UNSW Course Outline

ZEIT8231 Test and Evaluation - 2024

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General Course Information

Course Code : ZEIT8231
Year : 2024
Term : Semester 1
Teaching Period : Z1
Is a multi-term course? : No
Faculty : UNSW Canberra
Academic Unit : School of Systems and Computing
Delivery Mode : Online
Delivery Format : Standard
Delivery Location : UNSW Canberra at ADFA
Campus : UNSW Canberra
Study Level : Postgraduate
Units of Credit : 6

Useful Links

Handbook Class Timetable

Course Details & Outcomes

Course Description

This course focuses on the test and evaluation practices that are essential if complex systems are to be developed to meet users' expectations for functional and physical performance. The course provides a broad introductory overview of all aspects of test and evaluation, its role as

part of systems engineering, its relationship to verification and validation, major types of T&E (development T&E, acceptance T&E, and operational T&E), T&E measures (critical operational issues, measures of effectiveness etc) and major T&E plans and documentation. The course has a strong practical element, both in terms of the introduction to the topic as well as formal practice in developing T&E measures and T&E master plans through exercises.

Course Aims

The aim of this course is to provide an understanding of the processes and management associated with test and evaluation as part of the system engineering discipline. The course also introduces the tools, plans, and documents commonly used in T&E and details how T&E coexists with other disciplines (particularly systems engineering and project management).

Relationship to Other Courses

This course is one of the four compulsory courses in the Master of Systems Engineering program. There are three main Test and Evaluation (T&E) subjects that collectively aim to meet all 25 competencies for T&E provided by U.S. Defense for their Defense Acquisition University:

- ZEIT8231 Introduction to T&E: Master test planning, metrics, resourcing and management
- ZEIT8034 Advanced T&E Techniques: Test design and analysis.
- ZEIT8296/ZEIT8247 T&E Project: Mentoring and competency in T&E skills through research and publication.

ZEIT8034 is not a follow-on to ZEIT8231; they can be done in either order. Completion of ZEIT8034 to a high standard is required to be accepted to ZEIT8296/8247.

ZEIT 8231 Test & Evaluation (T&E) provides an understanding of the processes and management associated with T&E as part of the system engineering discipline. The course also introduces the tools, plans and documents commonly used in T&E and details how T&E coexists with other disciplines, particularly systems engineering and complex project management. By coordinating the T&E from a system perspective, the focus and emphasis of the testing can be varied with different life-cycle phases without compromising the entire T&E effort. T&E is significant for both the customer and the contractor.

A thorough system evaluation involves validating the system against the original customer requirements. This full validation cannot be completed until the entire system has been

designed, developed, constructed and operated in the intended operational environment by operational personnel. The aim of system T&E is to test and evaluate the system progressively as it passes through the various development phases to avoid costly and time-consuming modifications to the system design late in the life cycle. With this in mind, progressive test and evaluation is both a risk mitigation measure and project performance measure that provides a high degree of confidence early in the system life cycle that the design is tracking to perform as required.

Course Learning Outcomes

Course Learning Outcomes	International Council on Systems Engineering (INCOSE)
CLO1 : Describe organisation and roles of T&E in Systems Engineering and Project Management as applied to system design and capability acquisition lifecycles, including validation methods, verification methods and categories, configuration baselines and functional and physical configuration (FCA/ PCA) auditing; and complexity issues for Systems-of-Systems (SoS).	• KNOW3.5 : Understand the importance of configuration management in the system development process • KNOW2.10 : Understand the activities necessary for the customer to employ the system • KNOW2.8 : Understand the importance of verification in the system process • KNOW2.9 : Understand the importance of validation to the stakeholders
CLO2 : Compare the types of T&E and their contemporary issues, including preview T&E (pre-contract), developmental T&E, acceptance T&E, operational T&E, and speciality T&E such as: anthropometrics and human factors, environmental qualification, electromagnetic effects, software usability and cybersecurity.	• KNOW7.2 : Analyze the relationship between specialty engineering and the technical processes • KNOW7.4 : Understand the relationship of the human specialty engineering functions to the technical processes, especially the operations process • KNOW3.3 : Understand how decision management supports the other processes • KNOW3.4 : Understand the importance of risk management in the system development process • KNOW3.6 : Understand the contribution systems engineeirng makes to information, measurement, and quality assurance processes • KNOW3.7 : Understand the importance of providing evidence of implementation compliance • KNOW2.1 : Understand the rationale/know the steps for the genesis of a new system • KNOW2.7 : Know the aspects of implementation and integration
CLO3 : Develop T&E master (management) plans (TEMPs) within a hierarchy of project plans using structured risk-based approaches, including during the seminal conceptual phase.	• KNOW3.3 : Understand how decision management supports the other processes • KNOW3.4 : Understand the importance of risk management in the system development process • KNOW3.7 : Understand the importance of providing evidence of implementation compliance • KNOW2.10 : Understand the activities necessary for the customer to employ the system • KNOW2.5 : Know the importance of the design definition process and its relationship to implementation • KNOW2.6 : Understand the relationship of

