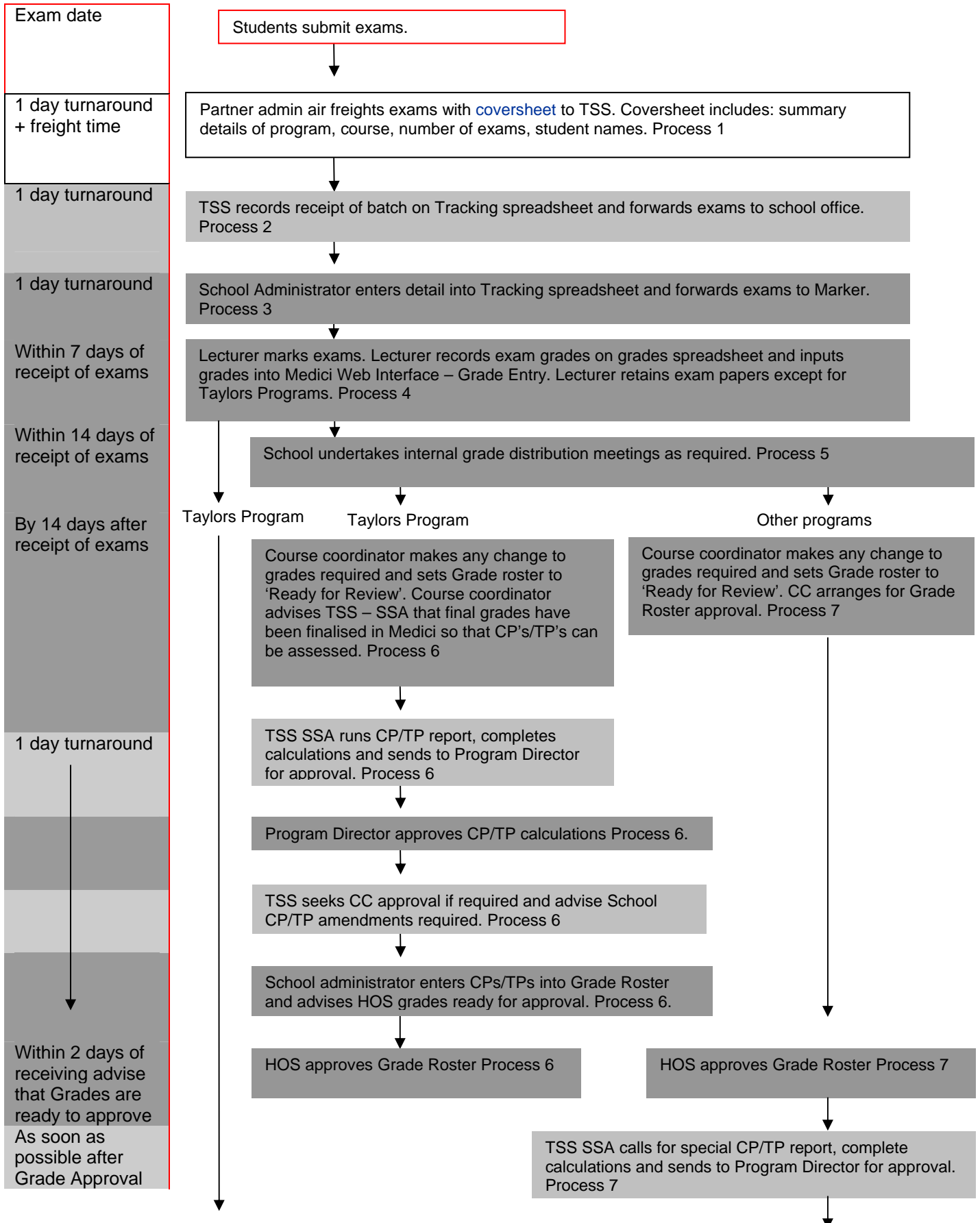
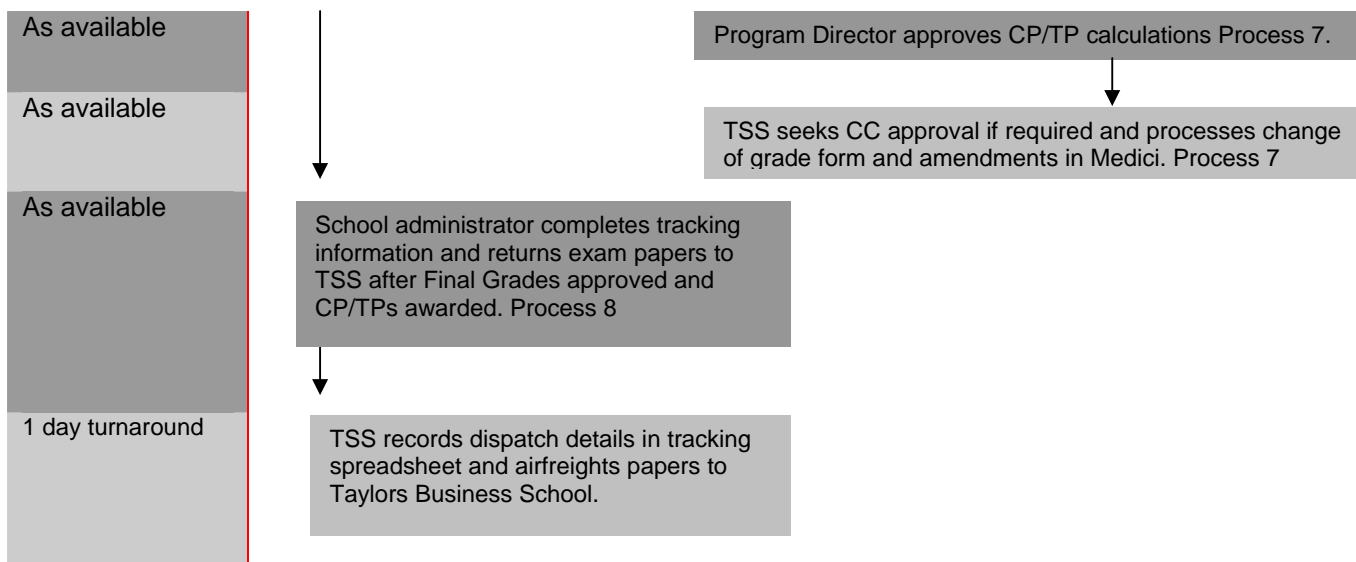


