholders through engagement, collaboration and beneficial partnerships;
- Aspire to be recognised as a well-managed and innovative institution;
- Maintain a student and quality focus, by creating an enabling environment;
- Create a financially viable institution able to adapt to change; and
- Influence and change the world around us while being responsive and embracing change ourselves.

Our Values

Our Core Values are at the heart of our business. Our values are founded on a proud legacy of more than 100 Years in Education and Sport with a sustainability and future focus. They define who we are, how we work and guide how we act with each other and with other stakeholders. They're our organisational DNA. All of the values are equally important, are interconnected and inform the ACPE Code of Conduct for Staff and Students.

Our Graduate Attributes:

The ACPE Graduate Attributes are the skills and personal attributes that have been identified as being important to develop for success in life and for work in the 21st century. The GA's are developed in addition to the course knowledge and skills. The GA's will be developed in the units and over the duration of the course:

Students will be able to demonstrate:		Developed in Unit	AT1	AT2	AT3
	Discipline Knowledge and Skills The command of a significant body of discipline knowledge and relevant professional skills and the ability to integrate and rigorously apply knowledge.	√	√	√	√
	Critical Thinking & Lifelong Learning The capability to engage in independent learning, intellectual development, critical analysis and inquiry, integrative thinking, and creativity.	√	√	√	√
	Ethics & Ethical Practices An awareness of, and sensitivity to, ethics and ethical standards on interpersonal and social levels, and within a field of study and/or profession.	√		√	√
	Cultural Competence The ability to engage appropriately, ethically, and respectfully across and between diverse groups and cultures. In the Australian context, this includes and celebrates Aboriginal and Torres Strait Islander cultures.	√	√	√	√
	Communication The capability to communicate effectively and appropriately in a range of contexts using oral and written skills.	√	√		√
	Multi-Modal Literacy The ability to assimilate, analyse and utilise information effectively in a range of contexts, genres, and text types including digital technologies.	√			√
	Social Justice A respect for equality of opportunity, individual and civic responsibility.	√	√	√	√
	Collaboration & Leadership An understanding of the importance of collaboration and leadership, within teams, in professional and community settings.	√			√

2. COLLEGE AND DEPARTMENT CONTACTS

CEO	Debbie Le Roux	dleroux@acpe.edu.au
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3. CALENDARS AND TIMETABLES

Please see the [ACPE website \(www.acpe.edu.au\)](http://www.acpe.edu.au) for the Academic calendar, semester dates and course timetables.

Delivery Methods

The ACPE course units which form part of accredited awards may be presented using different delivery modes, with the differences being mainly about access rather than content or outcomes. Most units are delivered through weekly class sessions on campus, online, or via a blended mode.

The main types of units are:

- On Campus Units. With class sessions normally scheduled weekly throughout the semester and delivered on campus
- Remote Units. With class sessions normally scheduled weekly throughout the semester and delivered via Zoom
- Online Units. With learning and content delivered wholly online through our Learning Management System (LMS) Learning is facilitated by a qualified faculty member and is available for the duration of the unit to assist with learning and understanding of content, usually via a combination of online conferences, and discussion forums
- Blended Mode. Blended refers to the delivery mode whereby students complete all lecture and tutorial content online, but may be required to complete assessment tasks, or practical components on campus.

Census Date

Census date is the last date on which a student can withdraw from a unit or course without incurring financial and/or academic penalty. If the student withdraws from one or more units after the census date, the student will be liable for the full fees for the enrolled units, whether they pay directly to ACPE or defer payment through FEE-HELP. Students cannot withdraw after the census date without incurring a fees debt. However, if after the census date the student becomes seriously ill or other unforeseen circumstances over which they have no control result in them being unable to continue their studies, they can apply for a remission of their fees which, if granted, could result in a refund of prepaid fees or a reversal of their FEE-HELP debt for the relevant units (refer to [Refund Policy – Domestic and International Students](#)).

The Higher Education Support Act 2003 defines the special circumstances that qualify for the refund of fees, or reversal of a FEE-HELP debt as circumstances which:

- were beyond their control, and
- did not make their full impact until on or after the census date, and
- were such that they made it impractical for them to complete their study requirements. To be considered for special circumstances under the Act, students must make application to the

Registrar within 12 months of the date they withdrew from the unit(s) concerned, using the *Request for Unit Tuition Fee Re-Crediting & Grade Penalty Reversal Form* with supporting evidence attached. Please see the Semester Dates for the census dates applying to their course.

