



Faculty of Engineering Results Procedure

This document outlines the processes all schools in Engineering must follow when preparing, submitting and amending students’ results. As stated in the [Assessment Design Procedure](#):

The Faculty Dean will ensure the Faculty has appropriate processes and resources in place to support, assure and improve the quality of assessment practices within the Faculty. Staff engaged in all aspects of assessment design and implementation should have sufficient knowledge and understanding about assessment to carry out their roles effectively and in compliance with the Assessment Policy and Procedures.

Contents

- 1. Standard Deadlines..... 3**
- 2. Moodle/Astra Sync..... 4**
- 3. Course Convenor Responsibilities 4**
 - 3.1. Moodle Gradebook..... 4
 - 3.2. Astra 4
 - 3.3. Special Consideration 4
 - 3.4. Submitting Marks for Approval 4
 - 3.5. Responding to SARG Queries 5
- 4. TSA Responsibilities..... 5**
 - 4.1. Update Astra Structure..... 5
 - 4.2. Communicating Deadlines 5
 - 4.3. Astra-Moodle Checking..... 5
 - 4.4. Checking Submitted Marks 5
- 5. SARG (School Assessment Review Group)..... 6**
 - 5.1. Overview of the SARG 6
 - 5.2. Minutes..... 6
 - 5.3. Responsibilities of the SARG 6
- 6. FARG (Faculty Assessment Review Group) 7**
- 7. Changes After the Results Deadline 7**
- 8. Relevant Documentation & Useful Links 8**
 - Websites..... 8**

Templates & Guides 8
UNSW Grade Definitions..... 8
SARG Template for Minutes.docx..... 8
Special Consideration 8
9. Attribution & History 8

1. Standard Deadlines

The table below lists the standard deadlines for results for each main term (excluding T1C, T2C, T3C and hexamesters). It includes the deadlines which are circulated by PVC Student Administration toward the end of each term. Course convenors will be advised of earlier soft deadlines to enable a quality check by the Teaching Support Administrators (TSAs).

Date	Time	Event
Monday Week 14	9pm	Last Moodle/Inspera transfer before results submission deadline (sync will continue beyond this date according to dates stipulated by PVC Student Administration)
	TBD by the school	Final day for schools to run School Assessment Review Group (SARG)
Tuesday Week 14	10am	Results submission deadline (provisional, for report running)
	TBD by PVC Administration	Assessment Review Report, Grade Distribution Report & Academic Standing Report run by TSAs/TSA Team Leader & distributed to SARG
Wednesday Week 14	9am	Deadline for TSAs to send SARG minutes to school's FARG Representative
	10am-12pm	School representatives to report to the Faculty Assessment Review Group held in conjunction with Academic Quality Assurance Committee
	3pm	Results submission deadline (final before results released)
	4pm	Deadline to share NSSR5009 report with The Nucleus, highlighting LE/WC/WD/WJ/PE grades
Thursday Week 14	11am	Deadline for schools to send LE/WD/WJ communications to The Nucleus and students
	12pm	Results released to students via email
	5pm	Results released to students on myUNSW
		Deadline for schools to send POTG supplementary student list to Exams
Friday of Week 3 in the following term (or O-Week of T1 for T3 courses)	7am	Results amendments deadline in Astra



2. Moodle/Astra Sync

The standard way for marks to be uploaded into Astra is from linking the Moodle gradebook to Astra. The following document outlines how to do this - [Guide to Setting up Astra-Moodle Sync & how to add Special Consideration in Astra](#).

Marks can also be entered manually into ASTRA or via CSE Systems (CSE only). CSV upload is also available as a backup option, but it is not recommended as the primary method of mark submission.

3. Course Convenor Responsibilities

3.1. Moodle Gradebook

The TSAs will rollover and preserve the gradebook from the term specified by the convenor and ensure it has been done correctly. The course convenor then checks that their Moodle gradebook is correctly set up during O-Week or earlier, with the Astra ID and maximum marks aligned to the corresponding categories and/or assessment items in Astra (see [Guide to Setting up Astra-Moodle Sync & how to add Special Consideration in Astra](#)).

3.2. Astra

Check Astra the day after assessments marks are entered into Moodle to ensure that they are syncing with Astra, and that the marks are correct. Convenors should contact their school's TSA if marks aren't syncing or if there are any issues.

