Grade Release and Quality Assurance Procedures

Section 1 - Purpose and Scope

Purpose

(1) These Procedures set out the processes and responsibilities for determination, submission, approval and release of grades.

Scope

(2) These Procedures apply to all University award and non-award coursework units, including those delivered by the University's Educational Partners.

Section 2 - Procedures

(3) Assessment is evaluated and grades awarded in accordance with:

   a. the standards set out in the Academic Quality, Standards and Integrity Policy and the Assessment, Teaching and Learning Policy and Procedures; and
   b. the Assessment Moderation Guidelines.

(4) The Academic Standards and Quality Committee approve the indicators and thresholds against which the quality assurance of grades is determined and monitored (see Indicators and Thresholds for Grade Quality and Assurance Schedule).

(5) The Pro Vice-Chancellor (Academic Innovation) may approve Grade Approval Guidelines to assist the Unit Assessors, Discipline Chairs and Associate Deans (Education) in carrying out their responsibilities under these Procedures. These Guidelines should be applied with reference to:

   a. these Procedures
   b. the Assessment, Teaching and Learning Policy and Procedures; and
   c. the Academic Quality, Standards and Integrity Policy.

(6) Marking and feedback processes are managed and documented in the University's Learning Management System.

(7) Grade approval and monitoring processes are managed and documented in the University's Student Management System.

Roles and Responsibilities

(8) Markers will:

   a. mark assessments in accordance with the Assessment Moderation Guidelines, and as directed by the Unit Assessor;

b. seek clarification or advice on marking issues from the Unit Assessor, where required;

c. enter assessment marks in the Learning Management System within the required timeline;

d. consider and respond to feedback raised by Unit Assessor, Discipline Chair, or Associate Dean (Education) which may include amending marks, as required.

(9) Unit Assessors will:

a. discuss the alignment of assessment, learning outcomes and marking rubrics with Markers no later than the first week of each teaching period;

b. advise Markers of marking and moderation requirements prior to each assessment due date;

c. monitor marking fairness, consistency and timeliness, monitor quality of feedback to students and provide guidance to Markers, where required;

d. resolve marking issues or inconsistencies with Markers;

e. monitor submission of, and contact students who fail to submit, final assessment tasks;

f. review the overall grade distribution against the [Indicators and Thresholds for Grade Quality Assurance Schedule](#) after marking of each assessment task has been competed and take appropriate action to identify and address any quality issues in a timely manner;

g. review the grades against the [Indicators and Thresholds for Grade Quality Assurance Schedule](#) after marking of all assessment tasks has been completed and take appropriate action to identify and address any quality issues prior to submission of grades for approval;

h. submit grades for approval and the Grade Approval Form to the Associate Dean (Education) no later than 11.59 am (AEST), Monday of grade release week;

i. take corrective action to address any quality issues relating to final grades if directed by the Associate Dean (Education);

j. review and correct submission errors in consultation with Student Administration Services.

(10) Discipline Chairs, or equivalent, will:

a. ensure timely submission of grades by monitoring grade submissions using the [Indicators and Thresholds for Grade Quality Assurance Schedule](#) and liaise with Unit Assessors as required.

b. assist the Unit Assessor and Associate Dean (Education) to assure the quality of marking, moderation and grading.

(11) Associate Deans (Education) will:

a. assure and approve that grades meet the requirements set out in clause 31 of the [Academic Quality, Standards and Integrity Policy](#), including by taking actions set out in clauses 14 of these Procedures if necessary;

b. where possible, approve the submitted grades by no later than 4 pm (AEST), Tuesday of grade release week;

c. identify and report matters of concern relating to grade assurance, academic standards or quality in onshore and offshore locations or non-compliance with University Rules, Policies or Procedures to Faculty Board or Academic Standards and Quality Committee, as appropriate.

(12) Following grade approval by the Associate Dean (Education), Student Administration Services will release and publish final grades on Grade Publication dates.

(13) In exceptional circumstances, the Vice President (Students) and Registrar may approve the release of final grades to a student, or cohort of students, prior to the Grade Publication date.

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to the Southern Cross University Policy Library for the latest version.

Page 2 of 4

Actions to Address Grade Quality Issues

(14) In exceptional circumstances, the Associate Dean (Education) may approve one or more of the following actions to ensure that final grades meet the grade quality criteria set out in clause 31 of the [Academic, Quality, Standards and Integrity Policy](#) prior to release to students:

    a. removing the marks from one or more assessment tasks from the grade calculation when the grade quality criteria cannot have been appropriately applied in a timely manner.

    b. adjusting the marks from one or more assessment tasks to reflect what would have been reasonably expected if the grade quality criteria had been appropriately applied in a timely manner.

    c. adjusting the grades to reflect what would have been reasonably expected if the grade quality criteria had been appropriately applied in a timely manner.

(15) Any actions taken in accordance with clause 14 must be reported to the next meeting of the Faculty Board.

Monitoring of Grade Quality and Standards

(16) Academic Standards and Quality Committee will monitor grade quality and standards via regular reports and recommend further actions, where appropriate.

Status and Details

Status	Current
Effective Date	22nd November 2023
Review Date	22nd November 2026
Approval Authority	Chair, Academic Board
Approval Date	22nd November 2023
Expiry Date	Not Applicable
Responsible Executive	Erica Wilson Pro Vice-Chancellor (Academic Innovation) +61 2 66203151
Head of Work Unit	Erica Wilson Pro Vice-Chancellor (Academic Innovation) +61 2 66203151
Enquiries Contact	Sophie Kemm Executive Officer +61 2 66203303 Academic Portfolio Office