Who	Process	Action	Timeframe
Academic Staff	Set-up and Preparation	Academic Staff will: ▪ Check that Gradebook is set up accurately and aligns with the approved course descriptor requirements ▪ Contact Administrator, Academic Quality (AAQ) to investigate and resolve any errors *Please note that changes may not be made to assessment structures without formal approval.*	Prior to the start of teaching/assessment
Academic Staff Admission/ Enrolment Processing	Monitor Student Activity	Academic Staff will: ▪ Ensure that all active students who are attending and submitting assignments are enrolled in the course. ▪ Ensure that students attending but who are not on class list are enrolled (Students to be directed to Student Central to be enrolled). ▪ Send an email with student details and rationale for all students who are enrolled but not attending classes, and have not submitted any assignment(s) to academicadministration@unitec.ac.nz Admissions Processing will: ▪ Check to confirm the student status and initiate a VOE if required to drop or withdraw the student *Refer to Student Attendance Tracking Process for further details*	Throughout course delivery and no later than the course end date

Academic Staff	Entering Grades in Gradebook	Academic Staff will:
		▪ Enter marks for each assessment in gradebook in a timely manner to align with Assessment and Grading Policy and Procedure
		▪ Finalize grades and prepare results for submission to relevant Grade Approval Subcommittee (GAC):
		  - Check marks input for accuracy and ensure there are no Blank or Missing grades.
		  - Consider any actions resulting from internal post-moderation and propose any required changes
		  - Confirm the requirement for an administrative grade to be employed if required
		▪ Enter any recommendations into the student comment field in Gradebook for consideration by the GAC (see note below)
		▪ Inform AAQ when course marks are ready for ratification
		▪ Confirm that moderation requirements are complete
		Final grades for a course cannot be posted until all grades are entered
			Following completion of each assessment event
			
			At the conclusion of the course
			
			To align with grades being ratified no later than 10 days following the end date of a course

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

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.