Course Candidature - Maximum Length of Enrolment

To be eligible for an award, a student must successfully complete all specified requirements for the course they are enrolled in within a maximum number of calendar years, set as follows:

- 4 year qualification; award provided up to 10 years from initial enrolment
- 3.5 year qualification; award provided up to 9 years from initial enrolment
- 3 year qualification; award provided up to 7.5 years from initial enrolment
- 2 year qualification; award provided up to 5 years from initial enrolment
- 1 year qualification; award provided up to 2.5 years from initial enrolment

Please refer to [Academic Progression Policy and Procedure](#) for more details.

4. ENROLMENT PROCESS

Students are expected to enrol into units each year in accordance with their **course progression rules- each course has a progression of units that you should select**. Students unsure of their unit selection should discuss this with Student Services staff, or their Head of Department.

To enrol in units, log into **Paradigm** – the Student Records System and enrol via the “Course Plan”. A full time load consists of a maximum of 4 units per semester.

Students wishing to vary their enrolment after having enrolled must complete the *Enrolment Variation Form*. This form can be used to:

1. Add a unit (the deadline for adding units is typically the Friday of week 2 of semester.)
2. Withdraw from a unit (this may be done up until census date without penalty. Financial and academic penalties apply after census date.
3. Request to change your tutorial group for one or more units.

NB. Changes in enrolment cannot be made by students on the Paradigm system.

Confirmation of Enrolment

Students will be issued with an Enrolment Summary email when their enrolment is processed or varied. Check this document for accuracy and keep it for future reference. Enrolment summaries are sent by email to each student’s ACPE email address.

FEE-HELP

ACPE students have access to the Federal Government's FEE-HELP scheme. FEE-HELP is an income-contingent loan scheme that assists eligible students to pay tuition fees. Before trying to access FEE-HELP, students must make themselves aware of all the conditions and obligations under the FEE-HELP scheme. Additional information may be found on the Commonwealth Government website (www.mystudyassist.gov.au).

Tuition Fee Payment

The College recognises two categories for student funding of tuition fees:

1. Direct payment: all tuition fees are paid directly to ACPE by the student (due for payment at end of teaching period).
2. FEE-HELP: student fees are wholly or partially paid through FEE-HELP. Students accessing FEE-HELP may make partial payments to ACPE towards their tuition fees for the current semester.

Withdrawal from Course Units

A student who wishes to withdraw from a unit without a Fail grade being recorded must do so by completing the official *Enrolment Variation Form* and submitting the completed form to Student Services **before the census date** for each semester. The form must be received, signed and date-stamped by the College staff member at Reception, on or before the census date, to avoid academic and financial penalty.

A student who withdraws from a unit after the census date of the semester will be required to pay the unit's tuition fee, and receive a FAIL grade for the unit. The Dean may approve an application for withdrawal after the census date where he/she is satisfied that the withdrawal is due to properly documented special circumstances.

Recognition of Prior Learning (RPL)

To determine the eligibility for the granting of Credit for previous study completed at another institution, or for previous ACPE studies, you will be required to complete the [Application for Recognition of Prior Learning \(RPL\) Form](#).

Applications must be made at least 20 working days prior to the census date of the relevant unit's teaching period to allow sufficient time for the assessment to be made prior to the finalisation of your enrolment.

Refer to the Recognition of Prior Learning Policy and Procedure on the ACPE policies page prior to submitting the form <https://acpe.edu.au/college-policies/>

Outstanding Financial Accounts

Students with overdue tuition fees may have their academic transcripts withheld and/or computer accounts suspended until any overdue debts have been paid. Additionally, at the discretion of the Dean, students may be excluded from enrolling in subsequent semesters.

Student Forms

All forms pertaining to student enrolment, assessments and special consideration requests are located on the ACPE website: <https://www.acpe.edu.au/current-students/forms/>

5. ATTENDANCE

Class attendance and participation is critical for student success. As such, full attendance and participation in all classes is an ACPE expectation.

