

Gradebook Policy

Section 1 - Introduction

(1) In 2009 the University established the online Gradebook project for the automation of grade processing. Processes included in the project comprised the collection, collation, calculation, reporting and storage of raw student marks for assessment tasks in subjects.

(2) The system allows authorised staff to access and manage, online, students' marks for assessment tasks in subjects during a session. Following the completion of marking, moderation and the data entry of assessment tasks into Gradebook students are then able to access their own assessment marks.

(3) The project was piloted during 2010 and in May 2011 the Academic Senate agreed that it should be implemented within the University.

Section 2 - Who must use Gradebook?

(4) Academic Senate has approved that all relevant University staff must use Gradebook for the management of students marks for assessment tasks in subjects.

Section 3 - What assessment information is included in Gradebook?

(5) The moderated raw marks for each assessment task, including examinations, are published in Gradebook in order to allow students to access as soon as possible, after all necessary checking and moderation has been finalised, the marks awarded to them for assessment tasks in a subject.

(6) In addition, Gradebook includes a disclaimer stating grades are not finalised until approved by Faculty Assessment Committee.

Section 4 - What marking scales can be used in Gradebook?

(7) The marking scale to apply to each assessment task in a subject will be either a numerical value or a Satisfactory (SY)/Unsatisfactory(US) mark (in accordance with clause 5 of the [Assessment Policy — Coursework Subjects](#)).

Section 5 - What do students see in Gradebook?

(8) Students must be able to view in Gradebook the moderated raw marks awarded to them for each assessment task, including examinations, completed in a subject and the final mark (that is, the sum of the marks awarded for each assessment task) completed in a subject.

Section 6 - What records should be maintained in Schools?

(9) A clearly identified and auditable trail for the marking process, which documents the events occurring from the marking of assessment tasks in a subject through to the award of the final grade, for the subject must be established and maintained.

Section 7 - The Grade Approval Process

(10) With regard to the grade approval process, the final grade to be awarded to a student in a subject should be entered by staff into Gradebook, the Head of School will then sign off that the assessment in the subject has been completed and the final grades will be downloaded into Banner. A report of the grades recommended for students in subjects will then be run for consideration by School Assessment Committees who will then recommend that they be approved by Faculty Assessment Committees (in accordance with Section 2 of the [Assessment Policy - Coursework Subjects](#)).

Status and Details

Status	Historic
Effective Date	7th September 2014
Review Date	7th May 2018
Approval Authority	Academic Senate
Approval Date	27th August 2014
Expiry Date	26th May 2015
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