



## UNSW Course Outline

# COMM5005 Quantitative Methods for Business - 2024

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## General Course Information

**Course Code :** COMM5005

**Year :** 2024

**Term :** Term 1

**Teaching Period :** T1

**Is a multi-term course? :** No

**Faculty :** UNSW Business School

**Academic Unit :** School of Economics

**Delivery Mode :** Multimodal

**Delivery Format :** Standard

**Delivery Location :** Kensington

**Campus :** Sydney

**Study Level :** Postgraduate

**Units of Credit :** 6

[Useful Links](#)

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

This course provides an introduction to the basic mathematical and statistical tools needed in a business degree. There is an emphasis on problem solving by both manual and computer methods. The first half of the course focuses on algebra and graphs, financial mathematics and

optimisation methods including linear programming and calculus. The second half of the course focuses on probability, descriptive and inferential statistics.

## Course Aims

This course aims to enhance your ability to analyse financial and economic data and thereby to assist in making business decisions. It is one of the three data analysis core courses of the MCom program from which students must select one, and is recommended for students in specialisations where quantitative skills are required. It is designed for those who have had little or no quantitative training in their undergraduate degree but who need mathematical and statistical skills for specialisations in the areas of Finance, Economics, Accounting and Business Strategy. Students of these disciplines who already have a good understanding of basic statistics may benefit from selecting ECON5248 Business Forecasting instead of this course as their data analysis core course. While the skills learned in COMM5005 are also relevant for other MCom specialisations, students from Marketing, Information Systems and Management disciplines will usually find COMM5011 Data Analysis for Business more appropriate to select as their data analysis core course. That course has a lesser focus on mathematics and a greater focus on analysing textual data.

## Relationship to Other Courses

This course is a core course for students enrolled in Master of Applied Economics (8429) and Graduate Certificate in Economics (7412), and offers fundamental quantitative training for subsequent courses such as ECON5101 (Microeconomics), ECON5102 (Macroeconomics) and ECON5205 (Econometrics). In relation to COMM5000, which is an exclusion course, COMM5005 offers a more in-depth analysis in mathematical tools such as financial mathematics and optimisation methods.

# Course Learning Outcomes

Course Learning Outcomes	Program learning outcomes
CLO1 : Solve problems using a variety of mathematical and statistical techniques relevant to a postgraduate business degree. Use a calculator and a spreadsheet program (Microsoft Excel) effectively to perform calculations.	<ul style="list-style-type: none"><li>• PLO1 : Business Knowledge</li><li>• PLO2 : Problem Solving</li></ul>
CLO2 : Engage in independent and reflective learning. Analyse business data and problems and apply critical thinking.	<ul style="list-style-type: none"><li>• PLO1 : Business Knowledge</li><li>• PLO2 : Problem Solving</li></ul>
CLO3 : Be familiar with relevant mathematical and statistical terminology. This may take more effort if they were previously in a foreign language. Evaluate, draw conclusions and produce a business report.	<ul style="list-style-type: none"><li>• PLO1 : Business Knowledge</li><li>• PLO2 : Problem Solving</li><li>• PLO3 : Business Communication</li></ul>
CLO4 : Participate in general and small group classroom discussions.	<ul style="list-style-type: none"><li>• PLO3 : Business Communication</li></ul>
CLO5 : Work collaboratively to discuss and solve problems.	<ul style="list-style-type: none"><li>• PLO4 : Teamwork</li></ul>
CLO6 : Identify ethical issues in business practice and statistical reporting.	<ul style="list-style-type: none"><li>• PLO5 : Responsible Business Practice</li></ul>

