



Sydney College of Divinity  
A federation of leaders in theological education

## **STUDENT RESULT PROCEDURES**

### **Assessment of Student Performance**

- (1) For the assessment of each subject unit:
  - (a) there will normally be no fewer than two pieces of evidence, of which at least one will normally be written;
  - (b) if a subject unit is assessed on only one piece of evidence, a reasoned justification should be given.
  - (c) the assessor will be the approved teacher of that unit in each Member Institution.
- (2) In every subject unit, a second assessor will read all failed papers and/or all written work which has contributed to the result. A student will not be failed unless two assessors agree that his/her work has not reached pass level.
- (3) The Member Institution will notify the College of the name of the second assessor who will be a person recognised as competent in the subject.
- (4) A failed student will have the right to appeal to the Member Institution's Academic Board if he/she claims that an injustice has been done.
- (5) A failed student may present a case for a further hearing to the SCD Academic Board through the Dean.

### **Monitoring of Student Assessment and Results**

The SCD Calendar provides a guide to the timeline for monitoring results by the SCD Academic Standards Committee and hence prior at the Member Institution.

### **Member Institutions' Monitoring of Assessment**

- (1) Procedures commence at the Member Institution level:
  - (a) Assessment is made on the appropriate form by the Lecturer, who signs the form;
  - (b) Results are checked by at least one other appropriate person, who also signs;
  - (c) The results are then approved by the appropriate committee of the Member Institution, which normally meets at the end of a semester so as to review the, overall performance of students and determine final grades for subject units.
- (2) The member of the Academic Standards Committee responsible for the monitoring of results shall contact each Member Institution to arrange for a monitoring of their Semester

results, so that the Academic Standards Committee can appoint one of its members to attend the meeting.

- (3) The attendance of a member of the Academic Standards Committee at a Member Institution's results monitoring meeting:
  - (a) enables an external overview for the Member Institution;
  - (b) provides the Academic Standards Committee with an objective evaluation;
  - (c) allows the Academic Standards Committee to be familiar with any matters or questions that may arise.

### **Monitoring Meetings**

- (1) To facilitate the monitoring of results, Member Institutions are invited to make available at their Monitoring Meeting:
  - (a) a list of students' names with each of their grades noted beside them, class by class;
  - (b) a summary of results according to students and subject units, and a summary of grading by subject area.
- (2) Member Institutions are responsible for ensuring that all results are submitted to the Academic Standards Committee.

### **Academic Standards Committee Assessment Meeting**

- (1) At its meeting to consider the results lodged by Member Institutions, the Academic Standards Committee member who monitored the Member Institution shall make a report on the meeting, rather than having the whole committee examine all the results in detail.
- (2) Where explanations about Member Institution results are not considered satisfactory, the Academic Standards Committee:
  - (a) has the right to request action or alteration;
  - (b) may withhold approval until the Member Institution has given satisfactory explanations.
  - (c) may ask to view a piece of work if in doubt about the "fairness" of a result.
  - (d) may request, when it considers it necessary, that assessable work be given to second examiner external to the institution and nominated by the Committee.

### **Status of Results**

Once Member Institution results have been presented to the Academic Standards Committee they are regarded as final results, pending Academic Board approval.

### **Concurrent Studies at Another Member Institution**

- (1) Where a student has undertaken subject units in more than one Member Institution
  - (a) the results shall be monitored in the Teaching Member Institution and submitted with the results of that Member Institution.
  - (b) a copy of the results should then be sent to the student's Member Institution, whose responsibility it is to notify the student of results.

## **Presentation of Student Results by a Member Institution**

### **Normal Procedure at the End of a Semester**

- (1) The Member Institute shall present the Student Results sheets to the Academic Standards Committee in the prescribed format.
- (2) The Member Institutions are to ensure that
  - (a) the Results Sheets
    - (i) contain the correct and full title and code number of the subject units;
    - (ii) specify the mark for each task;
    - (iii) contain the signatures of the lecturer and another who checks the results;
    - (iv) are appropriately ruled off, with one horizontal line, and a diagonal bar in the empty part of the sheet;
    - (v) contain the Identification numbers of the students.
  - (b) there is a covering sheet listing the subject units offered for approval (including late and amended results), signed by representatives of the Member Institution and the Academic Standards Committee representative.
  - (c) there is a table showing the total distribution of grades for subject units in the Discipline only, not by students.
- (3) No fractional marks should appear in Results Sheets, either in tasks columns or in the final result column.
- (4) Subject units which give a Satisfactory/Unsatisfactory final grade should logically not have within them assignments which were graded numerically.
- (5) Credit point fees must be paid by the census date of each semester.

### **Late Results**

- (1) Late results are those which have not followed the Academic Standards Committee Monitoring Schedule and should be held over for presentation to Academic Standards Committee by the Member Institute until their next Monitoring Meeting; however, if the results are required as a pre-requisite to an ensuing subject unit, those late results should be submitted separately to the Academic Standards Committee through the Convener.
- (2) Late results should indicate briefly the reason for lateness.

### **Amended Results**

- (1) Amended Results are presented separately to the Academic Standards Committee on the appropriate form.
- (2) Amended results should indicate briefly the reason for amendment.

### **Appeals**

- (1) The Academic Standards Committee is part of a total system which provides for the machinery of an Appeals System for undergraduate students which is outlined in the SCD Appeals Regulations.
- (2) Where an appeal is referred to the Academic Standards Committee by the Academic Board the committee shall:
  - (a) establish an Appeals Sub-Committee from among its membership;

- (b) authorise the Appeals Sub-Committee to evaluate the evidence placed before it and make a decision on the appeal;
  - (c) report the recommendation of the Appeals Sub-Committee to the Academic Board for final determination;
  - (d) shall deal with each case as it arises.
- (3) It is expected that the Academic Standards Committee will display a flexibility of procedure in the Appeals Sub-Committee as is appropriate to each case.

**Concurrent Studies**

- (1) A student must have prior permission from the Member Institution's Board of Studies in order to gain credit for concurrent studies at another institution.
- (2) The level of fees of students who are cross-registered shall be resolved *by* negotiation among those involved in each instance.
- (3) The results shall be monitored in the teaching Member Institution and submitted with the results of that Member Institution.
- (4) A copy of the results shall be sent to the student's enrolling Member Institution, whose responsibility it is to notify the student of the results.
- (5) Any cases concerning the need to regularise situations involving concurrent studies shall be dealt with by the Academic Standards Committee. Students prior to this point should not be disadvantaged.