PROCEDURES FOR WITHHOLDING GRADES FOR UNDERGRADUATE AND TAUGHT POSTGRADUATE PAPERS

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Preamble:

In normal circumstances a grade should be awarded for every student enrolled in a paper at the time of submitting final results. In exceptional circumstances where a student has not completed all components of a paper but has demonstrated sufficient academic progress (for example, by passing all the components completed), the final grade for that student can be withheld until the end of the following Semester.

The Procedures ensure that:

- a DNC grade is not recorded in situations where it would be unfair to do so. Examples of such situations include, but are not limited to:
  - where a student has been prevented by exceptional circumstances from completing a major part of compulsory course work, such as laboratories or field work, but was able to sit and pass the final examination;
  - where a grade is withheld in the School of Aviation because flying conditions did not allow a student to complete the required hours in the normal semester timetable;
  - when matters of academic integrity are in the process of being investigated;
  - when extenuating circumstances prevent a student from completing an internship or placement by the end of the paper.
- time limits are imposed for the withholding of students’ grades so that the paper completions data returned by the University to the Ministry of Education is up to date.

Procedures:

- To be considered for withholding of a grade a student must have demonstrated sufficient academic progress (e.g., by achieving an overall pass in the components of the assessment for the paper which she or he has completed). In some cases the student will have passed the final examination for the paper, but will have been unable to complete a major part of the in-course assessment or a practical component. Alternatively, an extension may have been provided for the completion of the work due to critical personal circumstances.
- A recommendation that a grade for a paper be withheld must be made by the paper coordinator to the appropriate College Office at the time the results for the paper are submitted, and must be supported by the Head of Department/School/Institute (or Programme Director where relevant).
- The recommendation must be accompanied by evidence eg a statement from a medical practitioner or student counsellor, as specified in the Examination Regulations. The entry of NF (Not Finalised) should be entered into the Results Processing Software.
• Students whose grades have been withheld must complete the requirements for the paper by the end of the following semester (e.g., an NF allocated in Semester 1 would need to be converted to a final grade by the end of Semester 2; an NF allocated in a double semester paper would need to be converted to a final grade by the end of the Summer School period). Formal re-enrolment in the paper will not be required and arrangements for completion of the required work will be made within the College. The College will also advise the student in writing of the requirements for finalisation of the grade and time limit for this.

• All assessment information, including examination scripts, for the student must be retained until the paper is completed.

• When the requirements for the paper have been completed the paper coordinator must send notification to the appropriate College Office, stating the name and ID number of the student, the paper number and offering details, and the (revised) mark for component of the paper that has been completed. If the requirements are not completed within the specified time the mark that would originally have been assigned is returned.

Audience:

All staff

Relevant Legislation:

None

Legal Compliance:

None

Related Procedures/Documents:

Assessment Policy
Assessment Procedures
Assessment and Examination Regulations

Document Management Control:

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