

STUDENT RESULT PROCEDURES: ASSESSMENT & MONITORING

ASSESSMENT OF STUDENT PERFORMANCE¹

- 1) Assessment of student performance in any unit is continuous or progressive and is determined at the end of the semester in which the unit is completed.
- 2) Assessment is based on the following principles:
 - a) The educational model used is that of adult learning. Each class is a community of adult learners, lecturer and students together.
 - b) The desired end is not simply to impart information to students but for them to develop into self-directed, self-motivated learners.
 - c) Their own experience and learning is an essential ingredient in the learning process.
- 3) For the assessment of each course 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 course unit is assessed on only one piece of evidence, a reasoned justification should be given;
 - (c) the assessor will be an approved lecturer of that unit in each Member Institution.

DEMAND HOURS²

Demand Hours are the time to which each student is notionally committed. In the case of full-time students this is 42-45 hours per week. Over a semester a 9 credit point unit is allocated 162 demand hours. A typical breakdown could include 45 hours face to face in the classroom, 50 hours devoted to assessment tasks, and 67 hours set aside for non-assessable tasks.

Demand hours for assessment tasks in the undergraduate program are notionally allocated on the basis of

- 12 demand hours per 1000 words
- 12 demand hours per 15 mins of oral exam/class presentation

Demand hours in 400 and 500 level graduate programs are notionally allocated on the basis of

- 10 demand hours per 1000 words
- 10 demand hours per 15 mins oral exam/class presentation

Demand hours in 600 and 700 level graduate programs are notionally allocated on the basis of

- 8 demand hours per 1000 words
- 8 demand hours per 15 mins oral exam/class presentation

¹ SCD Handbook 2010, p.78

² SCD Handbook 2010, p. 77

Assessment tasks are generally allocated around 25% of the demand hours of a particular unit.

WEIGHTING OF ASSESSMENT TASKS³

The overall length of assessment tasks are as follows for a 9 credit point unit:

undergraduate programs	4,000-5,000 words or equivalent
400 and 500 level graduate program	5,500-6,500 words or equivalent
600 and 700 level graduate programs	6,500-7,500 words or equivalent

Assessment tasks are weighted in light of the following tables. Assessment tasks, eg portfolios, that fall outside the items included in the grid require approval from the relevant Discipline Coordinator.

Pre-degree and Bachelor 9 credit point course units

12 demand hours per 1000 words

12 demand hours per 15 minutes oral examination/ class presentation

%	Assignment	Examination	Oral exam	Evidence of student tutorial participation
60%	2500 words	2 hours		
50%	2000 words	1.5 hours	30 minutes	
40%	1500 words	1 hour	20 minutes	
30%	Critical review 1000 words		15 minutes	Tutorial Presentation: 10 to 20 minutes delivery and one page write-up
20%	Critical review or summary 750 words		10 minutes	Tutorial Participation: Written tutorial participation paper 750 words
10%	Summary 500 words	10 minutes quiz		Tutorial Participation: Written tutorial participation paper 500 words

400 & 500 level 9 credit point units

10 demand hours per 1000 words

10 demand hours per 15 minutes of oral examination/ class presentation

%	Assignment	Examination	Oral exam	Evidence of student tutorial participation
60%	3500 words	3 hours		
50%	3000 words	2.5 hours	30 minutes	
40%	2000 words	1.5 hour	20 minutes	
30%	Critical review 1500 words		15 minutes	Tutorial Presentation: 10 to 20 minutes delivery and two page write-up
20%	Critical review or summary 1000		10 minutes	Tutorial Participation: Written tutorial participation

³ SCD Handbook 2010, p. 80

	words			paper 1000 words
10%	Summary 700 words	10 minutes quiz		Tutorial Participation: Written tutorial participation paper 700 words