Course Learning Outcomes	Assessment Item
CLO1 : Solve problems using a variety of mathematical and statistical techniques relevant to a postgraduate business degree. Use a calculator and a spreadsheet program (Microsoft Excel) effectively to perform calculations.	<ul style="list-style-type: none"> <li>• Online Mid-term Assessment</li> <li>• Assignment</li> <li>• Online learning tasks</li> <li>• Final Exam (open-book)</li> </ul>
CLO2 : Engage in independent and reflective learning. Analyse business data and problems and apply critical thinking.	<ul style="list-style-type: none"> <li>• Online Mid-term Assessment</li> <li>• Assignment</li> <li>• Online learning tasks</li> <li>• Final Exam (open-book)</li> </ul>
CLO3 : Be familiar with relevant mathematical and statistical terminology. This may take more effort if they were previously in a foreign language. Evaluate, draw conclusions and produce a business report.	<ul style="list-style-type: none"> <li>• Online Mid-term Assessment</li> <li>• Assignment</li> <li>• Online learning tasks</li> <li>• Final Exam (open-book)</li> </ul>
CLO4 : Participate in general and small group classroom discussions.	<ul style="list-style-type: none"> <li>• Online Mid-term Assessment</li> <li>• Assignment</li> <li>• Final Exam (open-book)</li> </ul>
CLO5 : Work collaboratively to discuss and solve problems.	<ul style="list-style-type: none"> <li>• Online Mid-term Assessment</li> <li>• Assignment</li> <li>• Final Exam (open-book)</li> </ul>
CLO6 : Identify ethical issues in business practice and statistical reporting.	<ul style="list-style-type: none"> <li>• Assignment</li> <li>• Final Exam (open-book)</li> </ul>

## Learning and Teaching Technologies

Moodle - Learning Management System | Zoom | Echo 360

## Learning and Teaching in this course

This course aims to enhance your ability to analyse financial and economic data and thereby to assist in making business decisions. It also aims to prepare you for further MCom courses which require the use of numerical skills. Mathematical skills can only be acquired by sustained practice in problem solving. It is often some years since postgraduate students have used basic techniques so renewing rusty skills is an important objective. You must learn to organise your independent study and practise a sufficient number of problems to gain a thorough understanding of concepts and how to apply them.

The lectures will be delivered synchronously online, and lecture recordings will also be available to stream and download to accommodate students studying from alternate time zones.

Seminars will be offered in two formats: face-to-face and synchronously online. Students should check their individual timetables. Seminars will not be recorded.

# Assessments

## Assessment Structure

Assessment Item	Weight	Relevant Dates	Program learning outcomes
Online Mid-term Assessment Assessment Format: Individual	30%	Start Date: Not Applicable Due Date: 16 March, Saturday. Exact time will be announced via Moodle.	<ul style="list-style-type: none"><li>• PLO1 : Business Knowledge</li><li>• PLO2 : Problem Solving</li></ul>
Assignment Assessment Format: Group	30%	Start Date: Not Applicable Due Date: Project charter and certificate of the Academic Integrity module due: 9am, March 27; final assignment due: 9am 26 April	<ul style="list-style-type: none"><li>• PLO1 : Business Knowledge</li><li>• PLO2 : Problem Solving</li><li>• PLO3 : Business Communication</li><li>• PLO4 : Teamwork</li><li>• PLO5 : Responsible Business Practice</li><li>• PLO6 : Global and Cultural Competence</li><li>• PLO7 : Leadership Development</li></ul>
Online learning tasks Assessment Format: Individual	0%	Start Date: Not Applicable Due Date: Not Applicable	<ul style="list-style-type: none"><li>• PLO1 : Business Knowledge</li><li>• PLO2 : Problem Solving</li><li>• PLO3 : Business Communication</li><li>• PLO5 : Responsible Business Practice</li></ul>
Final Exam (open-book) Assessment Format: Individual	40%	Start Date: Not Applicable Due Date: University Exam Period	<ul style="list-style-type: none"><li>• PLO1 : Business Knowledge</li><li>• PLO2 : Problem Solving</li><li>• PLO3 : Business Communication</li></ul>

## Assessment Details

### Online Mid-term Assessment

#### Assessment Overview

The in-session test will consist of problems covering topics from Lectures 1-4 (inclusive) and will be in an open-book format. The exact date and time will be announced and confirmed via a Moodle announcement.

#### Course Learning Outcomes

- CLO1 : Solve problems using a variety of mathematical and statistical techniques relevant to a postgraduate business degree. Use a calculator and a spreadsheet program (Microsoft Excel) effectively to perform calculations.

