

## Procedure Title

### Finalisation of Results Procedure

#### Preamble

The timely and accurate finalisation of student results is a core component of academic quality assurance. This procedure ensures that assessment outcomes are recorded, verified, and released in a consistent and transparent manner across all courses offered by Deakin College.

#### Purpose

The purpose of this procedure is to establish clear and consistent processes for the submission, verification, and release of both in-trimester and end-of-trimester results. For the purposes of this procedure, each assessment task is evaluated in accordance with the approved assessment criteria for the unit, and a numerical mark is assigned. At the completion of each trimester, an overall grade is awarded to indicate the student's level of achievement in the unit of study.

#### Scope

This procedure applies to all Foundation, Diploma, and non-award courses offered by Deakin College. It covers all assessment types and all stages of the results finalisation process, from the submission of marks to the official release of grades.

#### Policy

Assessment Policy

#### Related Documentation

NA

#### Procedure

### 1. End of Trimester Marks and Grades

- At the end of each trimester, the Deakin College Unit Coordinator is responsible for ensuring that teachers within their team have finalised all student marks for the unit using the on-line grades system on the Student Portal. The Deakin College Unit Coordinator must ensure all final marks and subsequent grades are reviewed and approved by either the Deakin University Unit Chair for Diploma level units or the Academic Coordinator for Foundation Programs. Evidence of the relevant approval must be forwarded to the Deakin College Academic Manager(s).
- Grades of 48 and 49 must be rounded to 50. It is the Unit Coordinator's responsibility to ensure this is completed at the point of grade entry. It is then further reviewed by the Academic Coordinators.
- Any grades of 48 and 49 which have inadvertently been allowed to remain unchanged will be considered for formal revision at the Board of Examiners meeting.
- Students who fail to meet a hurdle requirement but would have received a mark of 50 or above for the unit, are to be awarded the mark of 44.
- The Deakin College Unit Coordinator recommends the grade distribution to the Deakin University Unit Chair for Diploma level units and to the Board of Examiners for

Foundation Program units. These committees may vary the grade distributions and/or the grades recommended by the Deakin College Unit Coordinator.

## 2. Approval of Final Grades

- 2.1. The Board of Examiners is provided with a list of students in each unit with the recommended grades.
- 2.2. The Board of Examiners may determine final grades of students enrolled in a unit that are different to those recommended by the Unit Coordinator. Where a Unit Coordinator wishes to amend a final grade after the official results release, the Amendment to Result Form is to be completed.
- 2.3. A report is to be submitted to be Board of Examiners for any amendment of results and release of deferred examination results.

## 3. Notification of Final Grades

- 3.1. Following approval of grades by the Board of Examiners, students are notified of their final grades for each unit of enrolment via the Results area in the Student Portal.
- 3.2. A student may request to have the grade awarded in any unit reviewed as per the *Review of Assessment Application Form* located in the Forms area in the Student Portal.

## 4. Final Grades

- 4.1. The final grade awarded by the Board of Examiners signifies the student's overall performance in a unit.

## 5. Weighted Average – WAM

- 5.1. A Weight Average (WAM) is used to assess a student's academic performance in a course of study and to calculate Academic Progression Criteria for entry into Deakin University.
- 5.2. A student's WAM is calculated by adding the mark obtained for each relevant unit attempted and dividing by the total number of relevant unit attempts.

### Status and Details

<b>Identification</b>	Finalisation of Results Procedure
<b>Initial Issue Date</b>	27/08/2018
<b>Status</b>	Current
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<b>Approval Authority</b>	Academic Board of Studies
<b>Implementation Officer</b>	Academic Director
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