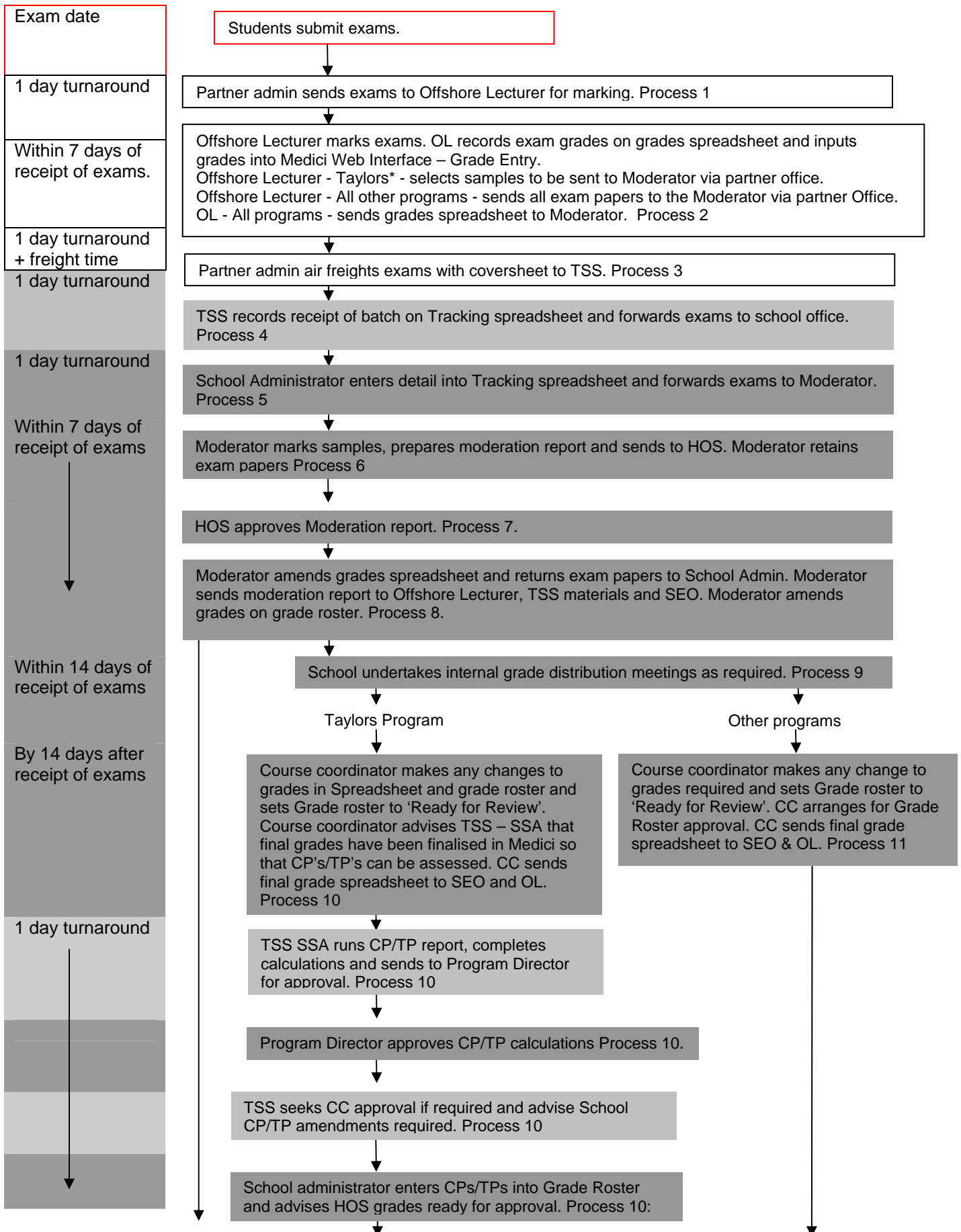
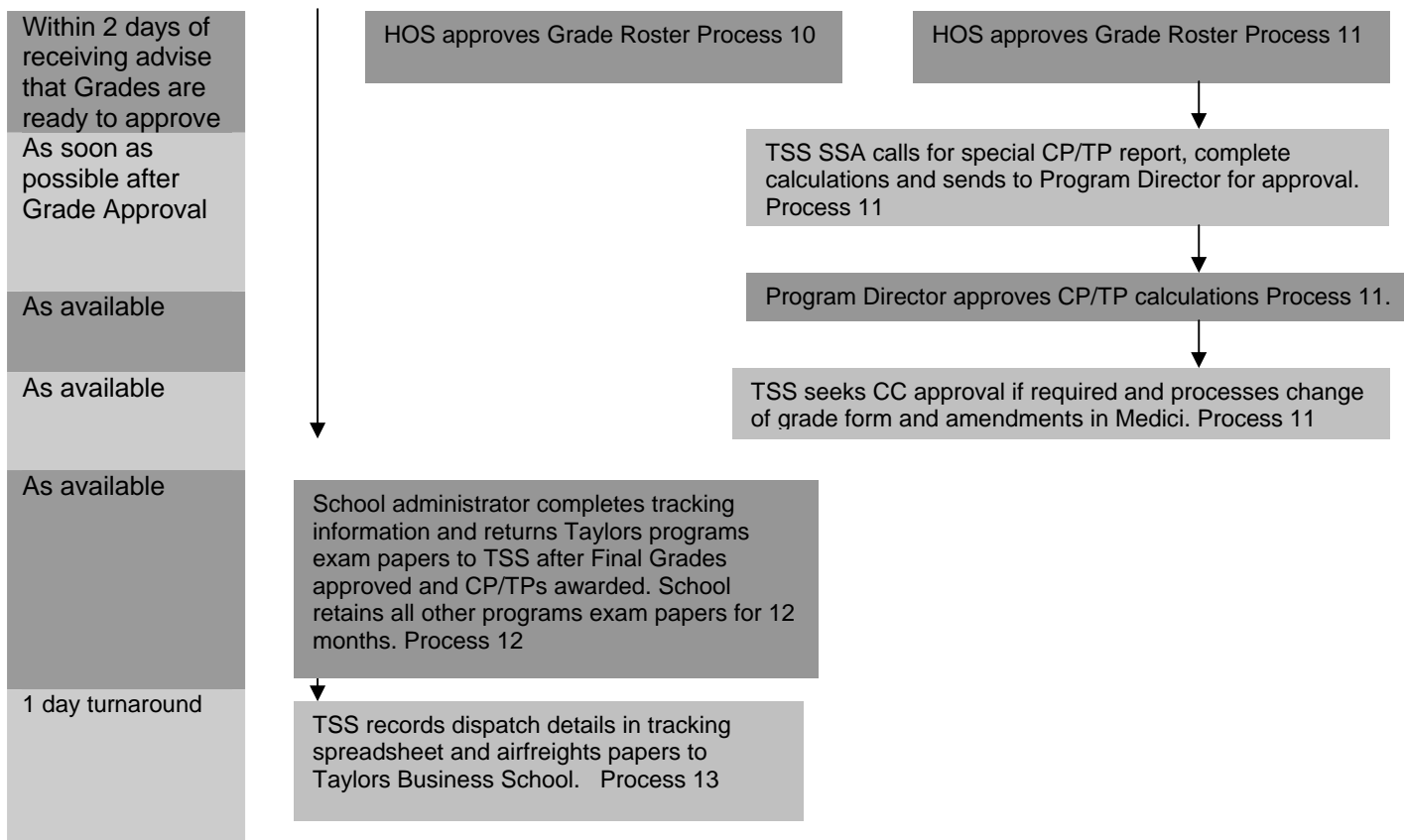


