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La Trobe Melbourne

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# FINALISATION OF RESULTS AND REVIEW OF MARKS POLICY

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Foundation Studies &  
Diploma Programs

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## **1.0 Overview**

The purpose of this policy is to outline the process for the submission and release of results for both in-trimester and end of trimester results. For the purpose of this and related policies, each item presented for assessment is evaluated in accordance with the course's assessment criteria and assigned a mark. A grade is awarded at the end of each trimester in order to signify overall performance in a course of study.

### **1.1 Submission of Grades**

#### **1.1.1 In-Trimester Marks**

All teachers are expected to communicate the marks awarded for assessment items completed within trimester to students who are enrolled in their class within fourteen (14) days of the date of submission using the on-line grades system in the Portal.

#### **1.1.2 End of Trimester Marks and Grades**

At the end of each trimester, the La Trobe Melbourne Academic Coordinator is responsible for ensuring that teachers within their team have finalised all student marks for the course

The Academic Coordinator will apply any special consideration approved by the Academic Review Committee. Once finalised, the Academic Coordinator will download the spreadsheet of grades and create the final PDF of the results for each subject. These will be filed in the appropriate place on the L: drive.

#### **1.1.3 Approval of Final Grades**

The Academic Coordinator may consult with the Academic Director to discuss the grades of a subject/s. Once finalised, the results are uploaded to Maze by the Academic Director.

### **1.2 Notification of Final Grades**

Students are notified of their final grades for each course of enrolment via the Results area in the Portal. At no time will grades be given verbally either in person or over the telephone.

A student may request to have the grade awarded in any course reviewed as per the Application to Review/Appeal Assessment Results located in the Documents area of the Portal.

#### **1.2.1 Final Grades**

The final grade awarded by the La Trobe Melbourne Academic Review Committee signifies the student's overall performance in a course.

#### **1.2.2 Weighted Average Mark (WAM)**

A weighted average mark (WAM) is used to assess a student's academic performance in a program of study and to calculate admission rankings for application to La Trobe University. All grades obtained in a program of study, including Fails are included in the WAM

calculation for Diploma courses. Subjects passed (greater than 50%) are included in the WAM for Foundation Studies courses.

### 1.2.3 Grade Translations

Outlined below are the numeric equivalence of grades used at La Trobe Melbourne and La Trobe University.

Foundation Studies and Diploma Results		
A	80%-100%	A grade pass
B	70%-79%	B grade pass
C	60%-69%	C grade pass
D	50%-59%	D grade pass
N	0%-49%	Fail
P	N/A	Ungraded pass
F	N/A	Ungraded fail

Administrative Results		
EX		Exempt
WD		Withdrawn, no academic penalty
KN		Withdrawn late (counted as fail)
NS		Fail, no work submitted
SP		Special Exam
W		Result Withheld

## 2.0 Review of Marks

During the course of a trimester, a student should be provided with feedback on their performance in all assessment items from relevant academic staff. The student should be provided with evidence of their performance in meeting the assessment requirements [criteria] and teaching staff must be willing to explain and interpret these requirements to a student and provide guidelines to the extent to which they have or have not been achieved.

For students who are dissatisfied with the marks awarded for individual assessment pieces, a process is available for students to informally or formally appeal the marks awarded. The process involved in the review differs depending on the timing of the assessment piece (i.e. in-trimester marks or final exam marks).

Grounds for a request for an informal or formal review must be based on either a belief that the marks were not added or processed correctly, or that the marks awarded do not reflect the degree to which a student has met the assessment criteria. Grounds for any review must be clearly articulated on the application form.

A review of mark may lead to no change or to either a less favourable or more favourable outcome for a student.

### 2.1 Review of In-Trimester Marks

#### 2.1.1 Informal Review of Marks

In the first instance, if a student has a query with their result for an assessment, they should consult with their subject teacher.

The teacher will do either one of two things. First, they may agree with the concerns, and make a change to results so that the mistake or marking problem is changed upwards or downwards. Second, they may explain why the marks addition is not in error, or why the marks awarded are fair; in that case they would recommend no change be made to the marks.

### **2.1.2 Formal Review of Marks**

If a student is dissatisfied with the outcome from an informal review, they may apply for a Formal Review of Marks by completing an "Application for Review of Marks" form. Applications must be submitted within 3 days of receiving the result. All applications for a formal review of result must be submitted to the appropriate Academic Coordinator.

The application must include an explanation as to why the student wishes to appeal the result. Reasons such as "I need more marks to pass" or "I think I did better on the exam" are not acceptable explanations. The application must also contain evidence that the student has discussed the matter with their teacher; however, they disagree with the judgement.

In cases where students have been unable to undertake an informal review of marks, a student must provide evidence that they have made a serious attempt to contact their teacher, but were unable to do so. This must be supported with a printout of email(s) or message(s) on the La Trobe Melbourne Portal.

Formal reviews are conducted by an independent marker with expertise in the discipline for which the assessment item relates. In cases where there is no suitable marker available at La Trobe Melbourne, the assessment item will be forwarded to an appropriate marker at La Trobe University.

## **2.2 Review of Final Exam Mark**

### **2.2.1 Open Review**

If the review relates to a final exam, the student is to initially view their final exam along with the relevant solution during the allocated review period conducted after final results are released each trimester. During allocated review periods students will be able to discuss their assessment and marks with their teacher or Academic Coordinator.

### **2.2.2 Formal Review of Marks**

If a student is dissatisfied with their exam, or if they do not want the original marker to review their exam paper, they may apply for a Formal Review of Marks by completing the Formal Review of Marks section on the Application of Review of Marks form. Applications must be submitted within 3 days of the publication of the results. Applications for a Formal Review of Marks must be submitted to the relevant Academic Coordinator.

All applications must include an explanation as to why the student wishes to appeal the result. Reasons such as "I need more marks to pass" or "I think I did better on the exam" are not acceptable explanations.

Formal reviews are conducted by the original marker and/or independent marker with expertise in the discipline for which the assessment item relates. In cases where no suitable markers are available at La Trobe Melbourne, the assessment item will be forwarded to an appropriate marker at La Trobe University.

### **3.0 Notification of Outcome**

La Trobe Melbourne will notify students in writing of the outcome of their request for Review of Marks. Notification will be normally via the student's La Trobe Melbourne email address.

### **4.0 Appeals Against Outcome**

Students may appeal the decision to dismiss their application where they believe an error has been made, or the ruling unjust under the provisions of the Student Academic Grievance Policy.

<b>Policy Title</b>	Review of Marks Policy	
<b>Policy Owners</b>	Academic Director (FSDP)	
<b>Contact Persons</b>	Jacqueline Tulk	
<b>Key Stakeholders</b>	Academic Staff Students	
<b>Approval Body</b>	Joint Management Committee	<b>Agenda item 5</b>
		<b>Approved on 7 September 2010</b>
	LTM Executive Committee	<b>February 17 2016</b>
	LTM Academic Board	<b>April 7 2017</b>
<b>Relevant Legislation</b>		
<b>Related Policies</b>	Assessment Policy Student Grievance Policy	
<b>Related Guidelines</b>		
<b>File information</b>	<b>TBC</b>	<b>Version number V1.1</b>
<b>Date Effective</b>	27 January 2016	<b>Next Review Date</b> April 2018
<b>AMENDMENT HISTORY</b>		
Revision Date	Version	Summary of changes