	systems analysis to the other technical processes
CLO4 : Develop hierarchical and traceable T&E measures for capability systems, including critical operational issues (COIs) and measures of effectiveness/suitability (MOEs/ MOSs) at the customer-level or needs-level, and measures of performance (MOPs) and technical performance measures (TPMs) at the design-level or specification-level.	• KNOW4.2 : Know the organizational activities that generate and support system development • KNOW3.4 : Understand the importance of risk management in the system development process • KNOW3.6 : Understand the contribution systems engineeirng makes to information, measurement, and quality assurance processes • KNOW2.7 : Know the aspects of implementation and integration • KNOW2.8 : Understand the importance of verification in the system process • KNOW2.9 : Understand the importance of validation to the stakeholders

Course Learning Outcomes	Assessment Item
CLO1 : Describe organisation and roles of T&E in Systems Engineering and Project Management as applied to system design and capability acquisition lifecycles, including validation methods, verification methods and categories, configuration baselines and functional and physical configuration (FCA/ PCA) auditing; and complexity issues for Systems-of-Systems (SoS).	• Assignment Group (Collaborative) • Assignment Individual Aspects • Short Class Tests
CLO2 : Compare the types of T&E and their contemporary issues, including preview T&E (pre-contract), developmental T&E, acceptance T&E, operational T&E, and speciality T&E such as: anthropometrics and human factors, environmental qualification, electromagnetic effects, software usability and cybersecurity.	• Assignment Group (Collaborative) • Assignment Individual Aspects • Short Class Tests
CLO3 : Develop T&E master (management) plans (TEMPs) within a hierarchy of project plans using structured risk-based approaches, including during the seminal conceptual phase.	• Assignment Group (Collaborative) • Assignment Individual Aspects • Short Class Tests
CLO4 : Develop hierarchical and traceable T&E measures for capability systems, including critical operational issues (COIs) and measures of effectiveness/suitability (MOEs/ MOSs) at the customer-level or needs-level, and measures of performance (MOPs) and technical performance measures (TPMs) at the design-level or specification-level.	• Assignment Group (Collaborative) • Assignment Individual Aspects • Short Class Tests

Learning and Teaching Technologies

Moodle - Learning Management System | Blackboard Collaborate

Learning and Teaching in this course

Students should work progressively through the course notes, textbooks and any associated additional readings for each chapter available on the Moodle website. After assigned and extra readings complete the review questions at the end of the chapter, and before the due date, do the applicable short test. The review questions enable you to revisit significant information from the chapter and gain experience with the relevant information and techniques.

The assignments provide an opportunity to extend this theoretical knowledge into practical skills. The assignment requires you to complete an individual structured literature review on the

testing topic before commencing the group test planning phase so you can effectively collaborate, and so you understand a shared system of interest sufficiently to develop test plans.

Sharing your T&E metrics and activities in collaborative learning during the group test planning is an important opportunity to check the broad interpretation of the metrics and their conformance to theory, as you would do with project stakeholders in a real project.

The Learning Management System

Moodle is the Learning Management System used at UNSW Canberra. All courses have a Moodle site which will become available to students at least one week before the start of semester. Please find all help and documentation (including Blackboard Collaborate) at the Moodle Support page.

UNSW Moodle supports the following web browsers:

» Google Chrome 50+
» Safari 10+
** Internet Explorer is not recommended

** Addons and Toolbars can affect any browser's performance.

Operating systems recommended are:

Windows 7, 10, Mac OSX Sierra, iPad IOS10

For further details about system requirements click here.

Log in to Moodle here.