- CLO2 : Engage in independent and reflective learning. Analyse business data and problems and apply critical thinking.
- CLO3 : Be familiar with relevant mathematical and statistical terminology. This may take more effort if they were previously in a foreign language. Evaluate, draw conclusions and produce a business report.
- CLO4 : Participate in general and small group classroom discussions.
- CLO5 : Work collaboratively to discuss and solve problems.

#### Assessment Length

75 minutes

#### Assignment submission Turnitin type

This is not a Turnitin assignment

### **Assignment**

#### Assessment Overview

The assignment will be applied work and students will work in groups of 3 persons. The assignment will help students to appreciate how economic research is carried out using data and statistical tools. Each group will need to write a report of no more than 10 pages.

Each group's members are required to complete a team contract and a peer assessment for the assignment. The team contract will outline the responsibilities of each group member and the peer assessment will be used to assess the quality of each member's teamwork and individual contribution to the assignment. In the event of a big discrepancy between the peer assessment marks earned by students in a group, the assignment mark allocated to each person will be weighted by the average peer assessment earned by the student. Details about the procedure of peer assessment (including the threshold of discrepancy) will be made available via Moodle.

Further information about the assignment will be uploaded to the course website.

#### Course Learning Outcomes

- CLO1 : Solve problems using a variety of mathematical and statistical techniques relevant to a postgraduate business degree. Use a calculator and a spreadsheet program (Microsoft Excel) effectively to perform calculations.
- CLO2 : Engage in independent and reflective learning. Analyse business data and problems and apply critical thinking.
- CLO3 : Be familiar with relevant mathematical and statistical terminology. This may take more effort if they were previously in a foreign language. Evaluate, draw conclusions and produce a business report.
- CLO4 : Participate in general and small group classroom discussions.
- CLO5 : Work collaboratively to discuss and solve problems.

- CLO6 : Identify ethical issues in business practice and statistical reporting.

### Assessment Length

n/a

### Assignment submission Turnitin type

Not Applicable

## Online learning tasks

### Assessment Overview

The online quizzes can be accessed in the assessment section of the course website. They are designed to be used as learning tools as well as assessing your quantitative skills development. They will each be available for a one-week period. There will be 3 quizzes. The results for the first quiz, if you choose to complete it, will be available to you prior to Census Date. You will be allowed unlimited attempts for each quiz. Each attempt at a quiz should take approximately 30 minutes.

Final examination marks are higher on average for students who attempt the quizzes than for those who do not.

Occasionally unforeseen technical problems may occur, so try not to leave your attempts until the last minute.

The online quizzes will require input of calculated answers.

Tips for the online quizzes:

- 1) Avoid rounding errors by retaining the maximum number of significant digits during all intermediate calculations.
- 2) Give your answers to the required number of decimal places. For financial maths questions, a tolerance of 10 units around the least significant unit will be used. For example, if the correct answer is 1.234, then answers between 1.229 and 1.239 will be accepted as being correct. In other questions, a lower tolerance may be appropriate.
- 3) When you enter an answer, do not include symbols such as '.

### Course Learning Outcomes

- CLO1 : Solve problems using a variety of mathematical and statistical techniques relevant to

a postgraduate business degree. Use a calculator and a spreadsheet program (Microsoft Excel) effectively to perform calculations.

- CLO2 : Engage in independent and reflective learning. Analyse business data and problems and apply critical thinking.
- CLO3 : Be familiar with relevant mathematical and statistical terminology. This may take more effort if they were previously in a foreign language. Evaluate, draw conclusions and produce a business report.

#### Assessment Length

n/a

#### Assignment submission Turnitin type

This is not a Turnitin assignment

### **Final Exam (open-book)**

#### Assessment Overview

The final exam will consist of a number of problems in several parts. It will cover all sections of the course. More details will be provided closer to the exam date. Sample exams will be uploaded to the course website for preparation. Students should note that some questions from past exam papers for this subject may no longer be relevant. The exam will be in an open-book format.

