



Policy Name:	Examination Review Policy
Policy Date:	25 July 2008
Policy Code	AIM.PE.04
Date confirmed by ACB	TBA
Review Date	25 July 2009
Prepared by	Registrar
Date of Implementation	

Scope:

This policy governs result processing and result collation at the Australia Institute of Music and the function of the Examination Results Committee.

Students responsibilities

Registrations

Students must ensure that they are registered for the correct units of study for each semester after they have been issued with a conformation of enrolment/ invoice after the start of each semester. After identifying missing unit/s or wrong registration/s the students are required to fill in a variation of registration form which has to be handed to student services not later than 5 working days after the confirmation has been sent to the student. Student services will issue the students with a receipt of the request and will process the request not later than 4-5 working days after it has been handed in.

Deferred Examinations

Students requesting a deferred examination through illness or misadventure, significant performance or professional opportunities or other approved reason must complete an application for Examination Deferral form to be signed by the Head of Faculty and the Registrar. The Head of Department in consultation with the teacher will determine the date of the examination and will advise the student.

Absence from an Examination due to illness

A telephone call to administration is required at least one hour before the exam.

An exam deferral form and medical certificate duly completed by a registered medical practitioner must be submitted to student services within 7 days of the missed exam.

Where students are prevented from attending an exam due to misadventure, the circumstances must be clearly beyond the control of the student and where possible must be clearly documented (e.g. a police report).

AIM is not bound to accept a backdated illness/misadventure form. Submission of an illness/misadventure form does not guarantee an alternative exam.

Special Consideration

Students may apply for special consideration if they:

- attend an examination but are forced to leave before the end of the allocated time due to illness or misadventure.



- finish an exam, but believe their performance was affected by illness or circumstances beyond their control.

A medical certificate duly completed by a registered medical practitioner and dated on the day of the exam must be submitted to student services when requesting consideration. This will be attached to a special consideration form (available at student services) that must be completed by studenta.

Requests for special circumstances must be submitted to student services no later than one day after the examination.

Withdrawal from a unit

Students who withdraw from a unit before the semester census date will incur no academic penalty or tuition liability. To withdraw from a unit, students must do so, in writing, using a **Variation of Registration** form.

After Census date only students who have suffered illness or misadventure will be able to withdraw from a subject without academic penalty. Students need to include documentation of their illness or misadventure with their withdrawal application, and the illness or misadventure must be of a level of severity to significantly affect student's work. Students should speak to Student Services or the Academic Adviser if they need assistance with this process.

Special Leave of Absence

Special leave of absence may be granted to students who have been accepted for participation in a recognised and approved international instrumental or vocal competition. Applications for leave should be made directly to the Dean who may approve a variation to the stated requirements for regular attendances at lectures in specified subjects during the semester immediately proceeding the competition. If the application is successful and after consultation with the relevant head of faculty, the Dean may develop a program of work that will allow the student to cover the prescribed content and satisfy the requirements of the particular subject(s) without penalty for non attendance at the specified class(es).

AIM responsibilities

Dissemination of result sheets to Heads of Department

- The Registrar will upload results sheets for each semester via AIM database (paradigm) two weeks before examination commence. (It will be suggested that paradigm will have a report module available which can produce results list for each semester by department or as a complete report by choosing the correct semester and department).
- Result sheets will be sent to each department by Registrar. Result sheets will have locked columns and only result, grade and comment columns will be modifiable.
- Ensemble result collection needs to be discussed in more detail and Registrar will have to be informed who will be responsible for the AIM units and no particular provider is
- nominated.