Enrolment in a unit indicates the student's acceptance of responsibility for attending all class sessions as required, participating fully in all class activities, and completing to an acceptable standard all in-class (and other) assessment tasks and activities. In addition, absences from class may be used as evidence in cases involving unsatisfactory academic progress and/or academic misconduct. Students are encouraged to check their unit outlines carefully for the attendance regulations for each unit to avoid incurring academic penalties. ACPE expects a minimum of 80% attendance at all tutorials, seminars, workshops or lectures, unless otherwise stated in a Unit Assessment Guide. A passing grade can only be achieved in a unit if a student has participated in all unit requirements and satisfied all the published assessment requirements.

Timetable

Timetables for each new semester are published on the ACPE website: <https://acpe.edu.au/current-students/timetables/>

Tutorial Groups

Students choose their classes and tutorial groups when enrolling in a unit. Requests to change tutorial groups must be made via an Unit *Enrolment Variation Form* which can be found on the ACPE website. In most cases and especially when a tutorial group is full, requests to change groups will only be considered if space becomes available in the classes. The final date by which requests to change tutorial groups will be considered is Friday week 1 of semester.

Online Units/Classes

Students are expected to check their online unit(s) of study in the LMS regularly (at least 3 times per week), and follow any guidelines given for email response times, unit access and peer interaction that are detailed within the Welcome module of the LMS for each unit.

Regular active participation in units is of the utmost importance. Committed participation aids

learning. Online students find that interactive discussions with peers help to sustain interest and involvement. As well, making a few weekly contributions will help students to gain greater understanding of the unit area, to develop the required skills for assessment and to successfully demonstrate performance against unit learning outcomes.

The College expects that students will complete all individual learning activities detailed on the unit LMS page for the online units. Students are advised that the failure to do so is likely to put them at risk of failure in the unit. The online activities provide opportunity for students to practice the discussion, application and critique of unit learning prior to assessment. In addition, online activities ensure that students are exposed to diverse student-student peer perspectives on the unit and engaged in debate and discussion about student posts to forums and prepared assessment tasks.

On Campus Units

Attending and participating actively in class are of utmost importance in gaining a greater understanding of skills, knowledge and understanding of the area of study and in completing assessment tasks successfully.

Lectures and Tutorials

The College expects that students will attend all lectures and tutorials. Students should be aware that lectures and tutorials provide the basis for assessment tasks and examinations. **Failure to attend places students at risk of missing vital content that will have serious impact upon their success or failure in the unit.** Students who miss lectures or tutorials should also be aware that the responsibility for accessing the content covered lies with them and not with the College or the lecturer. Specific attendance requirements are provided in unit outlines.

Punctuality

In the interests of lecturer/tutorial continuity and structure, students are expected to arrive at the scheduled session before it is due to commence, and be ready to start at the time scheduled on the timetable. Students arriving more than 10 minutes after the scheduled start time may be marked absent and not admitted to the lecture/tutorial.

6. UNIT INFORMATION

Learning Management System (LMS)

The learning management system (LMS) is the system used to provide information on a unit and provides resources to support the teaching and learning on units. At ACPE the LMS used for all units is CANVAS. The link can be found on the ACPE website at <https://acpe.edu.au/canvas/>. It is important to access CANVAS regularly to engage with the unit content to support your study and preparation for assessment and exams.

Staff Consultation

The College is committed to assisting students in achieving their best possible academic results. Academic staff of the College are available for academic consultation throughout the unit for both online and on campus units. Details of scheduled consultation times and methods of contact are available within the Welcome module of each unit's LMS page.

Unit Outline, Unit Assessment Guide & Unit Guidelines

Unit Guidelines, Unit Outlines, and Unit Assessment Guides are provided for students for every unit that they are enrolled in; the students can access these within the Welcome module of the LMS.

The Unit Guidelines set out the broad parameters regarding the delivery and assessment of student learning in units of study at ACPE. The information covers assessment submission, requests for extensions, turnitin, academic integrity, penalties for late submission, requests for re-marking of a task, and online assessment details based on the ACPE academic policies. For full clarification of ACPE policies, please refer to the ACPE website: <https://www.acpe.edu.au/college-policies>.

The Unit Outline provides students with an overview of the unit rationale, outcomes, assessment tasks, weekly lecture/tutorial content and reading list.

