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 in Week 13.	
		1.2	Record all internal results in the Moodle grade book and the Class Results Spreadsheet in Week 13.	
	2	**Marking and grades**		
Module Coordinator		**2.1**	Mark external assessment tasks.	
		2.2	Send a copy of the external results spreadsheet for all students to the Program Coordinator (FSP) by 9.00am on Monday of Week 15.	
		2.3	Enter all external results into the Moodle gradebook and notify the Program Coordinator (FSP) when completed.	
		2.4	Prepare five samples of the externally assessed student work for the Chief Examiner to review for the moderation process and save them in the I Drive folder.	
	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 of an annual basis for all prior trimesters.	
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 between the results spreadsheet and the Moodle gradebook.	
		4.3	Lockdown Moodle gradebooks and export results to Navigate with a ZC code.	

Responsible		Procedure Steps			W/I
		4.4	Inform Academic Support to prepare semester reports for continuing students and enter graduating codes for finishing students.		
Academic Support			**4.4.1**	Prepare semester reports in draft for the PC and graduate students.	
			4.4.2	Advise PC the steps have been completed.	
Program Coordinator (FSP)		**4.5**	Run reports and prepare recommendations for score adjustments for the Board of Examiners (BoE).		
		4.6	Present results to the BoE.		
BoE		**4.7**	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	v3.3
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