Collation of results

Teachers are provided with an examination roll for each class by their HoD. The examination roll contains a list of all students registered in the class listed by:

- Surname & First Name
- Student Number
- Student's Major
- Space for grade as % (teachers are not required to enter letter codes)
- Space for class attendance
- Results from teachers must be submitted to the Head of Department by a date that is agreed upon for each semester.
- The Head of Department is responsible for checking that all students registered in a unit receive a grade or, in the instance of no grade being provided by the teacher of a unit, must provide a brief explanation as to why no grade has been provided. Complete results for the department are to be deposited in the ***Tutti/Academic_Board/ERC/Results/Results of the particular semester*** folder on the AIM company server. The Registrar will advise on the date for the date results need to be submitted to Student Services for further processing.
- Registrar will collect result sheets from server and combine result sheets, investigate missing results, list anomalies on a separate worksheet as well as results for units that students have not yet paid for.

ERC Committee:

- Results will be tabled at the Examination Review Committee scheduled by the Registrar. The ERC reports to the Academic Board and minutes of the Examination Review Committee are tabled at the next scheduled meeting of the Academic Board.

Publication of Results

- All examination results will be uploaded onto paradigm by Registrar and are available to students via the secure login on the AIM website.
- The Registrar will ensure that outstanding results are being discussed during an extraordinary HoD meeting after majority of results have been received
- Registrar will ensure that a hard copy of results by student numbers and units will be available as backup in case of technical issues with paradigm prevent that results are uploaded before the start of a semester. The hardcopy will be available through AIM Student Services and will also be available to academic on the tutti server.

Appeal against grades or assessment

A student may appeal against an assessment in any unit. An appeal must be lodged with the Registrar within three weeks of results being posted for the semester in which the unit was undertaken. Dissatisfaction with grades does not constitute grounds for appeal. On appeal, a review will be made of all components contributing to the original assessment. The purpose of this review is to ensure that the assessment process has:



- been fairly applied;
- no procedural or factual errors in the processing of a grade;
- had all appropriate components included; and
- had an accurate addition of marks on which the assessment grade is based.

The appeal will be considered by the Discipline and Appeals Committee (D&AC). The D&AC will determine whether the:

- original grade stands; or
- the original grade is to be amended due to an error of calculation or process.

A student may request a remark of a written assignment. A remark of an assignment will be undertaken by the Head of Department or, if the Head of Department was the original assessor, by a suitably qualified person determined by the Dean. A remark will carry a non-refundable fee of \$50.

Eligibility to Graduate

Students who have completed a course are placed on a list for consideration to be eligible to graduate.

Students who have completed a withdrawal form, signed by the Registrar, must formally request in writing that they wish to have the credit points gained in their completed units of study credited towards an award other than the one in which they were enrolled, in order to be placed on the list for consideration.

Students who have deferred their study or transferred to another course before completing their existing course will not be placed on the list.

The office of the Registrar will establish a list of potential graduands for approval by the Heads of Faculty and the Academic Board.

Delivery authority and responsibility matrix for policy

Staff Position	Committee (if applicable)
Registrar	ERC and Academic Board
Associate Registrars	ERC and Academic Board
Head of Departments	ERC
Coordinators	ERC
Teachers	ERC

Regulatory compliance

Provider type	Legislation	Accrediting Authority
Higher Education Provider (HEP) <i>degrees, diploma of music, postgraduate awards</i>	Higher Education Support Act (HESA) 2003	Commonwealth Department of Education, Employment and Workplace Relations
CRICOS <i>All international students in high school and higher education</i>	Education Services for Overseas Students (ESOS) Act 2000	higher education = Higher Education directorate NSW DET & VET = VETAB
Registered Training	Vocational Education and	Vocational Education & Training



Organisation (RTO) <i>Certificates for High School</i>	Training Act 2005 No 100	Accreditation Board (VETAB)
NSW High School <i>NSW HSC & Certificates</i>	Education Act 1990 (NSW). Registered and Accredited Individual Nongovernment Schools (NSW) Manual	NSW Board of Studies

Dissemination of information

This policy is available to staff via Faculty Handbook

Procedure management

Will be carried out by Registrar

Attachments (e.g. forms relating to policy)

Related policies and procedures

Overlapping policies