The Unit Assessment Guide provides students with a detailed description of each of the assessment tasks, task descriptions and marking rubrics used to assess student work.

Grading System:

The standardised numerical grades that apply to learning achievement in assessment tasks will be:

- High Distinction (HD) 85% - 100%
- Distinction (D) 75% - 84%
- Credit (C) 65% - 74%
- Pass (P) 49% - 64%
- Fail (F) 0 – 49%
- Satisfactory (S) and
- Unsatisfactory (US)

Group Tasks

A group assessment task may be used in a unit for the following reasons:

- Development of your interpersonal and process management skills
- Working in teams is an essential skill in many work contexts.
- To learn from and with each other.

Successful completion of the group task requires:

1. **All** members of the group signing the GROUP AGREEMENT FORM
2. Planning as a group how the task will be completed
3. Each member taking responsibility and reviewing the whole task prior to submission.
4. Communicating any group issues to the Unit Coordinator in writing ASAP or at least one week prior to the submission.

Please Note: For Academic Integrity breaches in group assessments, each member of the group will be held responsible for the breach and will be awarded the same Academic Integrity penalty, as outlined in ACPE's Academic Integrity Procedure, whether the student contributed, indirectly or directly, to the section(s) of the assessment that contain the breach.

Student Unit Evaluation

At the conclusion of every unit, students complete an anonymous online unit evaluation questionnaire which provides the students with an opportunity to comment on their experience in that unit, including reflections on the structure and content of the curriculum, lecturer presentation, interaction and assessment. Student feedback is then incorporated as part of the continuous improvement process.

7. ASSESSMENT PROCEDURES

Assessment Submission

Details of assessment tasks and due dates are published in the Unit Assessment Guidelines provided on the LMS within the Welcome module. Students must submit assessments according to the instructions in the relevant assessment task description.

Type-written assignments are submitted via Turnitin by 11.55pm on the due date unless stated otherwise. After receiving the Turnitin Submission Receipt, students proceed to submit the assessment by the due date in the relevant week of the unit. It is the student's responsibility to keep a copy of each assignment.

Some tips that may help:

- Save regularly while you are working.
- Back-up your work regularly.
- Ensure you have security software to screen out viruses.
- Keep a printed copy as well as an electronic copy of work submitted.

Academic Integrity

Academic integrity is a core value of ACPE. The College is committed to academic integrity, honesty and high standards of ethical behaviour. Students have the basic academic right to receive due credit for work submitted for assessment. Integral to this concept is the notion that it is clearly unfair for students to submit work for assessment that dishonestly represents the work of others or the use of artificial intelligence software as their own. Such activity represents a breach of academic honesty. Breaches of academic integrity arise when the student has presented another person's ideas, findings or written work as his or her own by copying or reproducing them without due acknowledgement of the source and with intent to deceive the assessor. This includes collusion, contract cheating, use of unsanctioned artificial intelligence software, white text and any dishonest behaviour with the intent to gain academic advantage. For specific details refer to the ACPE Academic Integrity Policy available through the ACPE website: <https://www.acpe.edu.au/college-policies/>

Assessors may become aware of potential misconduct either via the Turnitin software or other means, including comparisons with other students' work.

- High Turnitin similarity scores may be used as an indicator that investigation is warranted, but assessors carefully review all Turnitin reports prior to forwarding potential cases. Alternative similarity score limits may be set by Unit Coordinators depending on the nature of the assessment.

Group Assessments

For Academic Integrity breaches in group assessments, each member of the group will be held responsible for the breach and will be awarded the same Academic Integrity penalty, as outlined in ACPE's Academic Integrity Procedure, whether the student contributed, indirectly or directly, to the section(s) of the assessment that contain the breach.

Repeating Units

If you are repeating a unit, you are not permitted to reuse/recycle your previous assessment tasks, this will be a Major breach of Academic Integrity. Please speak to the Unit Coordinator before commencing your assessment tasks.

Handling Academic Misconduct

ACPE has a procedure for handling incidents of academic misconduct. The document outlining the full procedure can be found on the ACPE website: <https://www.acpe.edu.au/college-policies/> Please familiarise yourself with the full procedure. All cases of academic misconduct are handled by the Academic Integrity Officer (AIO).