Hardcopy submission of Exams & Final Grade Entry Non-Moderated Courses

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 air freights exams with coversheet to TSS.

Partner admin air freights exams with [coversheet](#) to TSS. Coversheet includes: summary details of program, course, number of exams, student names.

Process 2: TSS records receipt of batch

TSS date stamps and records receipt of batch on Tracking spreadsheet and forwards exams to School Office.

Details required: *Partner's office, date received from Partner, date sent to School.*

Process 3: School Admin enter detail into tracking sheet

School administrator enters detail into Tracking spreadsheet and forwards exams to moderator.

Details required: *Date received from TSS, sender's name, intake detail, course name number & type (e.g. Deferred) of examination answer booklets, date sent to Course Coordinator, Course Coordinator's name.*

Process 4: Lecturer marks exams

Lecturer marks exams. Individual feedback and exam grades are not sent to students. Exams papers are not returned for all programs except Taylors* but retained by the Lecturer/School for 12 months. The Lecturer records the exam grades on the grades spreadsheet and inputs the final grades into Medici Web Interface – Grade Entry as not reviewed. See Grade Entry Manual at:

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

*Taylors Programs, all exams are returned to Taylors College for LAN review.

Process 5: School undertakes grade distribution meetings as required.

Next:

Taylor's Business School Programs: Go to Process 6

All other programs except Taylor's: Go to Process 7

Process 6: 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. CC forwards grades spreadsheet to TSS SSA.

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 8

Process 7: For all programs EXCEPT TAYLORS

As Taylor's 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. CC forwards grades spreadsheet to TSS SSA.

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 8: Taylors programs only

School administrator receives Taylors exam papers from Course Coordinator and completes tracking information in tracking spreadsheet. SA forwards papers to TSS for dispatch to partner.

Detail required: *Date returned from Course Coordinator, archive date and location, results entered and posted, date sent to TSS.*

Process 9: Taylors programs only

TSS ICO completes dispatch information in tracking spreadsheet and airfreights Taylors exams to Taylors Business School.

Details required: *Date received from School, date sent to partner, 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