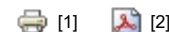


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[Home](#) > Finalisation of Grades - Procedures

Finalisation of Grades - Procedures



Document Number:

3.10.12b

Topic:

[3.10.12 Finalisation of Grades](#) [3]

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Academic Registrar

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3 Yearly Review

Audience:

All Staff

All Students

Document Web Links:

[PPL 3.10.02 Assessment - Policy](#) [4]

Notes:

February 2019 - Update to Section 7.2. June 2019 - Nomenclature update.

1. Purpose and Objectives

These procedures enact [PPL 3.10.02 Assessment](#). [4]

2. Definitions, Terms, Acronyms

Associate Dean (Academic) – The relevant Associate Dean (Academic) of the faculty administering the award. For non-award students, the Associate Dean (Academic) of the faculty administering the course.

Head of School – for the purpose of these procedures only, Head of School includes the Chief Examiner for the MD and MBBS programs.

Executive Dean – The Executive Dean of the faculty administering the award. For non-award students, the Executive Dean of the faculty administering the course.

3. Procedures Scope

These procedures apply to all students and staff at The University of Queensland.

4. Procedures Statement

These procedures describe the circumstances in which grades can be altered, and the timeframes and responsibilities associated with release of grades to students.

5. Release of Final Grades

5.1 The Academic Registrar must release the final grades to students in a form and at a time determined by the Academic Registrar.

5.2 If a student's final grade is unable to be released under 5.1 (e.g. due to the granting of a deferred examination) the Academic Registrar must release the final grades for that student at a time determined by the Academic Registrar.

6. Certification of Grades

6.1 The Executive Dean must certify as accurate the final grades for courses administered by the faculty and submit them to the Academic Registrar.

7. Changes to Grades

7.1 Prior to release

7.1.1 Before submitting grades to the Executive Dean, the Head of School may adjust a grade to comply with any relevant assessment practices.

7.1.2 A grade may be altered by the Executive Dean and Head of School —

- (a) to correct a patent error, or
- (b) if the Executive Dean is satisfied the grade should be reconsidered.

7.2 After release

7.2.1 Once a grade is released it becomes a final grade.

7.2.2 A final grade may be changed in the following circumstances —

(a) to correct a patent error, if —

(i) the Executive Dean or Associate Dean (Academic) is satisfied the error was identified within one year of the grade being finalised; or

(ii) the Academic Registrar is satisfied the change is needed to correct the error.

(b) before the re-mark finalisation date, if the Executive Dean or Associate Dean (Academic) is satisfied —

(i) the original final grade reflects a marking error; and

(ii) the University's Assessment Re-mark Procedures have been followed.

(c) where the application for a change to the final grade was made by the student —

(i) (A) within thirty (30) calendar days of the release of the final grade to be changed; or

(B) after thirty (30) calendar days but before six (6) months of the release of the final grade to be changed where the Deputy Director, Academic Services is satisfied the student has demonstrated that it was not possible to have applied for the change of grade within the thirty (30) calendar day period; and

(ii) the President of the Academic Board is satisfied that —

(A) the student has demonstrated exceptional circumstances warranting the change exist; and

(B) the student could not have sought a change earlier; and

(C) if the change is made, academic standards will not be lowered; and

(D) making the change would not be unfair to another student.

7.2.3 In 7.2.2, where a deferred examination or supplementary assessment has been granted and undertaken, the date of release of the final grade will be regarded as the date of release of the grade recorded following that assessment.

7.2.4 In 7.2.2 the re-mark finalisation date means —

(a) for first semester grades — the final day of the next semester; and

(b) for second semester grades — the day after the end of the mid-semester recess in the first semester in the next year; and

(c) for summer semester grades — the final day of the next semester.

8. Non-finalised and Incomplete Grades

8.1 Despite 7.2.1, where a student has been granted —

(i) a deferred examination, or

(ii) an extension,

that grade released will be classified as 'non-finalised' (in the case of (i)) or 'incomplete' (in the case of (ii)) until approved by the Head of School, and submitted to the Executive Dean or Academic Registrar for certification.

8.2 If a grade for a course, other than a course undertaken as the thesis component of a PhD or MPhil or Professional Doctorate, is listed as incomplete in the final grades, that grade must be finally recorded as though no assessment was received from the student as follows —

- (a) for first semester grades — on the first day after the second semester mid-semester recess;
- (b) for second semester grades — on the first day of first semester of the next year; and
- (c) for summer semester grades — on the first day after the first semester mid-semester recess.

8.3 Section 8.2 does not apply if before the day set out in that section —

- (a) the Head of School submits a new grade to the Executive Dean; or
- (b) the Executive Dean approves the grade remaining incomplete for an additional period.

The additional period must end on or before the date set by the Academic Registrar for the certification of final grades in the semester immediately following the semester in which the incomplete grade was first notified.

9. Audit of Grade Changes

9.1 The Associate Dean (Academic) and the Academic Registrar must put procedures in place to ensure that the processed grade changes are accurate, and that Grade Change Reports are checked and sent to Examinations section on a regular basis.

9.2 The UQ Change Grade Report in [SI-net](#) ^[5] must be generated on a fortnightly basis, to include all grade changes processed within the period.

9.3 A staff member, who did not perform the grade changes in the system, must check and reconcile the report against the grade change requests.

9.4 The checked, verified and signed report must be provided to Examinations section in a timely manner, following reconciliation in 9.3 above.

Workflow State:

Approved

Evaluation Method Details:

Progressions Section / Examinations Section; Assessment Sub-Committee; Teaching and Learning Committee; Academic Board; Academic Registrar; Deputy Vice-Chancellor (Academic); TRIM Record F18/119

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Approved by the Deputy Vice-Chancellor (Academic) on 24 June 2019.

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