



WORLDWIDE EXCELLENCE IN PET BEHAVIOUR EDUCATION

COURSE WORK: A GUIDE FOR STUDENTS

1. Introduction

- 1.1 All formal assessments which contribute to a student's progression through, or attainment of a qualification via COAPE, are formally marked. The marks awarded will reflect the traditions and practices of individual subject areas. This document delineates COAPE SA's policy on the marking of students' work, as a framework within which all our qualified Markers work.

2. General Principles

- 2.1 All validated and approved taught programmes of COAPE courses consist of units which, in turn, have explicit Assessment Criteria. A function of formal assessment criteria within a unit is to enable students to demonstrate that they have attained the level of knowledge required of that unit.
- 2.2 Not all formal assessments will be related to all Assessment Criteria of the unit. Taken together, however, the set of assessments within a unit will enable students to demonstrate the level of knowledge required.
- 2.3 For the Diplomas each formal assessment will have a set of assessment criteria, which describe what the student is expected to do in order to demonstrate achievement of the learning outcomes.
- 2.4 All units will be marked in accordance with COAPE requirements.
- 2.5 Attainment of Assessment Criteria is essentially a threshold statement, and where a unit is graded with a percentage over 40%, this indicates the student has achieved the Threshold. In the case of the Diplomas where the assessment criteria are graded as either pass/fail, "pass" indicates that the student has achieved the threshold.
- 2.6 COAPE provides an additional grading system, the COAPE Marking Descriptors. These descriptors reflect achievement of the Assessment Criteria and progression to the COAPE Classifications of Distinction, Credit or Pass. Where an assessment is marked in the 0% to 100% range, a bare pass mark of 40% indicates threshold achievement of those unit's



being assessed, measured against the assessment's criteria. A mark over 40% is an indication of the extent to which the threshold has been exceeded.

3. Submission of Course Work

- 3.1 Plagiarism is a very serious offence in all education programmes. Some academic institutions even have entire departments dedicated to screening students' work. All COAPE SA student's assignments are run through a plagiarism checker before being forwarded to the Markers who are very familiar with course reference books and can spot unreferenced copying from textbooks, papers and web sources.

COAPE SA's policy is that the copying of more than two sentences from any unreferenced source constitutes plagiarism and provides grounds for immediate suspension from any COAPE course without appeal or refund.

Students must reference all quoted material in the text - e.g. (Smith 1997) and provide the full reference at the end of the work – e.g. **Smith A, 1997. *The Behaviour of Dogs*. Pub: Adams Press, p 47**

- 3.2. Each unit of course work must be submitted in numerical order. Courses are designed to progress students' knowledge. Students submitting course work out of sequence will have their work returned unmarked.
- 3.3 Incomplete assignments submitted will result in an automatic FAIL of the course, no further modules/units will be marked and attendance at future Diploma lecture weekends is not allowed.
- 3.3 Re-submission of course work is permitted:
- Students who fail an individual unit/module are allowed one resubmission of that unit/module. Students presenting a satisfactory resubmission of work will be marked as having passed that unit/module.
 - A maximum of 2 full re-submissions of separate failed units are permitted throughout the duration of any course, plus 1 partial re-submission if only a portion of the unit/module has been failed.
- 3.5 To be awarded a qualification students must have successfully completed all units prior to the course deadline. Students will be informed of the course end date at enrolment.
- 3.6 Coursework extensions may be granted under exceptional extenuating circumstances. Requests should be made writing to the Registrar at the COAPE SA office as soon as possible if required.
- 3.7 All marks given for assignments are provisional until confirmed by the Internal Verifier and Quality Manager.

