

## Purpose and Scope

This Procedure applies to Colleges and any non-College portfolio that has a coursework teaching function. Where applicable, this Procedure can be applied to any non-College portfolio by replacing any College function or position with a non-College portfolio equivalent.

This procedure applies to all staff, students, and the public.

### Objectives

- To ensure student Results are accurate and communicated to students in a timely manner.

## Overarching Policy

*Student Progression Policy*

## Procedure

1. In this procedure, the following terms have the following meanings:
  - 1.1. “Head of School” means Head of School, by whatever name known.
  - 1.2. “Results” means student marks and grades as outlined in the [Assessment Procedure](#).
  - 1.3. “Standard Teaching Period” means semesters, trimesters, summer, and winter term.
2. Unit Coordinators are responsible for submitting timely and accurate proposed Results and offers of supplementary assessments to the University.
3. Unit Coordinators must submit proposed Results and offers of supplementary assessments using the system nominated by Director Student and Library Services (DSLS).
4. Unit Coordinators must submit proposed Results and offers of supplementary assessments by the date specified by the Head of School or nominee. Any Results not submitted by this date are considered late.

5. Final marks are presented as a whole number (0.5 and above are to be rounded up, 0.49 and below rounded down). Individual assessment components must not be rounded prior to calculating the final mark.
6. The Head of School is responsible for ensuring Results are approved in a timely and accurate manner.

### **Results Committee**

7. Each School must have one or more Results Committees.
8. The Head of School is responsible for determining the schedule of Results Committees for their School; there will normally be a Results Committee for every Standard Teaching Period.
9. The Head of School is responsible for determining the units that are linked to each Results Committee.
10. Each Results Committee has the following members:
  - 10.1. a Chair, appointed by the Head of School;
  - 10.2. Head of School for Schools that include a unit considered by the Results Committee;
  - 10.3. Academic Chairs for courses that include a unit considered by that Results Committee;
  - 10.4. Unit Coordinators for every unit considered by that Results Committee;
  - 10.5. for units taught at University offshore locations, a representative appointed by the Pro Vice Chancellor (Transnational Education); and
  - 10.6. any other role(s) appointed in an ex officio capacity by the Head of School.
11. Each Results Committee must have a secretary appointed by the Head of School.
12. Each Results Committee reviews:
  - 12.1. proposed Results including fail grades;
  - 12.2. late Results;
  - 12.3. proposed supplementary assessments;
  - 12.4. relevant data about Results in previous offerings of a unit;
  - 12.5. relevant student academic misconduct data for a unit.
13. Unit Coordinators must attend a Results Committee meeting where Results for their unit will be considered. In exceptional circumstances, where a Unit Coordinator is unable to attend, they must provide a report explaining the reasons for the Results to the Chair of the Committee.
14. Unit Coordinators must also provide a report explaining the reasons for the Results to the approver of the Results if there is no Results Committee linked to the unit.
15. The Results Committee Chair may also require a Unit Coordinator to submit a report about a unit's results to a Results Committee for professional accreditation reasons.

16. Unit Coordinators must submit a report explaining the moderation of Results to a Results Committee if that unit is delivered in a transnational location.
17. The Chair of the Results Committee is responsible for:
  - 17.1. approving final Results for units considered by that Committee and ensuring these are communicated to Director Student and Library Services or nominee, in a timely manner;
  - 17.2. approving the award of supplementary assessments;
  - 17.3. identifying outliers in Results data;
  - 17.4. monitoring the reasons for the allocation of Results;
  - 17.5. monitoring that moderation has taken place;
  - 17.6. monitoring academic integrity issues;
  - 17.7. referring issues identified by the Results Committee to other Results Committees where appropriate, or a Board of Studies; and
  - 17.8. in addition, referring urgent issues to the Head of School.
18. The Head of School is responsible for monitoring any late Results and obtaining the proposed Results from Unit Coordinators.
19. Where there is no Results Committee linked to a unit, the Head of School, or nominee, is responsible for fulfilling the same responsibilities as the Chair of the Results Committee. If the Head of School nominates this function, they must provide oversight.
20. Any changed grades due to re-marking, Results submitted from deferred or supplementary assessment, or other late Results must be proposed by the Unit Coordinator to the Chair of the Results Committee for approval or, where there is no linked Results Committee, to the Head of School, or nominee, for approval in a timely manner.

### **Approved Results**

21. The Director Student and Library Services or nominee is responsible for determining the date of published Results with recommendation from the Head of School or nominee.
22. The Director Student and Library Services is responsible for ensuring approved Results are communicated to students in a timely manner.
23. Unit Coordinators are responsible for communicating an approved supplementary assessment offering to the affected student.

## **Governance**

<b>Approval Authority</b>	Deputy Vice Chancellor Education
<b>Owner</b>	Deputy Vice Chancellor Education

<b>Legislation mandating compliance</b>	
<b>Category</b>	Primarily academic
<b>Related University Legislation and Policy Documents</b>	<i>Student Academic Integrity Policy</i> <i>Student Academic Misconduct Procedure</i>
<b>Date effective</b>	08/08/2023
<b>Review date</b>	08/12/2025

## Revision History

<b>Approved/Amended</b>	<b>Date Approved</b>	<b>Resolution No. (if applicable)</b>
Administrative Amendment	08/08/2023	
Administrative Amendment	25/05/2023	
Administrative Amendment	23/05/2023	
Administrative Amendment	23/11/2022	
Approved	08/12/2022	
Approved by University Secretary	02/06/2021	
Approved	09/04/2021	

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