If you need further assistance with Moodle:

For enrolment and login issues please contact:
IT Service Centre
Email: itservicecentre@unsw.edu.au
Phone: (02) 9385-1333
International: +61 2 9385 1333

For all other Moodle issues please contact:

External TELT Support

Email: externalteltsupport@unsw.edu.au

Phone: (02) 9385-3331

International: +61 2 938 53331

Opening hours:

Monday – Friday 7:30am – 9:30 pm

Saturday & Sunday 8:30 am – 4:30pm

Other Professional Outcomes

Successful completion of this course contributes to the acquisition of UNSW graduate capabilities. UNSW aspires to develop globally focused graduates who are **rigorous scholars**, capable of **leadership** and **professional practice** in an **international** community.

The major goal of this course is to provide you with an understanding of T&E as part of the system engineering discipline. The assignment tasks require engagement with the information presented, applying the material to typical situations. This exercises your ability to analyse a problem using the newly learned techniques and synthesise appropriate test methodologies. The assignment tasks are submitted as written reports in a similar format to those used to communicate T&E plans in typical projects. The focus of this course is on developing the following graduate attributes:

- *GA2 an in-depth engagement with the relevant disciplinary knowledge in its interdisciplinary context;*
- *GA3 the capacity for analytical and critical thinking and for creative problem solving; and*
- *GA12 the skills of effective communication.*

Additional Course Information

Learning outcomes three and four are taught first in collaborative groups (LO3a & LO4a) where you are required to contribute to a team to achieve these learning outcomes. These outcomes are then taught and assessed individually (LO3b & LO4b).

Academic Integrity and Plagiarism

UNSW has an ongoing commitment to fostering a culture of learning informed by academic integrity. All UNSW staff and students have a responsibility to adhere to this principle of academic integrity. All students are expected to adhere to UNSW's Student Code of Conduct https://www.gs.unsw.edu.au/policy/documents/studentcodepolicy.pdf

Plagiarism undermines academic integrity and is not tolerated at UNSW. *It is defined as using the words or ideas of others and passing them off as your own, and* can take many forms, from deliberate cheating to accidental copying from a source without acknowledgement.

For more information, please refer to the following:

https://student.unsw.edu.au/plagiarism

Referencing

In this course, students are required to reference following the APA 7 referencing style. Information about referencing styles is available at: https://guides.lib.unsw.adfa.edu.au/c.php?g=472948&p=3246720

Study at UNSW Canberra

https://www.unsw.adfa.edu.au/study

Study at UNSW Canberra has lots of useful information regarding:

- Where to get help
- Administrative matters
- Getting your passwords set up
- How to log on to Moodle
- Accessing the Library and other areas.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates	International Council on Systems Engineering (INCOSE)
Assignment Group (Collaborative) Assessment Format: Group	30%	Due Date: Week 12	• KNOW1.1 : Understand the Definition and Concepts of a System • KNOW1.2 : Understand the Complexities of a System of Systems • KNOW2.5 : Know the importance of the design definition process and its relationship to implementation • KNOW2.8 : Understand the importance of verification in the system process • KNOW2.9 : Understand the importance of validation to the stakeholders • KNOW2.10 : Understand the activities necessary for the customer to employ the system • KNOW3.4 : Understand the importance of risk management in the system development process • KNOW3.5 : Understand the importance of configuration management in the system development process • KNOW3.7 : Understand the importance of providing evidence of implementation compliance • KNOW3.6 : Understand the contribution systems engineeirng makes to information, measurement, and quality assurance processes • KNOW7.3 : Understand the relationship of logistics engineering to the technical processes, especially the maintenance process • KNOW7.4 : Understand the relationship of the human specialty engineering functions to the technical processes, especially the operations process
Assignment Individual Aspects Assessment Format: Individual	40%	Due Date: Weeks 8 & 14	• KNOW1.4 : Analyze the Functions and Relationships of the Various Life Cycle Phases • KNOW2.5 : Know the importance

			of the design definition process and its relationship to implementation • KNOW2.7 : Know the aspects of implementation and integration • KNOW3.3 : Understand how decision management supports the other processes • KNOW3.5 : Understand the importance of configuration management in the system development process • KNOW3.6 : Understand the contribution systems engineeirng makes to information, measurement, and quality assurance processes • KNOW4.2 : Know the organizational activities that generate and support system development • KNOW6.3 : Understand how modeling can benefit the systems engineering and the life cycle process • KNOW7.3 : Understand the relationship of logistics engineering to the technical processes, especially the maintenance process • KNOW7.4 : Understand the relationship of the human specialty engineering functions to the technical processes, especially the operations process
Short Class Tests Assessment Format: Individual	30%	Due Date: Weeks 3, 5 & 7	• KNOW2.3 : Know the concepts of requirements definition • KNOW1.4 : Analyze the Functions and Relationships of the Various Life Cycle Phases • KNOW2.2 : Know the importance of the identifying stakeholder needs and requirements • KNOW2.8 : Understand the importance of verification in the system process • KNOW2.9 : Understand the importance of validation to the stakeholders • KNOW3.3 : Understand how decision management supports the other processes • KNOW3.4 : Understand the importance of risk management in the system development process

