

Change of Result Policy and Procedure

Policy Purpose

The purpose of this policy and procedure is to ensure the integrity of all academic results that are modified outside a scheduled Examination Committee meeting.

Policy Scope

This policy and procedure applies to all academic results, which are to be modified in the absence of a scheduled Examination Committee. The modification to a student's final result can only be authorised via the meeting of an official Examination Committee or through the use of the *Change of Result form*.

Definitions

Refer to *Glossary of Terms*.

Policy Content

Occasionally it is necessary to modify a student's final academic result due to a variety of extenuating circumstances. These may include, but are not limited to, the following:

- An Examination Committee unable to be convened to review a student's result;
- Student's final results not being ready at the time of an Examination Committee meeting;
- The successful appeal by a student of a result after the meeting of an Examination Committee and/ or Academic Board;
- A decision by the Academic Board to amend a final result or the final results presented by the Examination Committee.
- Administrative error in original recording of result
- Completion of reassessment or supplementary assessment task

Procedure for Implementation

All modifications to a student's official final grade (outside the formal meeting of an Examination Committee) are to be processed using the approved *Change of Result form*. Each Head of College (or delegated nominee) signs and is responsible for the use of these pre-numbered, controlled forms.

Academic or administrative staff requesting to modify a student's final result must use an official *Change of Result form* and fill out the necessary details. The Head of College (or delegated nominee) must approve all Change of Result requests. Results are to be altered on HERMES and students notified in writing by the College Administrator once authorised by the Head of College (or delegated nominee). The *Change of Result forms* are to be distributed, processed and filed according to the directions outlined in the 'Administration Office Use Only' section of the form.

A report on all Change of Results generated from HERMES within a study period is reviewed by the Head of College (or delegated nominee). The report may be used within the Course Review Process. (Refer to *Course Review Policy and Procedure*)

Record keeping and confidentiality

Records of all change of result handled under this procedure shall be maintained for a period of at least five years for auditing purposes by the State or Territory Registering Body.

Publication

This procedure is to be published for staffs in the Staff Handbook to ensure new staffs have up to date and accurate information publicly available to them.

Responsibility	Lecturer, College Administrator and Head of College
Record Management:	HERMES Change of Result Form Change of Result Report
Reference:	Course Review Policy and Procedure Examination Committee Terms of Reference Glossary of Terms
Policy Developed By:	Academic Director
Policy Endorsed By:	Academic Board
Policy Complies with:	AQTF 2007 - Element 2.5 and 3.3
Version Number:	2.0
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