Hardcopy submission of Exams & Final Grade Entry Moderated Courses

TSS = School =

Student = Partner =





Guide to Acronyms

CTI: Course Timeline Information (formerly known as TPI)

School

DHOS: Deputy Head of School
SEO: School Executive Officer
SA: School Administrator
CC: Course Coordinator
MOD: Moderator
OL: Offshore Partner Lecturer

TSS

PRC: Program Relationship Coordinator
PRA: Program Relationship Administrator
SSA: Student Services Advisor
CTWO: Coordinator Travel Web and Online
AWO: Administrator Web and Online

Process 1: Partner administrator sends exams to offshore lecturer for marking

Process 2: Offshore Lecturer marks exams. OL records exam grades on grades spreadsheet and emails to Moderator. Offshore Lecturer inputs grades into Medici web Interface – Grade Entry. See Grade Entry Manual at: http://www.unisa.edu.au/tss/ac_resources/ac_resources.asp

Offshore Lecturer – Taylor’s programs only – selects samples to be sent to Moderator via partner office. Samples should include 3 assignments from each grade choosing a high, middle and low level grade in each grade range. OL retains other marked exams until return of samples from UniSA.

Offshore Lecturer – All programs except Taylor’s – OL sends all exam Papers to Moderator via partner office.

Process 3: Partner admin completes and attaches summary coversheet and airfreights exams to TSS.

Process 4: TSS date stamps and records receipt of batch on Tracking spreadsheet and forwards exams to School office.

Detail required: *Partner's office, date received from Partner, date sent to school*

Process 5: School Administrator enters detail into tracking spreadsheet and forwards exams to Moderator.

