



EYNESBURY
COLLEGE

FSP FINAL ASSESSMENT AND GRADES PROCEDURE

SECTION D - PROCEDURE

Related Policy

FSP Assessment and Moderation Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
	1	Collation of final results	
Teacher	1.1	Complete the Moderation & Academic Integrity (MAI) form and save this to the I Drive.	
	1.2	Record all internal results in the Moodle grade book and the Class Results Spreadsheet	
	2	Marking and grades	
Module Coordinator	2.1	Mark external assessment tasks.	
	2.2	Send a copy of the results spreadsheet for all students to the Program Coordinator (FSP).	
	2.3	Enter all external results into the Moodle gradebook and notify the Program Coordinator (FSP) when completed.	
	2.4	Prepare five samples of student work for the Chief Examiner to review for the moderation process and save them in the I Drive.	
	3	Check of marking and grades	
Program Coordinator (FSP)	3.1	Enter all external results into the Class Results Spreadsheet and check the results against the Moodle gradebook.	
	3.2	Send external assessment samples and related documents to Chief Examiners.	
Chief Examiner	3.3	Undertake Review to inform Future Practice process	
	3.4	Return recommendations/feedback to Program Coordinator (FSP).	
	4	Review and input of final grades	
Program Coordinator (FSP)	4.1	Review and check marks and grade levels.	
	4.2	Check all internal and external marks have been recorded and investigate any significant discrepancies. into the results spreadsheet and check results against the Moodle gradebook.	
	4.3	Lockdown Moodle gradebooks and export results to Navigate with a ZC code	

Responsible	Procedure Steps		W/I
	4.4	Run reports and prepare recommendations for score adjustments for the Board of Examiners (BoE).	
Program Coordinator (FSP)	4.5	Present results to the BoE.	
BoE	4.6	Review assessment grades, discuss recommendations for adjustments and approve formal release.	
	5	Results	
Program Coordinator (FSP)	5.1	Make any required adjustments in Navigate after the BoE meeting. Advise Academic Support that results have been confirmed by the BoE.	
Academic Support	5.2	Run report and follow graduation process.	
	5.3	Send draft results back to Program Coordinator (FSP) for confirmation before releasing results.	
	5.4	Send results to the students and the relevant universities.	
Student	5.5	If not satisfied with academic process and results, schedule a meeting with the Program Coordinator (FSP) and/or Academic Director.	
Program Coordinator (FSP)	5.6	Meet with student to discuss the issues they have.	
	5.7	Make any agreed adjustments if required.	
	5.7.1	Re-issue final academic transcript if required.	
	6	Appeal	
Student	6.1	If not satisfied with the outcome of the discussion refer to the Student Grievances and Appeals Policy and Grievances and Appeals Procedure to lodge a formal appeal.	

D.2 Supporting Documentation

Related material	Location
Student Grievances and Appeals Policy	Eynesbury Policies and Procedures webpage
Grievances and Appeals Procedure	Eynesbury Policies and Procedures webpage
FSP Chief Examiners Procedure	Eynesbury Policies and Procedures webpage
FSP Internal Moderation Procedure	Eynesbury Policies and Procedures webpage
FSP Final Assessment and Grades Procedure	Eynesbury Policies and Procedures webpage

Form templates	Location
Review to inform future practice form	FSP Repository

Records (including completed forms)	Location
Review to inform future practice form	FSP Repository

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OQrJEU>

D.3 Version Control

Current Version Number	v3.1
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Privilege Level	Public