Referencing Style – Including Online Referencing

All work is to conform to the APA 7th Style as presented in the *ACPE Styling and Referencing Guidelines* (2020). The details of this are available on the LMS.

Normally, all written work should be typed or word-processed. A student request for an alternative mode, should be directed to the Unit Coordinator. If an assignment is illegible or incomplete it may be returned to the student for resubmission (and the penalty for Late Submissions will apply).

Turnitin

Turnitin is an electronic text matching system that compares text in a student assignment against electronic text on the Internet, in published works, on commercial databases, and in assignments previously submitted to Turnitin by students in universities all over the world, including assignments obtained from 'paper mills' (internet sites which sell student papers). Turnitin has many positive benefits as a teaching and learning tool for students; for example, students have the opportunity to submit draft version(s) of their assignments and receive feedback that highlights any possible problems with their writing skills and style.

Where students have been directed to use Turnitin:

- Students who fail to use Turnitin will be awarded a fail grade for the assessment;
- Tasks failing to meet the requirements for academic honesty will incur penalties as outlined in the ACPE Academic Integrity Policy and Procedure. NB: academic honesty is not solely judged on the percentage of the total matches identified by Turnitin. Instead, academics look at the sources, referencing and anomalies. Refer to the Unit Assessment Guide in each unit / assessment task for information about Turnitin similarity scores. For further information see: Academic Integrity Policy: <https://www.acpe.edu.au/college-policies/>

In class assessments

Students are expected to be present for pre-publicised in-class assessments including, but not limited to, mid-semester exams, presentations, or practical skills tests. Failure to attend the assessment may result in a fail grade for the assessment task. Students who wish to be considered for a make-up assessment must submit a request for Special Consideration and supporting documentation. This must be received no later than 5.00pm, 2 working days from the published date of the assessment task. Special Consideration Application forms are available from: <https://www.acpe.edu.au/current-students/forms/>. Students must notify the lecturer of their absence either prior to (if possible) or within 48 hours following the assessment task.

Resubmission of Assessment Tasks

Generally, students will not be permitted to revise and resubmit an assessment task. However, the Unit Coordinator has the authority to decide whether resubmission of tasks is permitted based on an application for Special Consideration. When a resubmission is permitted the maximum grade that can be attained under such circumstances is a grade of 'Pass'.

Extensions

Extensions for assessments to be submitted during semester, in-class presentations and other assessed work will only be granted after evidence of extenuating circumstances has been provided.

Requests for an extension of up to 5 days on assessment tasks can be granted by the relevant lecturer following the submission of an [Assessment Extension Request Form](#). NB. It is at the discretion of the lecturer to grant an extension.

These circumstances will be discussed confidentially between the individual staff member and student. The granting of an extension is not automatic, but will be decided on the basis of the student's stated reason(s) and supporting evidence

If a request extends beyond 5 days, the extension must be applied for on a Special Consideration Application form. **See section on Special Consideration.**

Special Consideration

The College recognises that there may be times when a decision made by the College upon application of the relevant policy may require reassessment due to unforeseen circumstances. This will be dealt with under the **Special Consideration Policy** and apply to cases in which a student for reasons beyond their control may be:

- unfairly disadvantaged or suffering from affected performance when attempting assessment items
- unfairly disadvantaged by normal application of the College's policies (including academic policies relating to assessment and attendance)

In assessment of applications under this policy, the College must be satisfied that a student's circumstances are beyond their control (i.e. if a situation occurs which a reasonable person would consider is not due to the student's action or inaction, either direct or indirect, and for which the person is not responsible).

For decisions relating to academic matters, the Head of Department (or delegate) will be responsible for approval of special consideration based on the evidence provided and in consultation where necessary with the relevant academic and/or operational staff of the College.

For decisions relating to non-academic matters, the Director of Student Services and Campus Wellbeing (or delegate) will be responsible for approval of special consideration based on the evidence provided and in consultation where necessary with the relevant staff of the College.

All applications should be submitted to the Student Services staff, who will date the form, add a note to the Special Consideration Register and send it to the Director of Student Services and Campus Wellbeing (or delegate) or to the corresponding Head of Department.

For international students studying on a student visa, this policy encompasses compassionate and compelling circumstances as set out in the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (National Code 2018).

