



**EYNESBURY**  
**COLLEGE**

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# FSP FINAL ASSESSMENT AND GRADES PROCEDURE

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## SECTION D - PROCEDURE

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### Related Policy

FSP Assessment and Moderation Policy

### D.1 Procedure

Responsible	Procedure Steps		W/I
	<b>1</b>	<b>Collation of final results</b>	
<b>Teacher</b>	<b>1.1</b>	Record final internal results via the portal.	
	<b>2</b>	<b>Marking and grades</b>	
<b>Module Coordinator</b>	<b>2.1</b>	Mark examination scripts.	
	<b>2.2</b>	Recommend final exam grades.	
	<b>2.3</b>	Send examination scripts and grades spreadsheet to the Program Coordinator (FSP).	
	<b>3</b>	<b>Check of marking and grades</b>	
<b>Program Coordinator (FSP)</b>	<b>3.1</b>	Check every exam script to ensure accuracy of assigned total by Module Coordinator.	
	<b>3.2</b>	Send examination scripts and related documents to Chief Examiners.	
<b>Chief Examiner</b>	<b>3.3</b>	Undertake review to guide future practice process for FOS, FAS and February UniStart, and external moderation processes for FJS and July FSP.	
	<b>3.4</b>	Return scripts, marking and Grade sheet and any recommendations/feedback to Program Coordinator (FSP).	
	<b>4</b>	<b>Review and input of final grades</b>	
<b>Program Coordinator (FSP)</b>	<b>4.1</b>	Review and check marks and grade levels.	
	<b>4.2</b>	Input all examination marks, check internal results and lock down all results in the portal.	
	<b>4.3</b>	Export grades to Navigate.	
	<b>4.4</b>	Run reports and prepare recommendations for score adjustments for the Board of Examiners (BoE).	
<b>Program Coordinator (FSP)</b>	<b>4.6</b>	Present results to the BoE, after approval from the Academic Director.	

Responsible	Procedure Steps		W/I
<b>BoE</b>	<b>4.7</b>	Review assessment grades and approve formal release.	
	<b>5</b>	<b>Results</b>	
<b>Program Coordinator (FSP)</b>	<b>5.1</b>	Make any required adjustments in Navigate after the BoE meeting. Advise Academic Support that results have been confirmed by the BoE.	
<b>Academic Support</b>	<b>5.2</b>	Run report and follow graduation process.	
	<b>5.3</b>	Send results to the students and the relevant universities.	
<b>Student</b>	<b>5.4</b>	If not satisfied with academic process and results, schedule a meeting with the Program Coordinator (FSP) and/or Academic Director.	
<b>Program Coordinator (FSP) and/or Academic Director</b>	<b>5.5</b>	Meet with student to discuss the issues they have.	
	<b>5.6</b>	Make any agreed adjustments if required.	
	<b>5.5.1</b>	Re-issue final academic transcript if required.	
	<b>6</b>	<b>Appeal</b>	
<b>Student</b>	<b>6.1</b>	If not satisfied with the outcome of the discussion refer to the <b>Student Grievances and Appeals Policy</b> and <b>Grievances and Appeals Procedure</b> to lodge a formal appeal.	

## D.2 Supporting Documentation

Related material	Location
Student Grievances and Appeals Policy	Eynesbury Policies and Procedures webpage
Grievances and Appeals Procedure	Eynesbury Policies and Procedures webpage
FLP Chief Examiners Procedure	Eynesbury Policies and Procedures webpage
FLP Internal Moderation Procedure	Eynesbury Policies and Procedures webpage
FLP Final Assessment and Grades Procedure	Eynesbury Policies and Procedures webpage

Form templates	Location
Review to inform future practice form	FSP Repository

Records (including completed forms)	Location
Review to inform future practice form	FSP Repository

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OQrJEU>

## D.3 Version Control

Current Version Number	2.0
Date of Effect	5/2019
Privilege Level	Public