

OTAGO POLYTECHNIC ACADEMIC POLICY		Number: AP1008.08	
Title:	Learner Results		
Baldrige Criteria:	4 Measurement, Analysis and Knowledge Management		
Chief Executive Approval:	Approval Date: 1 March 2017	Effective Date:	1 March 2017
Previous Policy No	n/a	Review Date:	as required
Contact Authority:	Director: Quality Services	Status:	Current

Purpose To ensure academic results are entered in the Student Management System (SMS) and provided to students and external stakeholders in a timely and accurate fashion.

Definition **Results Coordinator** is the person with centralised responsibility for overseeing the results process and for forwarding results to and liaising with the NZ Qualifications Authority. This role is delegated from the Director: Quality Services.

- Policy**
1. All assessment events with the weighting as approved in the Programme Document, are loaded into the Student Management System (SMS) centrally.
 2. Learner results for each assessment event in a course must be entered, by the responsible academic staff member or delegate, confirmed and released in the SMS, by the delegated authority in the School/College, within two (2) working days of the date the marked assessment is due to be returned to the learners.
 3. Final course results are calculated (by the SMS) checked by the School/College and released by the Student Administrator after confirmation by the School within five (5) days of the course occurrence ending.
 4. Final results for a programme/qualification must be finalised as soon as possible and be available no later than five (5) working days after the finishing date of occurrences for the programme/qualification and must meet graduation timelines.
 5. Learners who do not pass a course within the required time frame (includes resubmissions, resits are required to re-enrol. Any exceptions including extensions are to be referred to the Director: Quality Services.
 6. Quality Enhancement Centre (QEC) is responsible for ensuring the correct grade table as approved in the Programme Document is in the SMS.
 7. Heads of School/College are responsible for ensuring that the approved grade tables are used in all programme documentation including learner programme handbooks and course outlines.
 8. Withdrawals made before 80% (or equal to) of a course will receive a grade of WD. Formal Withdrawals made after 80% of the course has elapsed will receive a failing grade according to the approved grade table for that programme.

<i>Withdrawal prior to last date for withdrawal with a refund (learner enrolled)</i>	<i>No result recorded</i>
<i>Withdrawal after course start date but before last withdrawal date as shown on invoice</i>	<i>WD</i>
<i>Withdrawal after last course withdrawal date but before 80% of the course is completed</i>	<i>WD</i>
<i>Withdrawal after 80% of course duration completed</i>	<i>Fail</i>



9. Heads of School/College, or equivalent, are responsible for ensuring effective and accurate systems are followed within schools for
 - checking accuracy of results data entered into the SMS
 - correcting errors in results
 - timely marking, feedback and results entry in SMS and notification to learners.
10. Student Administrators are responsible for finalising results according to the approved Programme Document.
11. Where a course contains any National Qualifications Framework (NQF) unit standard, results are to be entered for each assessment event, the NQF unit standard as well as for the course itself.
12. Where an error is found in a finalised result, this error must be corrected in the SMS following authorisation from Head of School/College. Learners must be informed of the correction of the error. Correction of the error including Head of School/College authorisation must be notified to Student Administrator, on CS501 Student Result Amendment Form, available from the School Administrator or download from Otago Polytechnic Intranet (*Insite / About OP / OP Documents / Forms*).
13. When the **final course results are in the SMS**, checked and released, learners can access their results in the SMS and a results notice can be produced, and on completion of study at Otago Polytechnic an academic transcript can be printed.
 - 13.1 Display of results is to be avoided. Learners can access, and are encouraged to access their results through the learner portal of the student management system. If results display is necessary these must have:
 - No names or easily identifiable references such as full learner ID numbers, AND
 - A private PIN number such as part of the learner ID, AND
 - The order of the results is altered so as not to be in alphabetical order
 Note that published work, such as theses is in the public domain.
14. Academic Transcripts and Results Notices can only be issued according to AP1010 Producing Results Notices and Transcripts.
15. The forwarding of all NQF and other external results to NZQA is centralised and can only be carried out by delegation from Director: Quality Services.
16. All results must conform to Ministry of Education/Tertiary Education Commission course completion requirements (refer to AP0903 *Grade Tables*).
17. Approval to graduate will be determined by the certification rules in the SMS and confirmed by the Head of School/College.

Referral Documents

AP0501 Recognition of Prior Learning
 AP0900 Assessment
 AP0903 Grade Tables
 AP1003 Graduation Ceremonies
 AP1010 Producing Results Notices and Academic Transcripts
 MP0106 Disclosing Personal Information about Students and Staff



Delegation of Procedures Director: Quality Services to Results Coordinator, centralisation of extraction of results to NZQA and authorisation of access to Results section of SMS and NZQA ROL site.

Approved by: Chief Executive
Date: 1 March 2017



Appendix A

Date

Dear

Congratulations on the completion of your Masters thesis entitled ".....".

In completing this, you have met the requirements to be awarded the degree of a Master of and are now eligible to graduate at the mmm yyyy ceremony.

You will be sent graduation information from the School Administrator. Your thesis has now been lodged at the Robertson Library.

Best wishes for your future endeavours.

Yours sincerely

Director: Quality Services

cc Customer Services
Head of School/College