			• KNOW3.5 : Understand the importance of configuration management in the system development process • KNOW3.7 : Understand the importance of providing evidence of implementation compliance • KNOW3.6 : Understand the contribution systems engineeirng makes to information, measurement, and quality assurance processes • KNOW4.2 : Know the organizational activities that generate and support system development • KNOW6.3 : Understand how modeling can benefit the systems engineering and the life cycle process • KNOW7.3 : Understand the relationship of logistics engineering to the technical processes, especially the maintenance process • KNOW7.4 : Understand the relationship of the human specialty engineering functions to the technical processes, especially the operations process

Assessment Details

Assignment Group (Collaborative)

Assessment Overview

The assignment is about test metrics and test concept planning and is done by all students on a topic set by UNSW. The assignment begins with students individually researching the set topic with a structured literature review, which they submit for feedback. The assignment then continues in small collaborative groups leading to a group submission (30% of subject). Finally, students then individually examine an aspect of the assignment test concept done in the group for greater detail from further researched test planning.

Course Learning Outcomes

- CLO1 : Describe organisation and roles of T&E in Systems Engineering and Project Management as applied to system design and capability acquisition lifecycles, including validation methods, verification methods and categories, configuration baselines and functional and physical configuration (FCA/PCA) auditing; and complexity issues for

Systems-of-Systems (SoS).
- CLO2 : Compare the types of T&E and their contemporary issues, including preview T&E (pre-contract), developmental T&E, acceptance T&E, operational T&E, and speciality T&E such as: anthropometrics and human factors, environmental qualification, electromagnetic effects, software usability and cybersecurity.
- CLO3 : Develop T&E master (management) plans (TEMPs) within a hierarchy of project plans using structured risk-based approaches, including during the seminal conceptual phase.
- CLO4 : Develop hierarchical and traceable T&E measures for capability systems, including critical operational issues (COIs) and measures of effectiveness/suitability (MOEs/MOSs) at the customer-level or needs-level, and measures of performance (MOPs) and technical performance measures (TPMs) at the design-level or specification-level.

Assessment Length

Around 20 pages for groups of three to four students

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

Assignment Individual Aspects

Assessment Overview

The assignment is about test metrics and test concept planning and is done by all students on a topic set by UNSW. The assignment begins with students individually researching the set topic with a structured literature review which they submit for feedback (15% of subject). The assignment then continues in small collaborative groups leading to a group submission (30% of subject). Finally, students then individually examine an aspect of the assignment test concept done in the group for greater detail from further researched test planning (25% of subject). The extension aspects are to be selected from a set list such that ideally one person from each group examines each listed aspect and no-one from the same group does the same extension aspect.

Course Learning Outcomes

- CLO1 : Describe organisation and roles of T&E in Systems Engineering and Project Management as applied to system design and capability acquisition lifecycles, including validation methods, verification methods and categories, configuration baselines and functional and physical configuration (FCA/PCA) auditing; and complexity issues for Systems-of-Systems (SoS).
- CLO2 : Compare the types of T&E and their contemporary issues, including preview T&E (pre-contract), developmental T&E, acceptance T&E, operational T&E, and speciality T&E such as: anthropometrics and human factors, environmental qualification, electromagnetic effects, software usability and cybersecurity.
- CLO3 : Develop T&E master (management) plans (TEMPs) within a hierarchy of project plans

using structured risk-based approaches, including during the seminal conceptual phase.
- CLO4 : Develop hierarchical and traceable T&E measures for capability systems, including critical operational issues (COIs) and measures of effectiveness/suitability (MOEs/MOSs) at the customer-level or needs-level, and measures of performance (MOPs) and technical performance measures (TPMs) at the design-level or specification-level.