#### Course Learning Outcomes

- CLO1 : Solve problems using a variety of mathematical and statistical techniques relevant to a postgraduate business degree. Use a calculator and a spreadsheet program (Microsoft Excel) effectively to perform calculations.
- CLO2 : Engage in independent and reflective learning. Analyse business data and problems and apply critical thinking.
- CLO3 : Be familiar with relevant mathematical and statistical terminology. This may take more effort if they were previously in a foreign language. Evaluate, draw conclusions and produce a business report.
- CLO4 : Participate in general and small group classroom discussions.
- CLO5 : Work collaboratively to discuss and solve problems.
- CLO6 : Identify ethical issues in business practice and statistical reporting.

#### Assessment Length

2 hours

#### Assignment submission Turnitin type

This is not a Turnitin assignment

# General Assessment Information

## Grading Basis

Standard

### Requirements to pass course

In order to pass this course students must:

- Achieve a composite mark of at least 50 out of 100
- Engage actively in course learning activities and attempt all assessment requirements
- Meet any additional requirements specified in the assessment details
- Meet the specified attendance requirements of the course (see Schedule section)

# Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 12 February - 18 February	Lecture	<p>Lecture 1:</p> <ul style="list-style-type: none"> <li>- Introduction.</li> <li>- Describing a mathematical problem.</li> <li>- Functions and graphs.</li> </ul> <p>Readings: Haeussler, Paul, and Wood (HPW) Ch 2, 3, 4.</p>
Week 2 : 19 February - 25 February	Lecture	<p>Lecture 2:</p> <ul style="list-style-type: none"> <li>- Solving equations and inequalities.</li> <li>- Financial maths: interest rates, present and future values.</li> </ul> <p>Readings: HPW Ch 0.7-0.8, 1.1-1.3, 3.4, 3.6, 5.1-5.4.</p>
	Seminar	<p>Seminar 1.</p> <p>Seminar materials covering topics in Lecture 1.</p>
Week 3 : 26 February - 3 March	Lecture	<p>Lecture 3:</p> <ul style="list-style-type: none"> <li>- Financial maths: calculating annuities (ordinary, due), loan amortisation and sinking funds.</li> </ul> <p>Readings: HPW Ch 5.4-5.6, 11, 12.1-12.5.</p>
	Seminar	<p>Seminar 2.</p> <p>Seminar materials covering topics in Lecture 2.</p>
Week 4 : 4 March - 10 March	Lecture	<p>Lecture 4:</p> <ul style="list-style-type: none"> <li>- Differentiation with applications; partial derivatives. Finding the best solution: maxima and minima.</li> </ul> <p>Readings: HPW Ch 7.1-7.3, 12.1-12.3, 12.5, 12.7, 13.1-13.6, 17.1-17.3.</p> <p>Quiz 1.</p>
	Seminar	<p>Seminar 3.</p> <p>Seminar materials covering topics in Lecture 3.</p>
Week 5 : 11 March - 17 March	Lecture	<p>Lecture 5:</p> <ul style="list-style-type: none"> <li>- Describing data: tables and charts.</li> <li>- Measuring central tendency and dispersion.</li> <li>- Introduction to probability (marginal and conditional).</li> </ul> <p>Readings: Basic Business Statistics (BBS) Ch 2, 3, 4.</p>
	Seminar	<p>Seminar 4.</p> <p>Seminar materials covering topics in Lecture 4.</p>
	Assessment	<p>In-session test.</p> <p>In-session test covering material in Lectures 1-4 (inclusive), starting from Saturday 11 am and with an access window longer than the test time.</p>
Week 6 : 18 March - 24 March	Lecture	<p>Lecture 6:</p> <ul style="list-style-type: none"> <li>- Probability and expectation.</li> <li>- Evaluating parameters: the uniform, binomial and normal distributions; sampling distributions.</li> </ul> <p>Readings: BBS Ch 4, 5, 6, 7.</p>
	Seminar	<p>Seminar 5.</p> <p>Seminar materials covering topics in Lecture 5.</p>
Week 7 : 25 March - 31 March	Lecture	<p>Lecture 7:</p> <ul style="list-style-type: none"> <li>- Confidence interval estimation.</li> <li>- Hypothesis testing and Type I and II errors.</li> </ul> <p>Readings: BBS Ch 8, 9, 12.</p> <p>Assignment project charter and certificate of the Academic Integrity module are due at 9 am, March 27.</p>
	Seminar	<p>Seminar 6.</p> <p>Seminar materials covering topics in Lecture 6.</p>
Week 8 : 1 April - 7 April	Other	No class or seminar.
Week 9 : 8 April - 14 April	Lecture	<p>Lecture 8:</p> <ul style="list-style-type: none"> <li>- Estimating and interpreting regression output and parameters.</li> <li>- Simple and multiple linear regression.</li> </ul> <p>Readings: BBS Ch 12, 13, 14.</p> <p>Quiz 2.</p>

