

Administrative Process for Examination in the School of Medicine

The School of Medicine Office will call for results for units recorded in the MBBS Course Schedule (copy attached). All rotation results are to be held by the Unit Coordinators for submission when requested at the end of each semester in accordance with the normal University timetable.

In order to ensure that the correct staff member is contacted the School Office will circulate annually a list of unit coordinators to Year Working Groups of the MEC for confirmation. The School Office must be kept informed of any change of unit coordinator.

The School Office will notify unit coordinators and discipline secretaries of deadlines for submission of results and meeting dates. If results are not submitted by the set deadline heads of disciplines will be approached to rectify the situation. Early identification of any problems to the School Office is required.

The School of Medicine Office will provide a proforma for the entering of results and prize recipients. Results will only be accepted in the form prescribed by the School.

Heads of Discipline are responsible for all results submitted by their Discipline and ensuring that they are submitted by the published deadline, unless alternative arrangements are made with the Chair of the Committee of Assessors.

Discipline Heads are to ensure an appropriate distribution of grades from PP to HD in accordance with the standards set by the University. Where it is considered fair assessment to vary the distribution a reason shall be provided to the Chair of the Committee of Assessors.

All results slips must be signed by the Unit Coordinator and the Head of Discipline. All results must be submitted to the School Office in hard copy and on the server.

All results that are submitted must contain the following information and be in the format as provided by the School Office:

- Unit Code
- Unit Title
- In alphabetical order
- Student name
- Student ID
- Name of Unit Coordinator
- Result*
- Percentage mark
- Recommendations for the Committee of Assessors on results of students who are considered to be at risk.
- The name of the Discipline representative who will be attending the Committee of Assessors

* The results will either be recorded as graded, ungraded, or continuing as in accordance with the results as prescribed by the University and as published in the University Handbook. Where the format of result has varied from that published in the Handbook the Discipline must demonstrate to the Committee of Assessors that students have been consulted and notified of the amendment to the result on commencement of the unit.

Committee of Assessors

All Assessors within the School of Medicine may attend Committee of Assessors meetings, which are chaired by the Chair of the Degree Board. The Academic Registrar or their nominee may attend each Committee meeting in order to provide advice to the Chair on University rules relating to assessment and progression and to record changes made to the schedule of results.

The role of the Committee is:

- To determine and ratify the assessment results of students undertaking courses of study offered by the School of Medicine.
- To consider the results of the assessments for each unit for each student enrolled in the course, and awards grades in accordance with the *Rule No 74 Academic Assessment* and the School of Medicine *Principles Governing Examinations and Assessment*.
- To consider requests for review of a decision concerning enrolment, or the completion of academic requirements leading to an award.
- To conduct an academic progress review in respect of each student in the School whose results fall within the criteria for review as stated in *Clause 25 of Rule 74 Academic Assessment and the School of Medicine Principles Governing Examinations and Assessment*.

If, after the meeting of the Committee, an assessor has reason to alter an assessment, the Head of School or their nominee may approve the altered result on behalf of the Committee. Alterations to assessments must be submitted in writing, with a brief explanation for the amendment and be signed by the head of discipline.

Publication of results

The University's Examinations Office in accordance with University policy and procedures will release all student results. In order to comply with privacy legislation and University rules students' results will not be released to students by disciplines or the School. Only students who have failed a rotation will be contacted by the discipline concerned to make arrangements for supplementary examination.

The School Office following the Assessors meetings will forward results signed by the Chair of the Assessors Committee to the Examinations Office.

Unit coordinators are required to schedule individual meetings with their students following each formal assessment round in order to provide constructive feedback on their academic progress.

Prizes

Nominations of prize recipients are to be submitted with the Semester 2 results. The School Office will provide Heads of Departments with a listing of prizes for which nominations are required and a nomination form for completion. Heads of Department will seek advice from disciplines, as appropriate, on nominations and complete and sign the nomination forms prior to lodging with the School Office. If there is to be no nomination for a prize in any year a statement as to why this is the case is to be included. The Committee of Assessors will determine the allocation of prizes after consideration of the advice received from Heads of Departments