

Finalisation of Results and Review of Marks Policy

1.0 Overview

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

1.1 Submission of Grades

1.1.1 During Semester Marks

All lecturers are expected to communicate the marks awarded for assessment items completed within semester to students who are enrolled in their class within fourteen (14) days of the date of submission.

1.1.2 End of Semester Marks and Grades

At the end of each semester, the Programme Coordinators are responsible for ensuring that lecturers within their team have finalised all student marks for the course using the online grades system.

1.1.3 Approval of Final Grades

Members of Board of Examiners (BOE) are provided with a list of students in each programme with the recommended grades for each course and a report outlining the spread of recommended grades in each course.

The Academic Manager ensures that final marks and subsequent grades are reviewed and approved by the respective Dean, University of Canterbury (or nominee). At the Board of Examiners meetings respective teachers are responsible for keeping a record of discussions regarding grade changes in the Grade Distribution Report.

1.2 Notification of Final Grades

Following approval of grades at the Board of Examiners' meetings, students are notified of their final grades for each course of enrolment via the Results area in the Axis Student Portal. At no time will grades be given verbally either in person or over the telephone.

A student may request to have the awarded grade in any course reviewed by completing the Application for Review of Marks form. This form is available from the UCIC Office or by emailing: student_services@ucic.ac.nz

1.2.1 Final Grades

The final grade awarded after the Board of Examiners' meetings indicates the student's overall performance in a course.

1.2.2 Grade Point Average

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

1.2.3 Grade Translations

Outlined below is the numeric equivalence of grades used at UCIC and University of Canterbury for the purpose of calculating the GPA.

Grade	GPA	Percentage Band
A+	9	90 - 100
A	8	85 - 89.9
A-	7	80 - 84.9
B+	6	75 -79.9
B	5	70 - 74.9
B-	4	65 - 69.9
C+	3	60 - 64.9
C	2	55 - 59.9
C-	1	50 - 54.9
D	0	40 - 49.9
E	-1	0 - 39.9

Notes:

(i)	A pass is 50 percent and over (grades A to C-). Grades D or E are not passing grades.
(ii)	R grade is a restricted pass, i.e. no further progress permitted where this course is a prerequisite.
(iii)	S grade is a special pass.
(iv)	Where the letter or grade is followed by the letters AEG, an aegrotat component is included.
(v)	X grade denotes no grade awarded for dishonest practice. An X grade has a GPA of -3.
(vi)	RW denotes result withheld. In this case, the course not included in the GPA calculation.

The final grade will take into consideration whether all requirements to pass the course have been met. Where requirements have not been fulfilled, a grade of D will be awarded.

2.0 Review of Marks

During the course of a semester, every student should be provided with timely feedback on their performance in all assessment items from relevant teaching staff. The student should be provided with evidence of their performance in meeting the assessment requirements [criteria] and teaching staff must be willing to explain and interpret these requirements to a student and provide guidelines to the extent to which they have or have not been achieved.

For students who are dissatisfied with the marks awarded for individual assessment pieces, a process is available for students to informally or formally appeal the marks awarded. The process involved is outlined below.

Grounds for a request for an informal or formal review must be based on either a belief that the marks were not added or processed correctly, or that the marks awarded do not reflect the degree to which a student has met the assessment criteria. Grounds for any review must be clearly articulated on the application form.

A review of mark may lead to no change or to either a less favourable or more favourable outcome for a student.

2.1 Review of In Semester Marks

2.1.1 Initial Review of Marks

Upon notification of the mark awarded for an assessment item, a student may request a Review of Marks by completing an Application for Review of Marks form. Applications must be submitted within 14 days of the publication of the marks for the assessment item in question. All parts of the Initial Review of Marks section must be completed and the application form submitted to the lecturer, along with the assessment piece that is to be re-evaluated.

The lecturer writes their decision in the space provided in the Initial Review of Marks section on the form. They may make a change to results or explain why the marks awarded are fair and no change is recommended. If a student is unable to contact the lecturer, then the Academic Coordinator should be contacted to complete this form. For any clarification contact the Academic Coordinator in the first instance.

2.1.2 Formal Review of Marks

If a student is dissatisfied with the outcome from the Initial Review of Mark process (above), they may apply for a Formal Review of Marks by completing the Formal Review section on the Application for Review of Marks form. An Initial Review of Marks process needs to happen before a student can proceed to a Formal Review of Marks. Applications must be submitted within 14 days of receiving the mark for the assessment. All applications for a formal review of result must be submitted to the UCIC Office.

The application must include an explanation as to why the student wishes to appeal the result. Evidence that the student has discussed the matter with their lecturer is required in the form of the completed Initial Review of Marks section with the lecturer's decision and signature.

2.2 Review of Final Exam Mark

2.2.1 Open Review

If the review relates to a Final Exam, the student is to initially view their final exam during the allocated review period conducted after final results are released each semester. Students will be notified of available review sessions after grade release and will need to book a time to view their exams. There is a limited period where exam reviewing is available.

2.2.2 Initial Review of Marks

If a student wishes to have their exam mark reviewed then they need to fill in the Application for Review of Marks form and submit it to the UCIC Office within 14 days of the release of grades.

2.2.3 Formal Review of Marks

If a student is dissatisfied with the outcome from the Informal Review of Marks process, or if they do not want the original marker to review their exam paper, they may apply for a Formal Review of Marks by completing the Formal Review of Marks section on the Application of Review of Marks form. Applications must be submitted within 14 days of the publication of the results Applications for a Formal Review of Marks must be submitted to the UCIC Reception during the open review period.

All applications must include an explanation as to why the student wishes to appeal the result. Reasons such as "I need more marks to pass" or "I think I did better on the exam" are not acceptable explanations.

Formal reviews are conducted by an independent marker with expertise in the discipline for which the assessment item relates. In cases where there are no suitable markers available at UCIC, the assessment item will be forwarded to an appropriate marker at University of Canterbury.

An Application for a Formal Review of Marks may be subject to a \$50 administrative fee. Proof of payment, in the form of a UCIC receipt, should be attached to the application. This is refunded if your grade is changed.

3.0 Notification of Outcome

UCIC will notify students in writing of the outcome of their request for Review of Marks. Notification will be normally be via their uclive email account.

4.0 Appeals against Outcome

Students may appeal the decision to dismiss their application where they believe an error has been made, or the ruling unjust under the provisions of the Student Grievance Policy.

Policy Title	Finalisation of Results and Review of Marks	
Policy Owners	Academic Manager	
Contact Persons	Academic Coordinator or Academic Manager	
Key Stakeholders	UCIC Students and Staff	
Approval Body	UCIC Executive Committee	Meeting date approved 2/05/2017
Relevant Legislation	The Education (Pastoral Care of International Students) Code of Practice 2016 – Tertiary and the Private Training Establishment Registration Rules 2013 under section 253 of the Education Act 1989	
Related Policies	Student Grievance Policy	
Related Guidelines	N/A	
File information	File number N/A	Version number V2.1
Date Effective	2/05/2017	Next Review Date May 2018

Version 2.1 Approved By:	
	College Director and Principal UCIC