600 & 700 level 9 credit point units

8 demand hours per 1000 words

8 demand hours per 15 minutes of oral examination/ class presentation

%	Assignment	Examination	Oral exam	Evidence of student tutorial participation
60%	4200 words			
50%	3500 words	3 hours	40 minutes	
40%	2800 words	2.5 hours	30 minutes	Seminar Presentation: 20-30 minute seminar presentation and 2000 word written paper
30%	Critical review 2000 words	1.5 hours	20 minutes	
20%	Critical review or summary 1500 words		10 minutes	Seminar Participation: Written seminar participation paper 1500 words

FAILURE

1. In every course 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.
2. 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.
3. A failed student
 - a. will have the right to appeal to the Member Institution's Academic Board if he/she claims that an injustice has been done.
 - b. may present a case for a further hearing to the SCD Academic Board, through the Dean.
 - c. may not re-enrol in a unit that he/she has failed twice.

PROCEDURES FOR MONITORING STUDENT ASSESSMENT AND RESULTS⁴

These procedures are to be read in conjunction with the policy on the Academic Standards Committee.

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

⁴ Approved by Academic Board 060409, by Council 100609

- 1) At the Member Institution level
 - a) lecturers record their assessment results on the appropriate form [sample at Appendix A]
 - b) each lecturer signs the form;
 - c) the Registry Authority of the Member Institution, or its delegate, checks the results and signs each form;
 - d) the appropriate committee of the Member Institution
 - i) normally meets at the end of a semester
 - ii) reviews the overall performance of students
 - iii) carries out internal moderation where necessary
 - iv) recommends the final grades for all course units to the Academic Standards Committee.
- 2) The Convenor of Monitoring Assessment Results
 - a) contacts each Member Institution to arrange for a meeting to monitor the semester results,
 - b) liaises with members of the Academic Standards Committee to ensure that the Committee is represented at the monitoring meeting.
- 3) The Monitoring Meeting at each Member Institution
 - a) Membership
 - i) Academic Standards Committee representative
 - ii) The Registry Authority of the Member Institution
 - iii) At least one other representative of the Member Institution.
 - b) Role of Academic Standards Committee Representative [see sample Monitor's Report at Appendix B]
 - i) enable an external overview of the Member Institution's academic results
 - ii) advise the Member Institution of any concerns that may arise at the Academic Standards Committee. However, the representative may not request alteration of results at the Monitoring Meeting.
 - iii) provide the Academic Standards Committee with an objective evaluation of the results based on the advice given by the MI [see Report on Monitoring Assessment Results at Appendix C]
 - iv) identify any concerns in the report to the Academic Standards Committee
 - v) brief the Academic Standards Committee on any matters or questions that may arise.
- 4) Monitoring Meeting Procedure
 - a) The Member Institutions will provide signed copies of
 - i) a covering sheet listing all the course units offered for approval (including late and amended results)

- ii) a table showing the total distribution of grades for course units by sub disciplines only, not by students [see sample Assessment: Distribution of Gradings at Appendix D]
 - iii) a compilation of all results sheets [see sample at Appendix A] for course units conducted within the semester that is being monitored, including student names and SCD student numbers, listed with
 - (1) scores of each assessment task (no fractional marks)
 - (2) final scores
 - (3) final grade recommended
 - (4) confirmation of accreditation of the course unit (page number of the Course Unit Outline from the SCD website)
 - (5) lecturer's name
 - (6) confirmation of accreditation of the lecturer (ID number from SCD Faculty Register).
 - iv) Exceptional Grade pro-forma attached where necessary [see sample at Appendix E]
- 5) The Academic Standards Committee representative will
- a) sign each copy provided by the Member Institution;
 - b) submit all results to the Academic Standards Committee.
- 6) Academic Standards Committee Assessment Results Meeting
- a) normally occurs mid-year and at the end of the academic year, with the possibility of a further meeting prior to graduation for graduating students;
 - b) considers
 - i) the results lodged by Member Institutions
 - ii) the report of the Academic Standards Committee representative who attended the monitoring meeting;
 - iii) submits those results it considers acceptable to Academic Board for final approval. The report to Academic Board shall include a summary of grades and the Monitor's Report according to the Pro Forma signed by the Academic Standards Committee representative to each Monitoring Meeting; [see Report on Monitoring Assessment Results at Appendix C but amended for submission by Chair of ASC – see row 4 at top[of page 1]
 - c) requests action or alteration by the Member Institution when explanations about Member Institution results are not considered satisfactory;
 - d) withholds approval until the Member Institution has given satisfactory explanations;
 - e) requests, when necessary, that assessable work be given to a second examiner, external to the Member Institution and nominated by the Committee.
 - f) Late Results
 - i) Late results are those that have not been tabled at the Academic Standards Committee Assessment Results Meeting;
 - ii) Late results are