Assessment Length

Around 6 pages for survey, 10 pages for planning extension

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

Short Class Tests

Assessment Overview

Three short class tests are conducted to individually assess learning of foundational concepts in T&E from the supplied and extensive class notes and readings. In the case of wholly distance subjects, these class tests are administered on Moodle.

Course Learning Outcomes

- CLO1 : Describe organisation and roles of T&E in Systems Engineering and Project Management as applied to system design and capability acquisition lifecycles, including validation methods, verification methods and categories, configuration baselines and functional and physical configuration (FCA/PCA) auditing; and complexity issues for Systems-of-Systems (SoS).
- CLO2 : Compare the types of T&E and their contemporary issues, including preview T&E (pre-contract), developmental T&E, acceptance T&E, operational T&E, and speciality T&E such as: anthropometrics and human factors, environmental qualification, electromagnetic effects, software usability and cybersecurity.
- CLO3 : Develop T&E master (management) plans (TEMPs) within a hierarchy of project plans using structured risk-based approaches, including during the seminal conceptual phase.
- CLO4 : Develop hierarchical and traceable T&E measures for capability systems, including critical operational issues (COIs) and measures of effectiveness/suitability (MOEs/MOSs) at the customer-level or needs-level, and measures of performance (MOPs) and technical performance measures (TPMs) at the design-level or specification-level.

Assessment Length

Three short tests each with two short answers (paragraph) and one essay answer (1-1.5 page)

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

General Assessment Information

The first short class test will be assessed, and feedback will be provided to students before the Census day (end of Week 4).

Late Submission of Assessment

Unless prior arrangement is made with the lecturer or a formal application for special consideration is submitted, a penalty of 5% of the total available mark for the assessment will apply for each day that an assessment item is late up to a maximum of 5 days (120 hours) after which an assessment can no longer be submitted and a grade of 0 will be applied.

Use of Generative AI in Assessments

For all assessment tasks, you may use standard editing and referencing software such as Grammarly, but not Generative AI.

If the use of generative AI such as ChatGPT is detected, it will be regarded as serious academic misconduct and subject to the standard penalties, which may include 00FL, suspension and exclusion.

Grading Basis

Standard

Requirements to pass course

The overall passing mark for this course is 50% per university policy. Students must pass the individual assignment components (40% weighting, consisting of literature survey at 15% and assignment extension at 25%) to pass the subject; that is, students cannot rely on the collaborative and knowledge components to pass but only to get a good grade. This caveat ensures students achieve learning outcomes 3b and 4b.

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 26 February - 1 March	Topic	T&E roles. Read course notes Chapter 1, review the introductory lecture and read Chapter 1 of the Lee et al. (2017) textbook. Check Moodle site for Section 1 additional higher-grade readings.
Week 2 : 4 March - 8 March	Topic	T&E Types. Read course notes Chapter 2, review the lecture on T&E types and read Chapter 2 of the Lee et al. (2017) textbook. Undertake the short class test at the end of the week (11th or 12th March). Check Moodle site for Section 2 additional higher-grade readings.
Week 3 : 11 March - 15 March	Topic	T&E metrics. Read course notes Chapter 3, review the lecture on T&E metrics and read Chapter 3 of the Lee et al. (2017) textbook. Check Moodle site for Section 3 additional higher-grade readings.
Week 4 : 18 March - 22 March	Topic	T&E planning. Read course notes Chapter 4, review the lecture on T&E planning (Thursday) and read Chapter 7 of the Lee et al. (2017) textbook. Undertake the short class test at the end of the week (24th or 25th March). Check Moodle site for Section 4 additional higher-grade readings.
Week 5 : 25 March - 29 March	Topic	T&E related disciplines. Read course notes Chapter 5, review the lecture on T&E-related disciplines and read Chapter sections 10.4, 11.5-11.6, 15.1-15.3 of the Lee et al. (2017) textbook. Check Moodle site for Section 5 additional higher-grade readings.
Week 6 : 1 April - 5 April	Topic	T&E management (Week 6 & 7). Read course notes Chapter 6, review the lecture on T&E management and read Chapter 18 of the Lee et al. (2017) textbook. Check Moodle site for Section 6 additional higher-grade readings, especially Chapter 16 of Gorod et al. (2019).
Week 7 : 22 April - 26 April	Topic	T&E management (Week 6 & 7). Read course notes Chapter 6, review the lecture on T&E management (23rd Apr) and read Chapter 18 of the Lee et al. (2017) textbook. Check Moodle site for Section 6 additional higher-grade readings, especially Chapter 16 of Gorod et al. (2019). Undertake the third short class test (28th-29th Apr).
Week 8 : 29 April - 3 May	Assessment	Finalise the literature survey for assignment in preparation for group work (submit 5th May). Review the lecture on the group assignment (30th Apr).
Week 9 : 6 May - 10 May	Group Work	First week of group assignment and tutoring.
Week 10 : 13 May - 17 May	Group Work	Second week of group assignment and tutoring.
Week 11 : 20 May - 24 May	Group Work	Third week of group assignment and tutoring. Review lecture on individual assignment extension.
Week 12 : 27 May - 31 May	Assessment	Submit group assignment (27 May) and begin individual assignment extension.
Week 13 : 3 June - 7 June	Assessment	Finalise and submit individual assignment extension (10th Jun).