	Seminar	Seminar 7. Seminar materials covering topics in Lecture 7.
Week 10 : 15 April - 21 April	Seminar	Seminar 8. Seminar materials covering topics in Lecture 8. Quiz 3.
Week 11 : 22 April - 28 April	Assessment	No class or seminar. Assignment due at 9am, April 26.

## Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

## Course Resources

### Prescribed Resources

#### Books

There are two required textbooks for this course:

Haeussler, E.F. Paul, R.S and Wood, R.J. 2018, Introductory Mathematical Analysis for Business, Economics and the Life and Social Sciences 14th ed., Pearson.

ISBN 9780134141107 Available to purchase from UNSW bookshop or Pearson (Downloadable eText 9781292413099)

Berenson, M., Levine, D., Szabat, K., OBrien, M., Jayne, N. and Watson, J., 2018, Basic Business Statistics: Concepts and Applications, 5th ed., Pearson Australia, Melbourne, Vic

ISBN 9781488617249 Available to purchase from UNSW bookstore or Pearson (Downloadable eText  
9781488620201  
)

Reference texts that should be available in the library are:

- Swift, L. and Piff, S. 2014 Quantitative Methods for Business, Management and Finance, 4th ed Basingstoke: Palgrave Macmillan.
- Tannous, K., Brown, R.L., Kopp, S., and Zima, P. 2013 Mathematics of Finance , McGraw-Hill Education (Australia), North Ryde.

Note that the 13th edition of the Haeussler et al textbook and the 4th edition of the Berenson et al textbook can be used in this course. However, students should note that some chapters and exercises will be aligned/numbered differently to the two latest editions used in this course. It is hence the student's responsibility to identify which of the exercises assigned for homework from the current editions align to the exercises in the previous textbook editions.

## Websites

The course website can be accessed via [Moodle](#).

## PASS

For many years we have offered PASS, the Peer Assisted Support Scheme, for undergraduate students. PASS puts concepts into practice through workshops where pairs of leaders are available to help you review course materials and attempt problems. The emphasis is on active participation by students.

Now the Business School is supporting PASS for postgraduates, and we are able to offer weekly PASS classes for COMM5005 students, which you can attend on a voluntary basis.

Information on the timetable for COMM5005 PASS sessions of this term will be announced on the course website and in lectures once the dates, times and locations have been confirmed.

## Calculator

A basic scientific calculator is required for this course. It must be able to perform logarithmic and exponential calculations such as  $\ln x$ , and  $e^x$ .

## Computer and Software

For homework and your assignment you will need to use a computer with the Microsoft Excel program installed. No matter whether you use a Windows machine or a Mac computer, make sure that you have the Excel version that enables Analysis Toolpak Add-ons. You can find more information on how to check and how to install Toolpak for both operation platforms on this page: <https://support.microsoft.com/en-us/office/load-the-analysis-toolpak-in-excel-6a63e598-cd6d-42e3-9317-6b40ba1a66b4>

## Course Evaluation and Development

Feedback is regularly sought from students and continual improvements are made based on this feedback. At the end of this course, you will be asked to complete the myExperience survey, which provides a key source of student evaluative feedback. Your input into this quality enhancement process is extremely valuable in assisting us to meet the needs of our students and provide an effective and enriching learning experience. The results of all surveys are carefully considered and do lead to action towards enhancing educational quality.

