**All grades are required to be ratified and posted within 10 working days of the end date of the course**

| Who | Process | Action | Timeframe |
|---|---|---|---|
| Programme Academic Quality Committee | Set-up and Preparation | Programme Academic Quality Committee will:<br>■ Formally establish Grade Approval Subcommittees (GAC) with delegated authority to undertake grade ratification<br>■ Appoint a 'convener' for each subcommittee<br>■ Confirm membership of each subcommittee | Jan/Feb each year |
| Administrator, Academic Quality | | Administrator, Academic Quality will:<br>■ Set up dates for grade approval sub-committees as delegated by the PAQC in collaboration with the Convener | To align with grades being ratified no later than 10 days following the end date of a course |
| Academic Staff | Prepare Grades for Ratification | Academic Staff will:<br>■ Enter marks for each assessment in gradebook in a timely manner to align with Assessment and Grading Policy and Procedure | Following completion of each assessment event |
| | | ■ Finalize grades and prepare results for submission to relevant Grade Approval Subcommittee (GAC):<br>  - Check marks input for accuracy and ensure there are no Blank or Missing grades.<br>  - Consider any actions resulting from internal post-moderation and propose any required changes<br>  - Confirm the requirement for an administrative grade to be employed if required<br>■ Enter any recommendations into the student comment field in Gradebook for consideration by the GAC (see *Grade Ratification Process – Teacher Preparation* for details) | At the conclusion of the course |
| Academic Programme Managers/ Discipline Leaders/ Academic Staff | | ■ Inform AAQ when course marks are ready for ratification<br>■ Confirm that moderation requirements are complete<br>***Final grades for a course cannot be posted until all grades are entered.*** | To align with grades being ratified no later than 10 days following the end date of a course |
| Administrator, Academic Quality | Grade Approval Meeting | Administrator, Academic Quality will:<br>■ Email the "Assessments by Course Report" to Convener<br>■ Liaise with Convener to set agenda for meeting<br>■ Communicate agenda to members of subcommittee<br>■ Attend the meeting and take notes of discussion | To align with grades being ratified no later than 10 days following the end date of a course |
| Committee Members | | Committee Members will:<br>■ Consider results for each course<br>■ Ensure there are no missing grades<br>■ Consider any recommended actions for students as provided by teaching staff in the student comments field (See note below)<br>■ Consider any PC adjusted grade requirements<br>■ Approve final grades for each course that are able to be approved<br>■ Confirm any communication required regarding decisions of the committee to specified students<br>■ Request more information for courses that are not complete and cannot be approved<br>■ Escalate any cases to PAQC that cannot be resolved<br>*Note: Final grades for a course cannot be posted until all grades are entered.*<br><br>■ Approve any outstanding Deferred (DEF) results from previous semesters (See note for Deferred grades) | During grade approval subcommittee meeting |

| Who | Process | Action | Timeframe |
|---|---|---|---|
| Administrator, Academic Quality | | Administrator, Academic Quality will:<br>▪ Update gradebook as per discussion and submits the revised Grade report for approval to the GAC Convener/PAQC | Immediately following the grade subcommittee meeting |
| Convener, Grade Approval Subcommittee | Following Grade Approval | Convener, Grade Approval Subcommittee will:<br>▪ Request more information from Teaching Staff for courses that are not complete and cannot be approved (with AAQ assistance)<br>▪ Approve final grade report prior to posting | |
| Administrator, Academic Quality | | Administrator, Academic Quality will:<br>▪ Communicate specific decisions of the grade approval subcommittee to specified student<br>▪ Lock and post final course grades on receipt of written approval (email from Convener)<br>▪ Arrange a further 'mop-up' meeting to resolve any outstanding unapproved grades in consultation with the Convener<br>▪ Forward any cases to PAQC that were raised as requiring escalation<br>▪ Submit list courses whose results have been approved to PAQC for noting | Following final approval of grade report |

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*Note*:

If a standard grade cannot be awarded for an assessment item, an administrative grade may apply (see your programme regulations for available approved administrative grades). Any recommendations for the award of an Administrative Grade must be made in the Student Comment Field in Gradebook. These may include *individual assessment grades*:

- **Did Not Complete (DNC) grade**: is recorded if a student has not attempted a compulsory item of assessment within a course, or is systems generated if a student has withdrawn after 75% of the scheduled course duration.
- **Deferred (DEF) grade**: is awarded if there is an approved extension period required before the final grade can be entered. This may be as a result of an extension, a special assessment circumstance application, a resubmission/ reassessment, or another approved reason.

  *In all cases of a DEF grade, a comment **must** be entered into Gradebook in the student comment box that explains the reason for the DEF grade and notes a new 'due' date for the delivery of the assignment. Assignments that are not delivered by the new 'due' date will be awarded the grade to which the assignment would otherwise be entitled.*

*Or whole course grades only:*

- **Estimated Grade (#)** is annotated if any portion of a summative assessment has been estimated as a result of a SAC.
- **Restricted Pass (R)** is recorded if a student is awarded a restricted pass for a course (subject to regulation).
- **Student Exchange (ES)** is a holding grade where a student has completed an approved inter-institutional exchange. A result of CR or DNC must replace this grade no later than a year after the end date of the course.
- **Withdrawn (W) grade**: is systems generated and is recorded if a student has withdrawn from a course after 10% and before 75% of the course duration has passed.