3.3. Special Consideration

Once all marks are in Astra, any student who has received special consideration that is still pending the submission of the assessment (e.g. final exam or an extension for an assignment), the course convenor should enter a WC grade for this student (p. 3 [Guide to Setting up Astra-Moodle Sync & how to add Special Consideration in Astra](#)). Particular care should be taken to ensure that marks of 0 have not flowed from Moodle to Astra for students who have received Special Consideration. These 0 marks should be replaced in Astra by a WC exception on the grade item to ensure that incorrect grades are not released to these students.

3.4. Submitting Marks for Approval

It is the responsibility of the course convenor to cross-check their marks in Moodle with the marks in Astra, and to ensure the overall final mark for the students matches their own records.

The course convenor should open the 'Checkpoints and Approvals' tab in Astra to see the distribution of marks for all cohorts (UGRD, PGRD and RSCH [if applicable]). The WAM differential should be in the range of +/-10.

Multi-term course group (MTCG) thesis courses must be checked that the correct grade is assigned to the students:

- EC if the student has passed and has additional courses to take in the MTCG.
- FL if the student has failed and is required to take the course again.
- LE if the work is submitted by the student and is pending a mark.
- WC if the student has been granted Special Consideration.



3.5. Responding to SARG Queries

The course convenors should be available to answer emails or queries from the SARG (before or after the SARG occurs).

4. TSA Responsibilities

4.1. Update Astra Structure

Prior to the start of each term, TSAs identify courses that require changes to the Astra structure, based on the assessments entered by the course convenor in ECLIPS and ECOS.

4.2. Communicating Deadlines

TSAs inform course convenors of the deadline for all results to be entered in Moodle and submitted in Astra at the start of term. The deadline will align with the school's SARG, so that all marks are submitted by the course convenor in Astra by the meeting. The TSAs will send multiple reminders to course convenors throughout the term of the submission deadline.

4.3. Astra-Moodle Checking

Flowchart of responsibilities - [Engineering Results Timeline for TSAs.pdf](#)

1. Send guide to course convenors in Week 11: [Guide to Setting up Astra-Moodle Sync & how to add Special Consideration in Astra](#)
2. Check each course in Astra and compare with Moodle to ensure that maximum marks are matching, Astra IDs are assigned in Moodle and marks are syncing correctly based on the input source
3. Use a shared tracking sheet to ensure all Astra and Moodle pages are checked, similar to the below:

	B	C	D	W	Y	Z	AA
1	Course Code	Course Name	Course Convenor	Check ID and Astra/Moodle synced?	Spec Cons WC Added?	Submitted in ASTRA?	Comments
2	CVEN1701	Environmental Principles and Systems	Tommy Wiedmann	Yes	Yes	Yes	Submitted - WAM diff +11 (course convenor emailed for explanation)
3	CVEN3101	Engineering Operations and Control	Mohsen Kalantari	Yes	Yes	Yes	All fine

4.4. Checking Submitted Marks

The day of or day prior to the SARG:



1. Check Astra Dashboard for any unfinalised courses and send urgent reminders to the course convenor(s)
2. Download the Special Consideration report from myUNSW and check that each student has a correctly assigned WC grade and add any that are missing.
3. Sort the grades from lowest to highest to determine if 00FLs should become 00AF (if a student has 0 marks for all assessment, perhaps indicating they hadn't attempted the course).
4. Review all results distributions in the 'Checkpoints and Approvals' section of Astra and email convenors with high/low WAM differentials (+/-10) or high number of FLs or HDs (+20%) for a written explanation prior to the SARG, and enter these into the [SARG Template for Minutes.docx](#)
5. Enter the feedback from the convenors into the meeting minutes for discussion during the SARG
6. Take minutes during the SARG

5. SARG (School Assessment Review Group)

5.1. Overview of the SARG

In accordance with UNSW's [Assessment Design Procedure](#), school committees are responsible for quality assurance and improvement of assessment. The responsibility of the SARG is to ensure accuracy, quality and timeliness of all results for the school. The SARG is comprised of a Chair, representatives from all discipline groups (if applicable), TSAs and any further members that the school nominates. The latest date for the SARG is Monday of Week 14 (or 1 day prior to the first result submission deadline advised by PVC Student Administration).