The School of Economics strives to be responsive to student feedback. If you would like more information on how the design of this course and changes made to it over time have taken

students' needs and preferences into account, please contact the Director of Education at the School of Economics.

## Consent for De-Identified Data to be Used for Secondary Research into Improving Student Experience

To enhance your student experience, researchers at UNSW conduct academic research that involves the use of de-identified student data, such as assessment outcomes, course grades, course engagement and participation, etc. Students of this course are being invited to provide their consent for their de-identified data to be shared with UNSW researchers for research purposes after the course is completed.

Providing consent for your de-identified data to be used in academic research is voluntary and not doing so will not have an impact on your course grades.

Researchers who want to access your de-identified data for future research projects will need to submit individual UNSW Ethics Applications for approval before they can access your data.

A full description of the research activities aims, risks associated with these activities and how your privacy and confidentiality will be protected at all times can be found [here](#).

If you  consent  to have your de-identified data used for academic research into improving student experience, you do not need to do anything. Your consent will be implied, and your data may be used for research in a format that will not individually identify you after the course is completed.

If you  do not consent  to this to happen, please email the [opt-out form](#) to [seer@unsw.edu.au](mailto:seer@unsw.edu.au) to opt-out from having your de-identified data used in this manner. If you complete the opt-out form, the information about you that was collected during this course will not be used in academic research.

## Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Head lecturer	Shengyu Li		442A Business School Building	+61 (2) 9065 3258	Office hours: 11am-12pm, Mondays or by appointment	No	Yes
Lecturer	Frederique Goy				Office hours: 1.30 - 2.30 pm, Mondays or by appointment	No	No

# Other Useful Information

## Academic Information

### COURSE POLICIES AND SUPPORT

The Business School expects that you are familiar with the contents of this course outline and the UNSW and Business School learning expectations, rules, policies and support services as listed below:

- Program Learning Outcomes
- Academic Integrity and Plagiarism
- Student Responsibilities and Conduct
- Special Consideration
- Protocol for Viewing Final Exam Scripts
- Student Learning Support Services

Further information is provided on the [key policies and support](#) page.

Students may not circulate or post online any course materials such as handouts, exams, syllabi or similar resources from their courses without the written permission of their instructor.

### STUDENT LEARNING OUTCOMES

The Course Learning Outcomes (CLOs) – under the Outcomes tab – are what you should be able to demonstrate by the end of this course, if you participate fully in learning activities and successfully complete the assessment items.

CLOs also contribute to your achievement of the Program Learning Outcomes (PLOs), which are developed across the duration of a program. PLOs are, in turn, directly linked to [UNSW graduate capabilities](#). More information on Coursework PLOs is available on the [key policies and support](#) page. For PG Research PLOs, including MPDBS, please refer to the [UNSW HDR Learning Outcomes](#).

### Academic Honesty and Plagiarism

As a student at UNSW you are expected to display [academic integrity](#) in your work and interactions. Where a student breaches the [UNSW Student Code](#) with respect to academic integrity, the University may take disciplinary action under the Student Misconduct Procedure. To assure academic integrity, you may be required to demonstrate reasoning, research and the

process of constructing work submitted for assessment.

To assist you in understanding what academic integrity means, and how to ensure that you do comply with the UNSW Student Code, it is strongly recommended that you complete the [Working with Academic Integrity](#) module before submitting your first assessment task. It is a free, online self-paced Moodle module that should take about one hour to complete.

## Submission of Assessment Tasks

### SPECIAL CONSIDERATION

You can apply for special consideration when illness or other circumstances beyond your control interfere with your performance in a specific assessment task or tasks, including online exams. Students studying remotely who have exams scheduled between 10pm and 7am local time, are also able to apply for special consideration to sit a supplementary exam at a time outside of these hours.

Special consideration is primarily intended to provide you with an extra opportunity to demonstrate the level of performance of which you are capable. To apply, and for further information, see Special Consideration on the UNSW [Current Students](#) page.

Special consideration applications will be assessed centrally by the Case Review Team, who will update the online application with the outcome and add any relevant comments. The change to the status of the application immediately sends an email to the student and to the assessor with the outcome of the application.

