
Policy: **Grade Approval and Change**

Code: **06ST09**

Reviewed/ Revised: **13/10/2023**

Date of Next Review: **February 2024**

Policy Owner: **Dean**

Target audience: **Faculty, Students and Staff**

PURPOSE:

This policy provides an overview of the grade approval and change. The policy ensures fair and equitable approval of grade process. It includes the possibility to request for a change and appeal a grade.

SCOPE:

This policy involves the student/s, Programme Managers, relevant course faculty, examination board members, academic services and registry team and finance department.

DEFINITIONS:

Course grades in an academic programme are finally approved by the Examination Board. An appeal can be made for a grade decision to be reversed concerning a student's academic standing and course or assessment grades.

POLICY STATEMENT:

The course faculty will provide appropriate feedback on all students' assessments throughout and after the term. Course grades are approved by the Examination Board at the end of the academic term. The policy provides provision for appeal by student in case of disagreement with the course grade.

RESPONSIBILITY:

The Registrar will implement the policy in liaison with the Programme Manager. The Programme Manager together with the Dean will monitor and update the policy.

IMPLEMENTATION OF THE POLICY:

An examination consultation week is scheduled during the first week of the succeeding term. Students who wish to receive feedback on their final examination or course assessments should make an appointment to see the relevant member of faculty before any grade appeal application can be submitted. In this meeting they will be shown their examination paper and the member of faculty will comment on their overall performance. This meeting is a learning event and it is not an opportunity to resolve the disagreement over grades.

A student, who would like to appeal the grade or marks that have been awarded and published, must first contact the course tutor before a formal appeal can be submitted. If a group appeals a group assigned grade, all group members must meet with the course tutor together.

In cases where the grade appeal is not resolved between the student/s and course faculty, the student/s must formalise the appeal in writing. All grade appeal applications must be submitted either by completing the printed grade appeal form or via the document management system along with any supporting evidence. If a group decides to appeal a group grade, then the assigned team leader should raise a group appeal grade request by completing the printed grade appeal form or via the document management system along with any supporting evidence and attach the signed consent form, which all group members must sign.

If a mistake has been made, this will enable immediate action. All changes to grades post Examination Board meetings, need to be processed via a grade appeal. If a mistake has been done by the course faculty member or if the course faculty member and the student/s have agreed on a change in grade, the course faculty must inform the Head of Registry and Programme Manager in writing for immediate action.

Students may appeal if:

- (a) There is a miscalculation in the grade;
- (b) If the application of grading system has not been consistent with this catalogue; or
- (c) Other mitigating circumstances.

The appeal must be submitted within one month from the date of the Examination Board or from the time that grades were published to the students in the Student Information System (SIS).

The Programme manager will examine the eligibility of a formal appeal and forward eligible appeals and the students' course work/assessments and assign a reviewer for remarking (to be completed within 2-6 weeks).

Grade appeals will not be entertained in the following cases:

- (a) No indication of anomalies in the grading is provided by the student.
- (b) The student directly questions the academic judgment or grading standard of the course tutor.
- (c) If the appeal is submitted after one month from the date of the Examination Board.

The reviewer must inform the PM and Registrar of the new grade/s applicable. The Head of Academic Services Registry will confirm the decision to the Dean in regard to the change in grade and relevant calculation method before proceeding to process the grade appeal request and grade change at the following Examination Board meeting. The decision of the Examination Board is irrevocable.

Any grade change will be done by the Head of Academic Services and Registry or assigned Academic Administrator (who is managing the Examination Board preparations), via the manual grade modification process in the student information system (SIS) and make note of any changes to course grades in the Examination Board minutes. A note referencing the 'approval of a grade appeal', the staff member who completed the change and the time/date of the grade change, must be logged when completing the manual grade medication in the SIS. A report of all grade modifications can be extracted from SIS by the Head of Academic Services and Registry, should it be required during internal or external audits.

If a grade change has been done for a student for a specific course, the Head of Academic Services and Registry must inform the student, course faculty in writing and a note must be placed on the students file along with a copy of the grade appeal and the supporting evidence submitted. The Academic Administrator will update the relevant course statistics and section grades reports in the electronic course file submission archive.

ASSOCIATED DOCUMENTS:

- 03EP03 Undergraduate Completion Requirements Policy
- 03EP04 Postgraduate Completion Requirements Policy
- 03EP14 Internship policy
- 03EP11 Grading & Assessment policy
- 03EP09 Dissertation Supervision and Examination

MENTIONS:

- Catalogue

DATE OF NEXT REVIEW:

This document should be reviewed by **February 2024**.

POLICY APPROVALS RECORD

Policy Name: **Grade Approval and Change**

Policy Code: **06ST09**

Formerly: EA/ACA/025

Date of first approval: **06/2019**

Reviewed/ Updated	Details of Amendment
25/02/2020	
22/02/2022	- Broader policy, that includes the grade approval and its procedures. Changed the document owner to the Dean
13/10/2023	- The "mis grading of papers" has been removed and replaced with "If the application of grading system has not been consistent with this catalogue " Grade Appeals Form added as an appendix

GRADE APPEAL FORM

Full Name		Student ID
Programme of Study		Date
Course Tutor		Course Code
Trimester / Semester Taken	Grade Received	Grade Expected

Have you discussed the issue with your course tutor? ☐ **YES** ☐ **NO**

If yes, have you seen your graded course work/examination? ☐ **YES** ☐ **NO**

A student may appeal if one or more of the following conditions is present. Please check all that apply to your appeal.

- ☐ Miscalculation in the grade.
- ☐ Application of the grading system has not been consistent with the catalogue or as stated on the syllabus.
- ☐ Mitigating/Other circumstances, please specify:

The following supporting documents should be submitted with this form:

1. Details of your appeal – what has occurred and how the conditions checked above apply to your appeal (short statement in a separate attachment)
2. Timeline of events relevant to your appeal.
3. Other documentation supporting the appeal.

I declare that all of the information contained on this form and all supporting documents are true and correct and complete to the best of my knowledge. Furthermore, I understand that any misrepresentation of my situation will be subject to disciplinary action.

Student Signature: _____

Date: _____

To be completed by the Registrar's Office:

Appeal Reviewed by:	Reviewed on:
Reviewer notes:	
Grade change recorded in SIS: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Student informed: <input type="checkbox"/> YES <input type="checkbox"/> NO	Name and Signature:
Registry notes:	