Attendance Requirements

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

General Schedule Information

Students spend the first seven weeks gaining basic knowledge through lectures, course notes (six chapters download from Moodle), the Lee et al. (2017) textbook and some supplied readings. Lectures are generally every Tuesday evening from 1900-2000 hours on Blackboard Collaborate (via Moodle Page) except for Tuesday 19th March will be Thursday 21 March. A group planning exercise with tutoring dominates three weeks in May and has an individual assignment extension in the final two weeks of the Semester.

Course Resources

Prescribed Resources

Compulsory Texts

- Lee, J. D., Wickens, C. D., Liu, Y., Boyle, L. N. (2017) Designing for People: An Introduction to Human Factors Engineering, 3rd Ed, ISBN-13 978-1539808008 (Booktopia have it)
- Eds. Alex Gorod, Leonie Hallo, Vernon Ireland, Indra Gunawan (2019) Evolving Toolbox for Complex Project Management, CRC Press, Taylor & Francis Group, Auerbach, ISBN 9780429197079

Recommended Resources

Recommended Readings

- D.Walden et al (eds) (2015). Systems Engineering Handbook, 4th Ed., Wiley, INCOSE-TP-2003-002-04
- Journal of the International T&E Association (ITEA) (access explained on Moodle Page)

Additional Costs

Nil.

Course Evaluation and Development

One of the key priorities in the 2025 Strategy for UNSW is a drive for academic excellence in education. One of the ways of determining how well UNSW is progressing towards this goal is by listening to our own students. Students will be asked to complete the myExperience survey towards the end of this course.

Students can also provide feedback during the semester via: direct contact with the lecturer, the “On-going Student Feedback” link in Moodle, Student-Staff Liaison Committee meetings in schools, informal feedback conducted by staff, and focus groups. Student opinions really do make a difference. Refer to the Moodle site for this course to see how the feedback from previous students has contributed to the course development.

Important note: Students are reminded that any feedback provided should be constructive and professional and that they are bound by the Student Code of Conduct Policy

https://www.gs.unsw.edu.au/policy/documents/studentcodepolicy.pdf

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Keith Joiner		Building 21, Room 363	0499202284	Email initially	No	Yes
Tutor	David Coleman				Email initially	No	No
	Alice Paton				Email initially	No	No
	Britt Levett				Email initially	No	No

Other Useful Information

Academic Information

Course Evaluation and Development

One of the key priorities in the 2025 Strategy for UNSW is a drive for academic excellence in education. One of the ways of determining how well UNSW is progressing towards this goal is by listening to our own students. Students will be asked to complete the myExperience survey towards the end of each course.

Students can also provide feedback during the semester via: direct contact with the lecturer, the “On-going Student Feedback” link in Moodle, Student-Staff Liaison Committee meetings in schools, informal feedback conducted by staff, and focus groups (where applicable). Student opinions really do make a difference. Refer to the Moodle site for your course to see how the feedback from previous students has contributed to the course development.

Important note: Students are reminded that any feedback provided should be constructive and professional and that they are bound by the Student Code of Conduct.

https://www.gs.unsw.edu.au/policy/documents/studentcodepolicy.pdf

Equitable Learning Services (ELS)

Students living with neurodivergent, physical and/or mental health conditions or caring for someone with these conditions may be eligible for support through the Equitible Learning Services team. Equitable Learning Services is a free and confidential service that provides practical support to ensure your mental or physical health conditions do not adversely affect your studies.

Our team of dedicated **Equitable Learning Facilitators** (ELFs) are here to assist you through this process. We offer a number of services to make your education at UNSW easier and more equitable.

