

# Converting Interim Grades to Final Grades Business Process

## SCOPE

This business process applies to all undergraduate and postgraduate coursework units offered by Medicine, Nursing and Health Sciences (MNHS) as well as units in which the Faculty has majority teaching responsibility.

## PURPOSE

To inform MNHS staff of the University and Faculty expectations/requirements when converting interim grades to final grades.

## UNIVERSITY EXPECTATIONS/REQUIREMENTS

### FINALISING RESULTS

The CE is responsible for recommending to the BOE (Board of Examiners) the final results for each unit and must ensure:

- all assessment items are marked on time; refer to ([Marking and Feedback procedure](#) section 4.8)
- all assessment tasks are set up correctly in Gradebook to ensure the accuracy of the final unit result and that the appropriate mechanisms are in place for verification. ([Marking and Feedback procedure](#) section 4.8)
- results must be finalised no later than 12 weeks after the teaching period end date ([Grading Schema Procedure](#) section 2.3)

## AMENDING FINAL RESULTS - BOARD OF EXAMINERS RESPONSIBILITIES

The chair of the BOE or dean (or delegate) of the teaching faculty can approve amendments to student results after the BOE meeting.

## FACULTY EXPECTATIONS/REQUIREMENTS

In addition to the University expectations/requirements as listed above, MNHS has established the following expectations for the role and function of the Chief examiner (CE):

1. For the result upload, the CE is the only authorised officer with access to the Moodle gradebook plugin for uploading results directly into Callista via the results management system.
2. As the university expectation is to finalise results 12 weeks after the teaching period end date, the CE must supply a reasonable explanation for an extension of an interim result beyond the 12 weeks i.e. placements, fieldwork, practicums etc. The maximum extension of time can be a further 13 weeks extension on request.

**University time 12 weeks + MNHS 13 weeks = 25 week maximum extension**

If the interim results cannot be finalised before the 25 week period, these results will be escalated to the Deputy Dean Education.

3. If the interim result cannot be finalised by 25 weeks into the following teaching period, the result will be converted to a ON/NGO by the Faculty Board of Examiners delegate.

#### University policies/procedures & Faculty Business Processes by area and topic

Area	Topic	Policy/Procedure	Faculty Business Process
<b>Grading Schema</b>	Standard grading schema and competency grading schema	<a href="#">Grading Schema Procedure</a>	
	WAM, GPA and CGPA calculations		
	Honours degree grading schema		
	Honours course grades		
	Graduate research grading schema		
	Withdrawn incomplete (WI) grade		
<b>Marking and Feedback</b>	Assessment marking	<a href="#">Marking and Feedback Procedure</a>	
	Quality assurance in assessment		
	Assessment feedback		
	Finalising results		
	Student requests for correction of their mark due to an error		
	Security and record keeping		

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<b>Related Documents</b>	<a href="#">Chief Examiner Business Process</a>	