- (1) presented to the next Academic Standards Assessment Results Committee meeting by the Member Institution;
 - (2) accompanied by the reason for lateness [see sample Late/Amended Results Sheet at Appendix F]
- iii) At the request of the Member Institution, late results that are required
- (1) as a pre-requisite for an ensuing course unit, or
 - (2) for the purpose of graduation,
- may be submitted separately to the Academic Standards Committee through the Convenor of Monitoring Assessment Results, or his/her delegate.

7) Amended Results

- a) Amended results are results that have been resubmitted by the Member Institution in response to advice from Academic Board or Academic Standards Committee or at the initiative of the Member Institution.
- b) Amended results are presented separately to the Academic Standards Committee Assessment Results Meeting on the appropriate form.
 - (1) Amended results should indicate briefly the reason for amendment. [see sample Late/Amended Results Sheet at Appendix F]

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.

The final version approved by Academic Board will be certified and filed [see Report on Monitoring Assessment Results at Appendix C but amended for filing by Director (Coursework) – see row 5 at top of page 1].

Concurrent Studies at another Member Institution

Where a student has undertaken course 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.

Appeals

- (1) The Academic Standards Committee is part of a total system which provides the machinery for an Appeals System for undergraduate students, 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.

APPENDIX A

Sydney College of Divinity

Sydney Campus

Sydney College of Divinity - Bachelor of Theology

Course Unit Code: **BB100Z**

Course Unit Name: **Introduction to Biblical Studies**

(Assoc) Teacher: **Dr. N. Moses**

Credit Points: 18

BB100Z/SYD/DIST/0209

Assessment Tasks	Percentage Weighting
1. Major Essay	50%
2. Seminar Presentation	30%
3. Critical Book Review	20%
4. -	0%
5. -	0%

Student ID	First Name	Last Name	Task1	Task2	Task3	Task4	Task5	Total 100%	Grade
Z06008	Bill	Board	40	20	15	0	0	75	Distinction
Z07048	Rob	Bank	20	20	5	0	0	45	Fail
Z09011	Jennifer	Fur	28	20	18	0	0	66	Credit

Number of High Distinctions: 0
 Number of Distinctions: 1
 Number of Credits: 1
 Number of Passes: 0
 Number of Fails: 1

Grade Explanation		
High Distinction	H	85-100%
Distinction	D	75-84%
Credit	C	65-74%
Pass	P	50-64%
Satisfactory	S	Non Graded Pass
Fail	N	Below 50%
Withdrawn	W	
Incomplete	I	Limit of P Grade
Extension	E	No Limit to Grade
Extra Work	X	Limit of P Grade
Unavailable	U	No Limit to Grade
In Progress	IP	No Limit to Grade

Assessment Sheet Printed on: Monday, January 24, 2011

Accredited Course Unit: see page: 34 of the Course Unit Outlines on the SCD website.

Accredited Teacher / Assoc. Teacher: ID no. 146 in the Faculty Register on the SCD website.