Further information about ELS for currently enrolled students can be found at: https://www.student.unsw.edu.au/equitable-learning

Academic Honesty and Plagarism

UNSW has an ongoing commitment to fostering a culture of learning informed by academic integrity. All UNSW staff and students have a responsibility to adhere to this principle of academic integrity. All students are expected to adhere to UNSW's Student Code of Conduct. Find relevant information at: Student Code of Conduct (unsw.edu.au)

Plagiarism undermines academic integrity and is not tolerated at UNSW. It is defined as using the words or ideas of others and passing them off as your own, and can take many forms, from deliberate cheating to accidental copying from a source without acknowledgement.

For more information, please refer to the following:

https://student.unsw.edu.au/plagiarism

Submission of Assessment Tasks

Special Consideration

Special Consideration is the process for assessing and addressing the impact on students of short-term events, that are beyond the control of the student, and that affect performance in a specific assessment task or tasks.

Applications for Special Consideration will be accepted in the following circumstances only:

- Where academic work has been hampered to a substantial degree by illness or other cause;
- The circumstances are unexpected and beyond the student's control;
- The circumstances could not have reasonably been anticipated, avoided or guarded against by the student; and either:

(i) they occurred during a critical study period and was 3 consecutive days or more duration, or a total of 5 days within the critical study period; or

(ii) they prevented the ability to complete, attend or submit an assessment task for a specific date (e.g. final exam, in class test/quiz, in class presentation)

Applications for Special Consideration must be made as soon as practicable after the problem occurs and at the latest within three working days of the assessment or the period covered by the supporting documentation.

By sitting or submitting the assessment task the student is declaring that they are fit to do so and cannot later apply for Special Consideration (UNSW 'fit to sit or submit' requirement).

Sitting, accessing or submitting an assessment task on the scheduled assessment date, after applying for special consideration, renders the special consideration application void.

Find more information about special consideration at: https://www.student.unsw.edu.au/special/consideration/guide

Or apply for special consideration through your MyUNSW portal.

Late Submission of assessment tasks (other than examinations)

UNSW has a standard late submission penalty of:

- 5% per day,
- capped at five days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and
- no permitted variation.

Students are expected to manage their time to meet deadlines and to request extensions as early as possible before the deadline.

Electronic submission of assessment

Except where the nature of an assessment task precludes its electronic submission, all assessments must be submitted to an electronic repository, approved by UNSW or the Faculty, for archiving and subsequent marking and analysis.

Release of final mark

All marks obtained for assessment items during the session are provisional. The final mark as published by the university following the assessment review group meeting is the only official

mark.

School-specific Information

The Leaning Management System

Moodle is the Learning Management System used at UNSW Canberra. All courses have a Moodle site which will become available to students at least one week before the start of semester. Please find all help and documentation (including Blackboard Collaborate) at the Moodle Support page.

UNSW Moodle supports the following web browsers:
• Google Chrome 50+
• Safari 10+
Internet Explorer is not recommended. Addons and Toolbars can affect any browser's performance.

Operating systems recommended are:
• Windows 10,
• Mac OSX Sierra,
• iPad IOS10

Further details:
Moodle System Requirements
Moodle Log In

If you need further assistance with Moodle:

For enrolment and login issues please contact:
IT Service Centre
Email: itservicecentre@unsw.edu.au
Phone: (02) 9385-1333
International: +61 2 9385 1333

For all other Moodle issues please contact:
External TELT Support
Email: externalteltsupport@unsw.edu.au
Phone: (02) 9385-3331

International: +61 2 938 53331

Opening hours:

Monday – Friday 7:30am – 9:30 pm

Saturday & Sunday 8:30 am – 4:30pm

Study at UNSW Canberra

Study at UNSW Canberra has lots of useful information regarding:

• Where to get help

• Administrative matters

• Getting your passwords set up

• How to log on to Moodle

• Accessing the Library and other areas.

UNSW Canberra Student Hub

For News and Notices, Student Services and Support, Campus Comminity, Quick Links, Important Dates and Upcoming Events

School Contact Information

Deputy Head of School (Education): Dr Erandi Hene Kankanamge

E: e.henekankanamge@adfa.edu.au

T: 02 5114 5157

Syscom Admin Support: syscom@unsw.edu.au

T: 02 5114 5284

Syscom Admin Office: Building 15, Level 1, Room 101 (open 10am to 3pm, Mon to Fri)