

<b>OTAGO POLYTECHNIC ACADEMIC POLICY</b>		<b>Number: AP1010.04</b>	
<b>Title:</b>	<b>Producing Results Notices and Academic Transcripts</b>		
<b>ITPNZ Std:</b>	<b>10 Reporting and Certification</b>		
<b>Academic Board Approval</b>	<b>Ac Bd Paper No: A71/08</b>	<b>Ac Bd Date: 21 May 08</b>	<b>Effective Date: 21 May 08</b>
<b>Previous Policy No</b>	<b>n/a</b>	<b>Review Date:</b>	<b>as required</b>
<b>Contact Authority:</b>	<b>Director: Quality</b>	<b>Status:</b>	<b>Current</b>

**Purpose** To set out the general rules and responsibilities, for producing Results Notices and Academic Transcripts for students.

## Background

## Statutory Compliance

## National Guidelines

## Policy and Procedures

- 1 Academic Transcripts
  - 1.1 A transcript is a record of a student's results for courses according to the approved grade table and qualifications gained. The transcript will include all course level results - passes, fails and other grades.
  - 1.2 The transcript will indicate the qualification or qualifications completed.
  - 1.3 The transcript is provided at the completion of a programme of study or at other times on receipt of a request.
  - 1.4 A fee of \$25.00 is payable by the student for every additional academic transcript printout requested.
  - 1.5 Transcripts are to be produced on the official Academic Transcript Paper (blue) approved by Academic Board.
  - 1.6 Transcripts must be produced from the SMS using the enhanced transcript. Exceptions can be approved by the Chair of Academic Board only.
  
- 2 Results Notices
  - 2.1 A Result Notice is a record of the student's results for those courses undertaken for that programme, semester or year.  
The result will be reported at course level and will also show all unit standard results where applicable.
  - 2.2 Result Notices can be produced at semester end, end of year, or other times and must be generated on official Otago Polytechnic letterhead paper.
  - 2.3 Requests for any result notices for new students will incur a cost of \$25 for each result notice.
  - 2.4 The approved key to grade tables will be printed on or photocopied onto the back of the Results Notice (refer to Appendix A).



- 2.5 Result Notices must be produced from the SMS. Exceptions must be approved by the Director: Quality only.
- 3 Authority to Produce
- 3.1 Transcripts can only be produced following the loading of results to the SMS.
- 3.2 Initial transcripts are signed by the Head of School or Director: Quality.
- 3.3 Requests for additional transcripts must be in writing to the Results Coordinator, Customer Services and may be signed by the Customer Services Manager.
- 3.4 Result Notices are signed by the Head of School or delegated staff member, Results Coordinator and/or Customer Services Manager.
- 3.5 Both Transcripts and Result Notices are produced by the school administration staff for students completing courses/programmes and signed by the Head of School.
- 3.6 Additional copies of both Transcripts and Results Notices are produced by the Results Coordinator, Customer Services.
- 4 Register of Transcripts
- 4.1 A register of transcripts produced must be made. This register is automatically carried out by SMS and will include details of any transcripts produced including date and signatory.
- A separate register for any transcripts not produced by the SMS must be developed and managed by the appropriate school eg Bachelor of Nursing record of theoretical and clinical hours as required by regulatory bodies.
- 5 Storage and accounting for Transcript paper
- 5.1 Transcript paper must be stored securely in a locked cupboard. This paper must be accounted for and a record kept of the total number of sheets of paper, the number of transcripts produced and the number of spoils. This must be able to be audited. Central recording will be the responsibility of Director: Quality.

**Referral Documents**

AP0903 Grade Tables  
 AP1003 Graduation  
 Appendix A – Key to all Grade and Abbreviations



Programme	Grade	Definition
Generic Criterion Referenced	A+	Met all course requirements – marks in range [90-100]
	A	Met all course requirements – marks in range [85-89]
	A-	Met all course requirements – marks in range [80-84]
	B+	Met all course requirements – marks in range [75-79]
	B	Met all course requirements – marks in range [70-74]
	B-	Met all course requirements – marks in range [65-69]
	C+	Met all course requirements – marks in range [60-64]
	C	Met all course requirements – marks in range [55-59]
	C-	Met all course requirements – marks in range [50-54]
	D	There at end. Did not meet course requirements. Mark in range [40-49]
	E	There at end. Did not meet course requirements. Mark in range [0-39]
Pass	Awarded pass and no appropriate grade can be awarded	
Fail	Failed course and no appropriate grade can be awarded	

Generic Competency Based	Distinction	Successfully completed all assessments and met criteria for pass with distinction
	Merit	Successfully completed all assessments and met criteria for pass with merit
	Passed	Met all course requirements
	Not Passed	There at end of course, attempted none, some or all assessments, and not met course requirements

Additional Generic Grades	AEG	Awarded pass following consideration of impaired performance/aegrotat application
	APEL	Awarded pass following assessment of evidence of prior experience and current skills
	CC	Credit granted on basis of learning outcomes met via passes in other course(s)
	CT	Awarded pass – equivalent course already passed
	ADV	Advanced standing awarded for approved credits
	NFY	Course not yet finished, runs into more than one calendar year
	DNC	Did not complete course i.e. formal withdrawal after 80% or informal withdrawal at any time
	WD	Formal withdrawal form processed
	ATT	Met course attendance requirements – Record of Attendance may be issued
	IO	Interest only – no assessment undertaken
	NF	Non formal course – no result expected, no assessment
	AP	Awarded pass following consideration of impaired performance/aegrotat application
	INC	Fail due to non completion of the course
	RPL	Awarded pass following assessment of evidence of prior experience and current skills
	*NRE	No result expected – valid extension.
*X	Extension granted or under moderation [Prior to 2004: Awarded Pass by RPL]	

\*NRE includes Level 8 courses

\*X is for Level 9 courses only

The following programmes have variations to the generic grade tables

Certificate in Information Technology	Merit	Passed all assessments and met criteria for merit. Mark in range [95-100]
	Pass	Met all course requirements. Mark in range [80-94]
	Fail	Did not meet all course requirements [0-79]
	WDC	Formal withdrawal form processed

Cisco Training Programme	A	Met all course requirements-mark in range [90 and higher]
	B	Met all course requirements-mark in range [80 – 89]
	C	Met all course requirements-mark in range [70 – 79]
	D (Fail)	There at end. Did not meet course requirements. Mark in range [60 - 69]
	E (Fail)	There at end. Did not meet course requirements. Mark in range [0 – 59]

City & Guilds	Distinction	Successfully completed all assessments and met criteria for distinction. Mark in range [80-100]
	Merit	Successfully completed all assessments and met criteria for merit. Mark in range [60-79]
	Pass	Met all course requirements. Mark in range [45-59]
	Fail	Did not meet all course requirements. Mark in range [0-44]

New Zealand Diploma in Business & NZIM	A+	Met all course requirements - mark in range [85-100]
	A	Met all course requirements - mark in range [75-84]
	B+	Met all course requirements - mark in range [70-74]
	B	Met all course requirements - mark in range [60-69]
	C	Met all course requirements - mark in range [50-59]
	D	Did not meet course requirements. Mark in range [40-49]
	E	Did not meet course requirements. Mark in range [0-39]
	P	Awarded pass by successful aegrotat or RPL application
F	Unsuccessful aegrotat or RPL application	

**Note:** These grade tables apply from 2004 onwards. Should information be required regarding a grade which does not match one of the above, please contact the Results Coordinator, Customer Services.

