



Examination Results Procedures for Chief Examiners/Course Co-ordinators

1. RESPONSIBILITY OF CHIEF EXAMINERS/COURSE CO-ORDINATORS

Chief Examiners/Course Coordinators

The Board of Examiners is a constituted meeting of the Faculty which has the responsibility of determining the results of the performance of all candidates enrolled in the Faculty. A quorum must be present at all times. For this reason staff must stay for the duration of the meeting. If unable to attend, a staff member must submit a form appointing an alternate, who will be present at the meeting.

Chief Examiner (the lecturer in charge of any unit)

It is the responsibility of each Chief Examiner to:

- submit results by the required date with any additional information required (eg. The Board of Examiners' Explanatory Statement Form)
- **verify result sheet of uploaded results**
- attend the relevant Board of Examiners meeting.

Course Co-ordinator (the lecturer in charge of a course, program or pathway)

It is the responsibility of the Course Co-ordinator:

- to check the Examination Register for their course
- to attend the relevant Board of Examiners' meeting and recommend confirmation of results for their course.

Please note: Chief Examiners have overall responsibility for a unit, including the return of results, even if they are not undertaking the teaching of the unit.

2. PROCEDURE FOR THE RETURN OF RESULTS

2.1 Submission of Results

Results are submitted at the end of summer semester, first semester, second semester and Terms 1-4 for some off shore programs. Full year units are returned at the same time as second semester results.

Two to three weeks before the submission date for examination results Chief Examiners will be sent an electronic class result sheet for their unit(s). They will be asked to enter the results on this result sheet and return it electronically to the relevant Administrator on each campus. Once the results are uploaded to Callista a result sheet will be generated and Chief Examiners will be asked to verify that the results are correct.

2.2 Grading System

Grades should be entered using the following grading system:

HD	High Distinction	80 - 100%
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D	Distinction	70 - 79%
C	Credit	60 - 69%
P	Pass	50 - 59%
NS	Supplementary examination recommended	45 - 49%
N	Fail	0 - 46%
PGO	Pass Grade Only (subject not marked beyond a pass)	50 - 100%
WH	Withheld result	
NE	Non examinable	

Numerical marks and grades should be entered for all units with the exception of:

- **Primary teaching methods (Teaching Studies A-D)**
- **Secondary teaching methods**
- **and the following units:**
 - EDF3002 Curriculum and Pedagogy**
 - EDF2803 Learning and researching in work-related contexts**
 - EDF2807 Adult educational practices 2- project**

which have been approved to use the PGO grading scheme.

Examiners are advised to keep a copy of the result sheet(s) submitted.

2.3 Additional documentation

A Chief Examiner requesting approval for a withheld result, fail result or supplementary assessment for any student must ensure that a **Board of Examiners Explanatory Statement Form** is forwarded to the relevant Administrator.

2.4 Checking of Results Register

The Results Register is printed off by course and Course Co-ordinators will be asked to check the Register prior to the Board of Examiners' meeting.

2.5 Board of Examiners' Meetings

All Chief Examiners and Course Co-ordinators must attend the Board of Examiners meeting. In the event of any anticipated absence, an apology should be submitted to the relevant administrator and an alternate nominated using the 'Alternate Appointment Form'.

3. WHAT TO DO WITH RESULT ANOMALIES

The following procedures should be followed if you discover any result anomalies:

3.1 A student has attended your unit but is not on the result sheet

Normally, a student who is not on the result sheet has not enrolled, has not paid fees and has not been calculated in your teaching EFTSU. **The student is not entitled to a result until the enrolment status has been checked.** If you have students in this category ask them to contact the relevant administrator (see above). Normally, the student will be asked to enrol in the unit in the next available semester and receive any results at the end of that semester.

3.2 A student is on the result sheet but has not attended your class

The student is enrolled, has paid fees, has officially been advised about enrolment status, their responsibilities and has been given the opportunity to dispute enrolment errors and is entitled to a result. Normally, if the student is enrolled and has not attended class, it is unlikely that he/she will have passed, so **a result of fail would normally be recorded. Please do not return a result of DISC (discontinued), WH (withheld), DEF (deferred) or leave the result blank.** If the student wishes to dispute the result they should contact the relevant Course Co-ordinator, who may be able to take action to withdraw the student from the unit.

4. SPECIAL CONSIDERATION

When a student's performance is affected adversely by illness or other serious cause, the student may apply for special consideration. An application must be made in writing on the standard application form to the Board of Examiners and should be accompanied by supporting documentary evidence. Chief Examiners will be notified and are expected to take these applications into consideration and **return a final grade or a WH result.** A withheld result should only be entered if an extension of time to submit work is being recommended. **A Board of Examiners Explanatory Statement Form** must be completed for each withheld result awarded.

All applications for special consideration should reach the relevant Faculty Office within 48 hours of the last examination for that semester, or due date for the submission of the final assessment task. **Late applications will not be considered.**

5. DEFERRED EXAMINATIONS (undergraduate courses with formal examinations)

If a student has been prevented through special circumstances from sitting a formal examination (such as illness) he or she can apply for special consideration and request that they be allowed to sit a deferred examination. A result of DEF should be returned and this request will be considered at the Board of Examiners' meeting. Deferred examinations are organised through the Examinations Branch.

6. SUPPLEMENTARY ASSESSMENT

The Board of Examiners may grant supplementary assessment to a student in a unit who would otherwise be failed, provided that the student has not failed more than two units in the relevant semester. Supplementary assessment may be granted:

- In a unit in which the student has gained a final mark of 45 - 49% and has satisfied any hurdle requirement that may exist
- In a unit in which a Pass is required in two or more assessment items and the student has passed all but one of them
- In any other special circumstances approved by the Board of Examiners

Recommendations for supplementary assessment should be entered on the Board of Examiners Explanatory Statement Form and submitted to the relevant Administrator.

7. WITHHELD RESULTS

A withheld result is used to indicate that a unit result has been withheld by the Faculty. It may be used under the following circumstances:

- When an extension of time beyond the final date for the submission of assigned work or assessed tasks for the semester has been granted. Chief Examiners can grant withheld results up to the date of the Board of Examiners meeting but any extensions beyond this can only be granted by the Board of Examiners. This includes withheld results that are a outcome of special consideration applications.
- When a fieldwork placement is incomplete

If a withheld result is entered on the electronic result sheet a **Board of Examiners Explanatory Statement Form must be completed** and forwarded to the relevant Administrator. The Board of Examiners may grant a further short extension of time to complete any outstanding work. Students who have made an application for Special Consideration may be awarded a longer extension of time to complete outstanding work. **The withheld result will automatically be converted to a fail on this date, after consultation with the Chief Examiner. A result amendment form must be completed for any WH results that are converted to a fail.**

Please note: The Faculty Assessment Policy indicates work should be assessed within 4 weeks of submission of an assignment/examination. Dates for return of results are normally about 4 weeks after the last day of semester and therefore fall within the time frame indicated in the Faculty Policy. The return of withheld results should therefore be an exception and must be justified to the Board of Examiners.

8. FAIL RESULTS

When a grade of fail is awarded for any unit the work of the student should be assessed by a second examiner, including fieldwork units. If two examiners are unable to agree on a result a third examiner should be called upon to make a final decision. An explanation of **why the student failed must be documented on the Board of Examiners Explanatory Statement Form** and additional examiners named.

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