To apply for special consideration, students must follow prescribed procedures outlined on the *Special Consideration Application Form* available on the ACPE Student Portal and ACPE website and must supply supporting documentary evidence as stipulated.

Applications should be submitted via the [ACPE Student Portal](#). It should be noted that applications for special consideration will not be granted where the decision-maker is not satisfied that the student took reasonable measures to avoid the circumstance that contributed to the student requiring special consideration or when reasons for the request fall outside of what is considered justification for special consideration under this policy. Students who are not making satisfactory progress, not engaging with the Learning Management System, or not attending classes may be denied special consideration, particularly if the student has been placed on conditional enrolment due to unsatisfactory academic progress.

Timeframes:

- Applications for special consideration should be submitted as soon as practicable after the circumstance is known to the student. It should be lodged within 2 working days of the missed assessment task.
- Applications for special consideration received after this time will not be approved unless in extreme circumstances where the applicant was not physically able to submit the application within the above timeframes. This will require approval by the Dean.

Any application for special consideration of circumstances outside of normal College policy should be made using the [Special Consideration Application Form](#) and include the relevant documentation to support the application.

The *Special Consideration Application Form* can be found on the ACPE website and ACPE Student Portal. <https://www.acpe.edu.au/current-students/forms/>

Full details of the Special Consideration and Policy Procedure can be found on the ACPE website: <https://www.acpe.edu.au/college-policies/>

Late Submissions

The College applies penalties to assignments submitted after the due date and without prior request for an extension, and approval having been granted. The penalty will be deducted from the total mark. Penalties are calculated as a percentage of the total mark available for the assignments/essay/academic work as follows:

- 5% per day late including weekends;
- More than 1 week, late 10% per day including weekends.

Remarking of Assessment Tasks

If students wish to dispute the grading of a particular assessment task on the basis that the original grading was unfair or inconsistent with marking guidelines, students may request that the assessment task be re-marked. The following process should be used:

Step 1: The student discusses the task with the original marker and/or Unit Coordinator identifying where the student feels an error has been made and/or asks for further clarification.

Step 2: Should no resolution be reached in Step 1, the student may request that the original, unmarked copy of the assessment task be assessed by a different marker who has expertise in the discipline.

The request in writing must be directed to the Unit Coordinator by the student, within ten (10) working days of receipt of the original marked assessment task. Only a single re-mark will be permitted, and the result of the re-mark will be recorded as the final mark for that assessment task, irrespective of its position relative to the original marks. If a student remains dissatisfied with the outcome, then normal procedures for handling appeals will be followed (see Grievance Complaints and Appeals Policy - Domestic Students available on the ACPE website at <https://www.acpe.edu.au/college-policies/>)

Examinations

ACPE will publish the dates of each final examination period for each study period at the commencement of the Academic Year. Final examinations will not be held before the start date of the final examination period. Examinations that are to be rescheduled will be at a time determined by the College, usually within two weeks following the final examination period.

Each student will be responsible for:

- ensuring they are available for the full duration of the final examination period
- checking the final examination timetable
- adhering to the final examination timetable

Details of the structure and format of the final examination paper will be made available to students prior to the start of the final examination period. This detail will include information on the types of questions the examination will contain and an indication of the unit content the paper will examine. Every written examination is offered with an examination paper unique to that cohort and examination time. A total of 2 unique examination papers are produced each time a unit is offered. This ensures that there are different papers for students sitting the examination at the scheduled time or the scheduled deferred time.

In the event of a missed final examination, a student will not normally be permitted to undertake a deferred examination unless there were unavoidable, compassionate or compelling circumstances. In such instances, the Special Consideration Policy will apply.

These circumstances may include:

- serious personal or emotional trauma (such as a death in the immediate family)
- exceptional circumstances involving serious student illness which would prevent attendance at the examination.
- sporting or cultural commitments at State, national or international level
- unavoidable commitments such as jury duty, court appearance, military reserve, emergency service.

To be considered as a candidate for a Deferred Examination, students must:

- a. lodge an Application for Deferred Final Exam form prior to the exam period and/or no later than two (2) working days from the missed examination; and
- b. attach documentation that provides relevant evidence to support your request to sit a Deferred Examination. For medical circumstances, a NSW registered medical practitioner and/or a relevant professional must complete the required section of the form.