Detail required: *Date received from TSS, senders name, intake detail, course name, number of examination answer booklets, date sent to moderator, moderators name (available on TSS consolidated timetable), due date for report.*

Process 6: Moderation and compiling moderation report

Moderator selects samples as required and marks them. Moderator reviews grade allocated by Offshore Lecturer. Once the moderation of the exams has been completed, moderator compiles a report indicating their opinion and recommendation. Except in cases of significant misjudgement by the original marker, the report will normally fall within the range of 50-100 words. The report is forwarded to the Head of School for final decision on the grades or further actions. Please note that this report should be completed and emailed to the Head of School no later than 7 days from the receipt of the exam papers from the Offshore Lecturer. Please advise your SEO if you expect a delay in the moderation process.

Process 7: Approval of Moderation report

The Head of School approves the Moderation report (within 3 days of receipt of moderation report). Where scaling down/up is decided by the Head of School as the further action, it is the moderator's responsibility to carry out the scaling down/up in the spreadsheet. See Process 8.

Process 8:

Where scaling down/up is decided by the Head of School as the further action, it is the moderator's responsibility to carry out the scaling down/up in the spreadsheet. This should occur no later than 2 days after the moderation report has been approved by the HOS. The moderator should also send the approved moderation report and grades spreadsheet to the OL with a copy to the SEO. If as a result of moderation grade changes were approved Moderator amends any grades that have changed in the Medici Grade Roster. Moderator returns exam papers/samples to the School administrator for tracking.

Note: It is the moderator's responsibility to ensure that agreed timelines are met. If delays are expected please advise your SEO.

Process 9: School undertakes internal grade distribution meetings as required.

Taylor's Business School Programs: Go to Process 10

All other programs except Taylor's: Go to Process 11

Process 10:

For TAYLORS PROGRAMS ONLY

As Taylor's Business School program schedule aligns with onshore semesters the University CP/TP report run can be utilised enabling determination of CP/TP grades prior to final grade approval, this is not possible with other programs schedules.

Course coordinator sets grades to Ready for Review

After the grade distribution meeting the Course coordinator makes any amendments to Grades via the Medici Grade Entry Web and sets to 'Ready for Review'. Course coordinator advises TSS-SSA that grades are finalised and ready for CP/TP assessment.

TSS runs CP/TP report

SSA runs CP/TP report and calculates eligibility for CP/TP. SSA prepares report and sends to Program Director for approval.

Program director approves CP/TP report

TSS seeks CC approval if required

If the course is owned by a school that is not the school that owns the program, approval must also be sought from the CC. TSS SSA contacts CC for approval.

E.G If a marketing course is offered in OBBA program. Sch Com owns the program but Sch Mkt owns the course. The Program Director approves for School of Commerce that owns the program but the CC must approve for the School of Marketing who own the course.

School admin enter CP/TP into Grade roster

SSA advises school administrator of approved CP/TP results. Administrator amends in the grade roster and advises HOS grades are ready for approval.

HOS approves Grade Roster.

Next: go to process 12

Process 11: For all programs EXCEPT TAYLORS

As Taylors Business School program's schedule aligns with onshore semesters the University CP/TP report run can be utilised enabling determination of CP/TP grades prior to final grade approval. This is not possible with other programs schedules therefore a special report must be called. Grade approval and reporting should be undertaken prior to CP/TP determination so that delays do not adversely affect students.

Course coordinator sets grades to Ready for Review

After the grade distribution meeting the Course coordinator makes any amendments to Grades via the Medici Grade Entry Web and sets to 'Ready for Review'. Course coordinator advises HOS grades are ready for approval.

HOS approves Grade Roster.**TSS runs CP/TP report**

TSS order special CP/TP report from SAS and calculates eligibility for amendment to grade. SSA prepares report and sends to program director for approval.

Program director approves CP/TP report**TSS seeks CC approval if required**

If the course is owned by a school that is not the school that owns the program, approval must also be sought from the CC. TSS SSA contacts CC for approval.

E.G If a marketing course is offered in OBBA program. Sch Com owns the program but Sch Mkt owns the course. The Program Director approves for School of Commerce that owns the program but the CC must approve for the School of Marketing who own the course.

TSS generate change of grade form and amend approved grades in Medici

Process 12: School Admin enter detail into tracking sheet,

School administrator enters detail into Tracking spreadsheet and for Taylors Programs only forwards assignments to TSS for dispatch.

Detail required: *Date returned from moderator, Report approved, results entered & posted, date booklets archived, archive location, date Taylors booklets sent to TSS for dispatch*

All other programs: The school retains and stores exams for 12 months

Process 13: Taylors Programs only: TSS records dispatch of papers to Taylors

TSS records receipt of batch on Tracking spreadsheet and forwards assignments to School Office.

Detail required: *Date received form School, date sent to Taylors, contact person, airway bill number.*

Appendix 1: Staff contacts - <http://www.unisa.edu.au/tss/contact.asp>

Appendix 2: Medici Web Interface – GRADE ENTRY User Manual

http://www.unisa.edu.au/tss/ac_resources/ac_resources.asp