Signed by Teacher / Assoc. Teacher: _____

Checked by Registrar's Office: _____

Grade Distribution	
Under normal circumstances grades for units should be distributed as follows:	
Foundational Level units:	Advanced Level units:
H = 3%	H = 4%
D = 14%	D = 18%
C = 42%	C = 50%
P + S + N = 41%	P + S + N = 28%

APPENDIX B

MONITOR'S REPORT

MI for which monitoring was done: _____

Semester/Year for which monitoring was done: _____

Name of SCD Academic Standards Representative:

	Yes	No
The SCD office gave me a copy of the previous Monitoring Report for the MI:	<input type="checkbox"/>	<input type="checkbox"/>
The MI provided a covering sheet listing all course units offered in that Semester according to Program of Studies, including Late and Amended Results separately:	<input type="checkbox"/>	<input type="checkbox"/>
The MI provided a table showing the total distribution of grades for course units by discipline and sub-discipline according to Program of Studies:	<input type="checkbox"/>	<input type="checkbox"/>
The MI provided a compilation of all Results Sheets for course units conducted within the Semester:	<input type="checkbox"/>	<input type="checkbox"/>
I was shown evidence that these results had been internally moderated at a meeting held on _____	<input type="checkbox"/>	<input type="checkbox"/>
The Results Sheets as a whole:		
a. contained the correct and full title and code number of the course unit;	<input type="checkbox"/>	<input type="checkbox"/>
b. specified the mark and percentage allocation for each task;	<input type="checkbox"/>	<input type="checkbox"/>
c. did not contain any fractional marks;	<input type="checkbox"/>	<input type="checkbox"/>
d. contained the signatures of the teacher/associate teacher and the MI Registry Authority;	<input type="checkbox"/>	<input type="checkbox"/>
e. empty blocks were appropriately ruled off with both a horizontal and a diagonal line	<input type="checkbox"/>	<input type="checkbox"/>
f. contained a summary of grading for each unit submitted;	<input type="checkbox"/>	<input type="checkbox"/>
g. Contained the page number of the Accredited Course Unit Outline from the listings on the SCD website	<input type="checkbox"/>	<input type="checkbox"/>
h. Contained the ID number for the Accredited Teacher/Assoc Teacher	<input type="checkbox"/>	<input type="checkbox"/>

I was provided with an explanation for all interim grades presented on a separate Pro Forma which was attached to the Result sheet in question

Generally there was good distribution of marks (or did some results appear to be too high or too low)

(Exceptions to this were in the following course units)

Upon completion of the Monitoring Process the Covering Sheet was signed by the Representative(s) of the Member Institution and the Academic Standards Representative.

Recommendations

The Results are recommended to ASC as presented. (If not, please make comments below)

Signature: _____

Date: _____
(Any further comments)

APPENDIX C

REPORT ON MONITORING ASSESSMENT RESULTS

Year:		Semester:					
Submission Details							
Academic Standards Committee Submission		Date:	Submitted by ⁵ :				
Academic Board Submission		Date:	Submitted by ⁶ :				
Academic Board Approval		Date:	Certified by ⁷ :				
Overview of Monitoring Process							
H (recommended = 3% foundational 4% advanced)	D (recommended = 14% foundational 18% advanced)	C (recommended = 42% foundational 50% advanced)	P	S	N		
			(recommended = 41% foundational 28% advanced)				
REPORTS ON EACH MI: Results, Distribution, and Comments							
Australian College of Ministries							
Diploma:							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%
Comments:							
Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations ⁸ / Request that assessable work be given to a second examiner external to the institution ⁹ .							
BTh							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%
Comments:							

⁵ Normally submitted by Convenor of Monitoring Assessment Results

⁶ Normally submitted by Chair of ASC. The report submitted to Academic Board will include ONLY those results ASC considers acceptable for final approval.

⁷ Normally certified by Director (Coursework) as the version approved by Academic Board. The certified copy is filed with all monitoring reports.

⁸ Explanations must be provided to the Convenor of Monitoring Assessment Results within 48 hours of the ASC meeting. Within the 24 hours after receipt, the Convenor will convene a meeting between the Convenor, the Chair of ASC, and one other member of ASC to approve the explanations and to amend the report to AB accordingly.