5.2. Minutes

TSAs take minutes using the [SARG Template for Minutes.docx](#). TSAs to return the completed minutes to the SARG Chair before the FARG meeting.

5.3. Responsibilities of the SARG

The SARG will examine all course results and compare them with the prior year/term offering of the course, paying particular attention to WAM differentials and the spread of marks. It is recommended that schools use the [Engineering Results dashboard](#) in PowerBI.

Once a consensus is reached that a course's results require no changes, the school's Astra Approver will submit them in Astra.

The SARG reserves the right to withhold a course's result if the committee is waiting on the course convenor to update marks. Any amendments should be made prior to the final amendment to results deadline.

The committee members will double-check that all courses have been submitted before the meeting closes (or prior to the deadline). The course convenor(s) of any courses that aren't ready to be submitted will be notified to submit as soon as possible.

Supplementary assessments will only be offered to students for the following reasons, as stipulated in the [Assessment Implementation Procedure](#):

1. Special consideration has been approved for the assessment by the Special Considerations team, whereby a student is entitled to receive their total course mark;



2. Where a student fails an assessment task in any course(s) in the final Term of their program but does not have an approved Special Consideration for that task, and this failed assessment task results in a fail in the course. The final mark for the course will be capped at 50%

The school may choose to offer a supplementary assessment under circumstances other than those listed above, but the circumstances must be determined prior to the start of term and follow the [Assessment Design Procedure](#).

The SARG will identify and report to the Faculty Assessment Review Group (FARG) the following:

1. Any late entries (LE), the reason why, the expected date results will be given to students and the communication that will be sent to students and The Nucleus before the release of results
2. Any WD grades, the reason why, the expected date results will be given to students and the communication that will be sent to students and The Nucleus before the release of results
3. Any courses with high/low WAM differentials (+/-10), with an explanation
4. Any courses with a high percentage of FLs or HDs (+20%), with an explanation
5. Any known cases of plagiarism or integrity issues

6. FARG (Faculty Assessment Review Group)

In accordance with the [Assessment Implementation Procedure](#):

Course results will only be officially released to students after the review and finalisation of results by the relevant Faculty Committee with responsibility for assessment.

The FARG will meet as part of the Academic Quality Assurance Committee (AQAC), with a representative from each school to provide an overview of their respective school's results for that term. The overview will include all 5 points captured in the SARG minutes (5.3 Responsibilities of the SARG) and any further relevant information.

7. Changes After the Results Deadline

Once a numeric or non-numeric result has been released to students, all further changes are required to be documented by the school's TSA with a brief rationale outlining the change, as well as being updated in Astra or via Student Lifecycle. This includes:

- Updating numerical results going up or down
- Updating NC grades
- LE, WC, WD grade changes that have not followed the appropriate workflow for approval
- Any administrative errors, particularly those that are numerical mark changes to another numerical mark

Any grade changes because of a Review of Results request does not require to be documented by the TSA.

The TSA Team Leader will share a tracking spreadsheet with columns containing all courses, students' names and original marks, with space for TSAs to enter the updated mark and rationale for the change. The spreadsheet will be accessible by the members of the FARG.

All schools should finalise pending grades (WC, WD, LE) 2 weeks prior to the Astra editing deadline (7am Friday of Week 3 of the following term, or O-Week in Term 1 for Term 3 courses).



8. Relevant Documentation & Useful Links

Websites	Templates & Guides
UNSW Grade Definitions	SARG Template for Minutes.docx
Special Consideration	Guide to Setting up Astra-Moodle Sync & how to add Special Consideration in Astra
Assessment Implementation Procedure	Guide to Assessment Report formats.pdf
Assessment Design Procedure	
Assessment Policy	

9. Attribution & History

Version	Document name	Author and date	Sections modified
1.0	Faculty of Engineering Results Procedure_1.0	Ellie Williams 06 Feb 2024	n/a
2.0	Faculty of Engineering Results Procedure_2.0	Ellie Williams 01 Mar 2024	<ol style="list-style-type: none"> 1. Standard Deadlines - Added in results amendment deadline for Terms 1 and 2 2. Changes after the Results Deadline – change to the amendment approval process 3. MTCG thesis grades added