Please note the following:

1. Applications can only be made through Online Services in myUNSW (see the UNSW [Current Students](#) page). Applications will not be accepted by teaching staff. The lecturer-in-charge/ course coordinator will be automatically notified when your application is processed.
2. Applying for special consideration does not automatically mean that you will be granted a supplementary exam or other concession.
3. If you experience illness or misadventure in the lead up to an exam or assessment, you must submit an application for special consideration, either prior to the examination taking place, or prior to the assessment submission deadline, except where illness or misadventure prevent you from doing so.
4. If your circumstances stop you from applying before your exam or assessment due date, you must apply within 3 working days of the assessment or the period covered by your supporting documentation.

5. Under the UNSW Fit To Sit/Submit rule, if you sit the exam/submit an assignment, you are declaring yourself well enough to do so and are cannot subsequently apply for special consideration.
6. If you become unwell on the day of – or during – an exam, you must stop working on your exam, advise your course coordinator or tutor and provide a medical certificate dated within 24 hours of the exam, with your special consideration application. For online exams, you must contact your course coordinator or tutor immediately via email, Moodle or chat and advise them you are unwell and submit screenshots of your conversation along with your medical certificate and application.
7. Special consideration requests do not allow the awarding of additional marks to students.

Further information on Business School policy and procedure can be found under “Special Consideration” on the [key policies and support](#) page.

## LATE SUBMISSION PENALTIES

For assessments other than examinations, late submission will incur a penalty of 5% per day or part thereof (including weekends) from the due date and time. An assessment will not be accepted after 5 days (120 hours) of the original deadline unless special consideration has been approved. An assignment is considered late if the requested format, such as hard copy or electronic copy, has not been submitted on time or where the ‘wrong’ assignment has been submitted.

For assessments which account for 10% or less of the overall course grade, and where answers are immediately discussed or debriefed, the LIC may stipulate a different penalty. Details of such late penalties will be available on the course Moodle page.

## FEEDBACK ON YOUR ASSESSMENT TASK PERFORMANCE

Feedback on student performance from formative and summative assessment tasks will be provided to students in a timely manner. Assessment tasks completed within the teaching period of a course, other than a final assessment, will be assessed and students provided with feedback, with or without a provisional result, within 10 working days of submission, under normal circumstances. Feedback on continuous assessment tasks (e.g. laboratory and studio-based, workplace-based, weekly quizzes) will be provided prior to the midpoint of the course.

## Faculty-specific Information

## PROTOCOL FOR VIEWING FINAL EXAM SCRIPTS

UNSW students have the right to view their final exam scripts, subject to a small number of very specific exemptions. The UNSW Business School has set a [protocol](#) under which students may view their final exam script. Individual schools within the Faculty may also set up additional local processes for viewing final exam scripts, so it is important that you check with your School.

If you are completing courses from the following schools, please note the additional school-specific information:

- Students in the **School of Accounting, Auditing & Taxation** who wish to view their final examination script should also refer to [this page](#).
- Students in the **School of Banking & Finance** should also refer to [this page](#).
- Students in the **School of Information Systems & Technology Management** should also refer to [this page](#).

## COURSE EVALUATION AND DEVELOPMENT

Feedback is regularly sought from students and continual improvements are made based on this feedback. At the end of this course, you will be asked to complete the [myExperience survey](#), which provides a key source of student evaluative feedback. Your input into this quality enhancement process is extremely valuable in assisting us to meet the needs of our students and provide an effective and enriching learning experience. The results of all surveys are carefully considered and do lead to action towards enhancing educational quality.

## QUALITY ASSURANCE

The Business School is actively monitoring student learning and quality of the student experience in all its programs. A random selection of completed assessment tasks may be used for quality assurance, such as to determine the extent to which program learning goals are being achieved. The information is required for accreditation purposes, and aggregated findings will be used to inform changes aimed at improving the quality of Business School programs. All material used for such processes will be treated as confidential.

## TEACHING TIMES AND LOCATIONS

Please note that teaching times and locations are subject to change. Students are strongly advised to refer to the [Class Timetable website](#) for the most up-to-date teaching times and locations.