Deferral of examination **will not** be granted for:

- a normal change of work arrangements such as a change in shift Work commitments
- Holiday arrangements
- Social and leisure events or personal commitments
- Misreading the examination timetable
- Forgetfulness

Deferred examinations are conducted at a time determined by the College, usually within two weeks following the final examination period. An examination may be deferred no more than once after the original scheduled examination.

Exam Requirements for Online Students

Students studying in online mode and living within 100km of the ACPE Olympic Park campus must attend examinations according to the published ACPE Final Examination timetable

Students studying online and living outside 100km of the ACPE Olympic Park campus can elect to attend the on-campus examination as per the published ACPE Final Examination timetable OR under remote supervision by an ACPE staff member, on the published date and time of the Final Examination timetable.

For additional detail please refer to Examinations Policy – Undergraduate & Postgraduate available at <https://www.acpe.edu.au/college-policies/>

8. STUDENT SUPPORT SERVICES

Student Services & Student Engagement

Student Services and Student Engagement support is located on the Ground floor. For all enquiries please email studentservices@acpe.edu.au

Student Wellbeing

The College is committed to ensuring the health, safety and welfare of our staff, students, volunteers, visitors and others at ACPE. *Feeling overwhelmed and need support?* Contact the College Counsellor, Tori King on counsellor@acpe.edu.au for a confidential counselling service, or speak to Maureen Rocha, Director, Student Engagement & Wellbeing (mrocha@acpe.edu.au).

Diversity, Equity and Inclusion

The *Diversity, Equity and Inclusion Policy at ACPE* provides academic support and reasonable adjustments to students who have a disability, learning difficulty or ongoing health conditions that may significantly impact their studies. Please contact Lauren McInerney at lmcinerney@acpe.edu.au from Student Services for more information.

Student Learning Services (SLS)

The Student Learning Services is an academic support service located on Level 3. The staff in the SLS can provide expert advice on all things related to academic skills (literacy and numeracy) and will support students with planning, researching and writing assignments.

The SLS staff can support students one-on-one, in small groups or give feedback via email. Drop in appointments are available. The SLS is available Monday to Friday between 8:30am and 4:30pm.

Email ACPESLS@acpe.edu.au to make an appointment.

ACPE Library

The ACPE Library is located on Level 3. A current student ID card is required to borrow items through the library Self-Checkout or library staff. If you require any support from the Library, please go to the library or email: library@acpe.edu.au

Please refer to the Staff Library Use Policy - <https://www.acpe.edu.au/wp-content/uploads/2019/05/Academic-Staff-Library-Use-Policy-POL-25-Version-2.pdf>

Student Email

Students are also given access to an ACPE email account, which provides email, document creation and storage, and other applications for their use during their time at the College. The student orientation will include a session on these features. For any IT issues students should contact: support@acpe.edu.au

Security

Security around the College is everyone's responsibility. Access to the building will only be available during the advertised opening hours of the College, i.e. during semester Monday to Friday: students 7.30am to 5.00pm. Saturday, Sunday and Public Holidays: closed all day

Emergency Procedures: Quad 4, 10 Parkview Drive Sydney Olympic Park.

In the case of an emergency follow the directions of fire wardens. Please ensure you and your staff /students/ guests are aware of the closest fire exits, and where the safe assembly area is.

Alarms:

- The first alarm is a “beep beep” alarm. This is a warning. This is to prepare staff and students for evacuation if required.
- In the event that the alarm sound changes to a “woop woop” with the instruction to EVACUATE NOW, please instruct all students to calmly walk to the nearest fire exits (2 exits on levels 1,2, and 3, and 5 exits on the ground floor).
- Do not use the lifts.
- Once outside the building please move quickly to the safe assemble area which is located outside Quad 1 on the grassed area.
- Keep students off the road and footpaths and contained on the grassed area.

In the event where an evacuation is necessary, please:

- Ensure your staff/students/guest are accounted for. If possible, relay this information to emergency services.
- Ensure that while evacuating the premises you are not taking any items in your hands that could be a slip and trip hazard. Hands must be free of objects; small handbags, wallets, phones etc. are permitted. Avoid taking backpacks and large bulky items.



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