

Finalisation of Results Policy (GC)



Queensland Institute of Business Technology Pty Ltd

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Document

Document Name	Finalisation of Results Policy (GC)
Brief Description	This Policy outlines the process for the submission and release of results for both in-Trimester and end of Trimester results.
Responsibility	Academic Director
Initial Issue Date	17/05/2005
Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
25/01/2017	7	Policy changes prior to December 2019 are found on H drive.	Academic Director
09/11/2022	8	Reviewed for accuracy and currency, incorporated RASCI table and relevant legislation	Student and Academic Services Officer

Related Documents

Name	Location
Review of Marks Policy	Policy HUB

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1 Purpose and Scope

1.1 Introduction

This Finalisation of Results Policy sets out the approach of Griffith College relating to the management of finalising results.

1.2 Purpose

The purpose of this Policy 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 and related policies, each item presented for assessment is evaluated in accordance with the course'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 course of study.

1.3 Scope

This Policy has been prepared in accordance with the Review of Marks Policy.

2 Policy Statement

2.1 Submission of Grades

2.1.1 In-Trimester Marks

All tutors are normally expected to communicate the marks awarded for assessment items completed within Trimester to students who are enrolled in their class within two weeks of the date of submission using the on-line grades system in the Learning Management System.

The use of the grading nomenclature (Pass, Credit, Distinction, etc.) in evaluating individual assessment items is not permitted as this may limit the ability of the Griffith College Assessment Committee to exercise its discretion in the awarding of the final grade.

2.1.2 End of Trimester Marks and Grades

At the end of each Trimester, the Griffith College Course Coordinator is responsible for ensuring that tutors within their team have finalised all student marks for the course using the on-line grades system in Learning Management System by 9am Monday of Results Week [week after Examination Week]. The Griffith College Course Coordinator must then ensure that by 9am Tuesday of Results Week (week after Exam Week) all final marks and subsequent grades are reviewed, finalised and ready for consideration by the Griffith College Assessment Committee. An email confirming that grades have been finalised must be sent to Student & Academic Services with any accompanying moderation reports and/or recommendations, by this time also.

The Griffith College Course Coordinator recommends the "Grade Cut-offs" to the Griffith College Assessment Committee who may vary the grade cut-offs and/or the grades recommended by the Griffith College Course Coordinator.

As grade cut-offs may be varied by the Griffith College Assessment Committee, students must not be advised that a course will have pre-determined grade cut-offs. However, the normal grade cut-offs may be discussed with students as a guide.

2.2 Approval of Final Grades

The Griffith College Assessment Committee is provided with a list of students in each course with their recommended grades. The Griffith College Assessment Committee is also provided with a report outlining the spread of recommended grades in each course.

The Griffith College Assessment Committee may determine final grades of students enrolled in a course different to those recommended by the Course Coordinator.

2.3 Notification of Final Grades

Following approval of grades by the Griffith College Assessment Committee, students are notified of their final grades for each course of enrolment via My Study on the Griffith College Digital Campus. At no time will grades be given verbally either in person or over the telephone.

A student may request to have the grade awarded in any course reviewed as outlined in the Review of Marks Policy.

2.4 Final Grades

The final grade awarded by the Griffith College Assessment Committee signifies the student's overall performance in a course.

2.5 Grade Point Average

A grade point average (GPA) is used to assess a student's academic performance in a program of study at Griffith College and to calculate admission rankings for application to higher education institutions. All grades obtained in a program of study, including Fails and Withdraw with Failure are translated into the equivalent numeric value and included in the calculation of the GPA.

The GPA achieved for a program of study undertaken at Griffith College is not automatically transferable to Griffith University as it is a separate higher education institution.

2.6 Grade Translations

Outlined below are the numeric equivalence of grades used at Griffith College for the purpose of calculating the GPA.

Grade	Numerical Value
High Distinction (HD)	7.0
Distinction (D)	6.0
Credit (C)	5.0
Pass (P)	4.0
Non-graded Pass (NP)*	4.0*
Marginal Fail (F3)	3.0
Fail (F2)	2.0
Low Fail (F1)	1.0
Fail, Assessment Not Submitted (FS)	0
Withdraw with Failure (WF)	0
Not Complete (NC)*	0*

*NP and NC is not awarded a numerical value or included in GPA calculation.

3 Responsibilities

Responsibility	AD	DSAS	SAS	PC	CC	AC	T	All
Maintain currency of policy	R	A	S	C	I	I	I	
Submission of Grades	I	I	S	S	A		R	
Approval of Grades	A	S	S	A	I	R		
Notification of Grades to students	S	A	R	I	I		I	I
AD = Academic Director, DSAS = Director, Student & Academic Services, SAS = Student & Academic Services, PC = Program Convenor, CC = Course Coordinator, AC = Assessment Committee, T = Teachers, ALL = All Staff R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed								

4 Compliance

4.1 General

Academic Director will ensure staff are informed about this Policy through staff meetings and communications.

Students will be made aware of this Policy through the College website, digital campus, communication and support from Student and Academic Services and Support teams.

4.2 Relevant Legislation

[HES 1.5 Qualifications and Certification](#)

4.3 Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

4.4 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Academic Director	Policy Hub	Permanently with control in place for revisions	Policy Hub archive