

Result Finalisation Business Process

SCOPE

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

PURPOSE

To outline the process for verifying fail grades, managing unfinalized results and grade distribution requirements in the Faculty of Medicine, Nursing and Health Sciences.

VERIFYING FAIL GRADES

Failed exams are to be routinely re-marked by a second examiner. All components of the exam that were attempted by the student should be re-marked. The first marker is to endorse the failed paper as 'Marked' and the second marker as 'Verified'. The markers are to discuss any differences in their assessment of the script before arriving at a final mark for it. Both examiners are to sign the paper. If a student fails the unit regardless of a fail in the end-of-semester exam, examiners will not be required to re-mark the failed exam script.

A failed assessment piece worth 25% or more of the final mark must be double marked. A record of the original and second marker should be recorded on the piece of assessment and electronically where results are recorded.

Assessment of oral and performance-based tasks; for units in which oral communication or performance is assessed, and, in which this assessment is worth more than 30% of the total mark, quality assurance, verification or re-marking of work must be provided through; sound and/or video recording, or initial assessment by more than one examiner, or - other defensible form of verification.

Failed assessment pieces worth more than 10% but less than 25% of the final grade must be checked by a second marker. The second marker will verify that no sections were accidentally missed and that the overall result is correct.

UNFINALISED RESULTS

Blank, WH, DEF or NS grades should be finalised within six weeks of the subsequent standard semester. Result amendments must be returned on a University Post BOE Result Amendment Form. All signed amendments to unfinalised results (once checked for accuracy by the course administrator) must be forwarded to the Student Business Services team, Office of the Deputy Dean for approval and processing.

Any requests by teaching departments to extend a blank, WH, DEF or NS result beyond six weeks into the next standard semester requires the Deputy Dean (Education) or nominee approval.

Any results that do not have the Deputy Dean (Education) approval and remain as blank, WH, DEF or NS will be automatically changed to a Fail grade by the Student Business Services team.

Where a post BOE result is returned with a mark falling within the range for supplementary assessment (45-49N) and supplementary assessment is supported by the unit coordinator, the Student Business Services team will confirm the student is eligible and award a NS grade as appropriate under the University [Assessment Regime Procedure](#).

The following units are exempted from this policy, and do not require approval from the Deputy Dean, (Education), for an extension to the WH grade each year:

- MED1011, MED2031, and MED5091 may be maintained as WH from semester one until December close down each year.

GRADE DISTRIBUTIONS

When making a recommendation to the Board of Examiners for the marks of a unit to be ratified, the Chief Examiner of the unit must provide an explanation of the distribution of the recommended unit marks in the following cases:

- For all units where the fail rate is more than 20%
- For all units where the total number of distinctions and high distinctions exceeds 40%

The indicative grade distributions do not apply to honours results or for units with enrolments of less than 15. If a unit is taught across more than one campus (in a given semester), individual reports highlighting the performance in students at each campus must be provided, unless the distributions at individual campuses do not fall within the above categories (ie N>20% and/or HD&D >40%), in which case a grade distribution report combining all campuses can be provided.

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Definitions	
Legislation Mandating Compliance	Monash University Statute Academic Board Regulations
Related Policies	
Related Documents	

