

Procedure Title

Finalisation of Results Procedure

Preamble

[Click or tap here to insert preamble.](#)

Purpose

The purpose of this procedure is to outline the process for the submission and release of results for both in-trimester and end of trimester results. For the purpose of this procedure, each item presented for assessment is evaluated in accordance with the unit's assessment criteria and assigned a mark. A grade is awarded at the end of each trimester in order to signify overall performance in a unit of study.

Scope

The procedure include all Diploma and Foundation students.

Policy

Assessment Policy

Related Documentation

[Click or tap here to insert related documentation.](#)

Procedure

1. Submission of Grades

1.1. In-Trimester Marks

- All lecturers are expected to communicate the marks awarded for assessment items completed within trimester to students who are enrolled in their class within fifteen (15) days of the date of submission using the on-line grades system on the Student Portal.
- The use of the grading nomenclature (Pass, Credit, Distinction etc.) in evaluating individual assessment items is not used as this may limit the ability of the Deakin College Assessment Committee to exercise its discretion in the awarding of the final grade.
- Academic Services will forward to the Academic Manager any exam report sheets containing details of breaches of regulation.
- The Academic Manager will return the exam report sheets indicating which students should be called into interview for academic misconduct. These student results are blocked by Academic Services until the matter is resolved.
- Academic Services will write to the students advising them to book an appointment with the Academic Manager.
- Using the function in the student management system, the code 'DE' to be entered into the grade column of every unit in which a students has an approved deferred examination.

- 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 and finally by Academic Services.

1.2. End of Trimester Marks and Grades

- At the end of each trimester, the Deakin College Unit Coordinator is responsible for ensuring that lecturers 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) by 10 am Thursday of the week directly after Exam Week.
- 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.
- 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.
- As grade cut-offs may be varied by the Board of Examiners, students must not be advised that a unit will have pre-determined grade cut-offs.

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 and the spread of recommended grades in each unit.
- 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. At no time will grades be given verbally either in person or over the telephone.
- 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

Status	Current
Effective date	3/09/2018
Review date	1/09/2021
Approval Authority	Other
Implementation Officer	Academic Manager (Burwood, Waterfront, Waurn Ponds), Campus Director (Jakarta)
Enquiries Contact	Deborah Fitton