⁹ Given that time is of the essence in the above processes, it is incumbent on MIs to be represented at the Monitoring Meetings of ASC. This will ensure that the interests of the MI and its students are taken into account in the decisions that ASC makes.

Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.

MA							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%

Comments:

Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.

MTh							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%

Comments:

Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.

Broken Bay Institute

Diploma:							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%

Comments:

Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.

BTh							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%

Comments:

Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.

MA							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%

Comments:							
Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MTh							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%
Comments:							
Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
Booth College							
Diploma:							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%
Comments:							
Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
BTh							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%
Comments:							
Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MA							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%
Comments:							
Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MTh							
H	D	C	P	S	N	W	I, E, X, U, IP

%	%	%	%	%	%	%	%
Comments:							
Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
Catholic Institute of Sydney							
Diploma:							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%
Comments:							
Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
BTh							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%
Comments:							
Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MA							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%
Comments:							
Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MTh							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%
Comments:							
Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
Emmaus Bible College							

Diploma:							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
BTh							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
NSW College of Clinical Pastoral Education							
Diploma:							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
BTh							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MA							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second							

examiner external to the institute.							
MTh							
H	D	C	P	S	N		
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
Nazarene Theological College							
Diploma:							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
BTh							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MA							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MTh							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%

Comments:							
Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
Saint Andrew's Greek Orthodox Theological College							
Diploma:							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%
Comments:							
Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
BTh							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%
Comments:							
Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MA							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%
Comments:							
Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MTh							
H	D	C	P	S	N	W	I, E, X, U, IP
%	%	%	%	%	%	%	%
Comments:							
Action Recommended: Approve Results / Request action or alteration by MI / Withhold approval until MI has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							

APPENDIX D

ASSESSMENT: DISTRIBUTION OF GRADINGS

COURSE: _____

Grade	BIBLICAL STUDIES	HUMANITIES					CHRISTIAN PRACTICE					THEOLOGY			GRAND TOTAL
		AL (Hum)	SP (Spirit)	HS (Hist)	WH (Phil)	TOTAL	CN (Coun)	LS (Lit St)	MS (Miss)	PT (Pas'l)	TOTAL	ET (EthS)	TH (Theol)	TOTAL	
H															
D															
C															
P															
N															
I															
E															
W															
X															
U															

APPENDIX E

SYDNEY COLLEGE OF DIVINITY

Exceptional Grade Explanation Pro Forma

COLLEGE _____

Course Code and Unit: _____

Lecturer: _____

Semester/Year: _____

EXPLANATION OF GRADES

This form should accompany the Results Sheets submitted to the SCD Academic Standards Committee and be used for **N, E, I, X, and U grades.**

(In the event of an 'N' grade, a second assessor is required)

Student ID	Student Name	Grade Given	Reason	2 nd Checker (Fail Grade)
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Signature of Lecturer: _____ Date: / /

Signature of Checker: _____ Date: / /

APPENDIX F

Australian College of Ministries

Sydney College of Divinity - Bachelor of Theology

Course Unit Code:
Lecturer:

Course Unit Name:

Credit Points:

LATE/AMENDED RESULTS

Assessment Tasks	Percentage Weighting
1.	%
2.	%
3.	%
4.	%
5.	%

Student ID	First Name	Last Name	Task1	Task2	Task3	Task4	Task5	Total 100%	Grade

Reason for amendment:

Number of High Distinctions: 0
 Number of Distinctions: 0
 Number of Credits: 0
 Number of Passes: 0
 Number of Fails: 0

Assessment Sheet Printed On:

Monday, January 24, 2011

Signed by Lecturer/Head of Dept: _____

Checked by Registrar's Office: _____

Grade Explanation		
High Distinction	H	85-100%
Distinction	D	75-84%
Credit	C	65-74%
Pass	P	50-64%
Satisfactory	S	Non Graded Pass
Fail	N	Below 50%
Withdrawn	W	
Incomplete	I	Limit of P Grade
Extension	E	No Limit to Grade
Extra Work	X	Limit of P Grade
Unavailable	U	No Limit to Grade
In Progress	IP	No Limit to Grade