



STUDENT RESULT PROCEDURES: ASSESSMENT AND MONITORING

ASSESSMENT OF STUDENT PERFORMANCE

- 1) Assessment of student performance in any unit is continuous or progressive and is determined at the end of the semester in which the unit is completed.
- 2) Assessment is based on the following principles:
 - a) The educational model used is that of adult learning. Each class is a community of adult learners, lecturer and students together.
 - b) The desired end is not simply to impart information to students but for them to develop into self-directed, self-motivated learners.
 - c) Their own experience and learning is an essential ingredient in the learning process.
- 3) For the assessment of each course unit:
 - (a) there will normally be no fewer than two pieces of evidence, of which at least one will normally be written;
 - (b) if a course unit is assessed on only one piece of evidence, a reasoned justification should be given;
 - (c) the assessor will be an approved lecturer of that unit in each Teaching Site.

DEMAND HOURS¹

Demand Hours are the time to which each student is notionally committed. In the case of full-time students this is 42-45 hours per week. Over a semester a 9 credit point unit is allocated 162 demand hours. A typical breakdown could include 45 hours face to face in the classroom, 50 hours devoted to assessment tasks, and 67 hours set aside for non-assessable tasks.

Demand hours for assessment tasks in the undergraduate program are notionally allocated on the basis of

- 12 demand hours per 1000 words
- 12 demand hours per 15 mins of oral exam/class presentation

Demand hours in 400 and 500 level graduate programs are notionally allocated on the basis of

- 10 demand hours per 1000 words
- 10 demand hours per 15 mins oral exam/class presentation

Demand hours in 600 and 700 level graduate programs are notionally allocated on the basis of

- 8 demand hours per 1000 words
- 8 demand hours per 15 mins oral exam/class presentation

¹ SCD Handbook 2017 3 31-32.

Assessment tasks are generally allocated around 25% of the demand hours of a particular unit.

WEIGHTING OF ASSESSMENT TASKS²

The overall length of assessment tasks are as follows for a 9 credit point unit:

- undergraduate programs (AQF Levels 5, 6, 7): 4,000 words or equivalent
- postgraduate programs (AQF Levels 8, 9): 5,000 words or equivalent

Assessment tasks are weighted in light of the following tables. Assessment tasks, eg portfolios, that fall outside the items included in the grid require approval from the relevant Discipline Coordinator.

AQF Level 5: 9-credit point course units

%	Assignment	Examination	Oral exam	Evidence of student tutorial participation
60%	1800 words	1.25 hours	25 minutes	Tutorial Presentation: 18 minutes delivery and one page write-up
50%	1500 words	1 hour	20 minutes	Tutorial Presentation: 15 minutes delivery and one page write-up
40%	1200 words	45 minutes	15 minutes	Tutorial Presentation: 12 minutes delivery and one page write-up
30%	Critical review 900 words	30 minutes	10 minutes	Tutorial Presentation: 9 minutes delivery and one page write-up
20%	Critical review or summary 600 words	15 minutes	5 minutes	Tutorial Participation: Written tutorial participation Paper/synopsis/journal 600 words
10%	Summary 300 words	10 minute quiz		Tutorial Participation: Written tutorial participation Paper/synopsis/journal 400 words

AQF Level 6 and 7: 9-credit point course units

%	Assignment	Examination	Oral exam	Evidence of student tutorial participation
60%	2400 words	1.5 hours	30 minutes	Tutorial Presentation: 24 minutes delivery and one page write-up

² SCD Handbook 2017 p. 3 34

50%	2000 words	1.25 hours	25 minutes	Tutorial Presentation: 20 minutes delivery and one page write-up
40%	1600 words	1 hour	20 minutes	Tutorial Presentation: 16 minutes delivery and one page write-up
30%	Critical review 1200 words	45 minutes	15 minutes	Tutorial Presentation: 12 minutes delivery and one page write-up
20%	Critical review or summary 800 words	30 minutes	10 minutes	Tutorial Participation: Written tutorial participation paper/synopsis/journal 800 words
10%	Summary 400 words	15 minutes quiz		Tutorial Participation: Written tutorial participation paper/ synopsis/ journal 400 words

AQF Level 8 and 9: 9-credit point course units

%	Assignment	Examination	Oral exam	Evidence of student tutorial participation
60%	3000	about 150 minutes	30 minutes	Tutorial Presentation: 30 minutes delivery and one page write-up
50%	2500	about 130 minutes	25 minutes	Tutorial Presentation: 25 minutes delivery and one page write-up
40%	2000	about 110 minutes	20 minutes	Tutorial Presentation: 20 minutes delivery and one page write-up
30%	1500	about 80 minutes	15 minutes	Tutorial Presentation: 15 minutes delivery and one page write-up
20%	1000	about 55 minutes	10 minutes	Tutorial Participation: Written tutorial participation paper/synopsis/journal 1,000 words
10%	500	about 25 minutes quiz		Tutorial Participation: Written tutorial participation paper/synopsis/journal 500 words

FAILURE

1. In every course unit, a second assessor will read all failed papers and/or all written work which has contributed to the result. A student will not be failed unless two assessors agree that his/her work has not reached pass level.
2. The Teaching Site will notify the College of the name of the second assessor, who will be a person recognised as competent in the subject.
3. A failed student
 - a. will have the right to appeal to the Teaching Site's Academic Board if he/she claims that an injustice has been done.
 - b. may present a case for a further hearing to the SCD Academic Board, through the

Dean.

- c. may not re-enrol in a unit that he/she has failed twice.

PROCEDURES FOR MONITORING STUDENT ASSESSMENT AND RESULTS³

These procedures are to be read in conjunction with the Coursework Committee Terms of Reference.

The SCD Calendar provides a guide to the timeline for monitoring results at each Teaching Site and then at the SCD Coursework Committee.

- 1) At the Teaching Site level
 - lecturers record their assessment results on the appropriate form [sample at [Appendix A](#)]
 - a) each lecturer signs the form;
 - b) the Registry Authority of the Teaching Site, or its delegate, checks the results and signs each form;
 - c) the appropriate committee of the Teaching Site
 - i) normally meets at the end of a semester
 - ii) reviews the overall performance of students
 - iii) carries out internal moderation where necessary
 - iv) recommends the final grades for all course units to the Coursework Committee.
- 2) The Convenor of Monitoring Assessment Results
 - a) contacts each Teaching Site to arrange for a meeting to monitor the semester results,
 - b) liaises with members of the Coursework Committee to ensure that the Committee is represented at the monitoring meeting.
- 3) The Monitoring Meeting at each Teaching Site
 - a) Membership
 - i) Coursework Committee representative
 - ii) The Registry Authority of the Teaching Site
 - iii) At least one other representative of the Teaching Site.
 - b) Role of Coursework Committee Representative [see sample Monitor's Report at [Appendix B](#)]
 - i) enable an external overview of the Teaching Site's academic results
 - ii) advise the Teaching Site of any concerns that may arise at the Coursework Committee. However, the representative may not request alteration of results at the Monitoring Meeting.

³ Approved by Academic Board 060409, by Council 100609

- iii) provide the Coursework Committee with an objective evaluation of the results based on the advice given by the Teaching Body [see Report on Monitoring Assessment Results at [Appendix C](#)]
 - iv) identify any concerns in the report to the Coursework Committee
 - v) brief the Coursework Committee on any matters or questions that may arise.
- 4) Monitoring Meeting Procedure
- a) The Teaching Sites will provide signed copies of
 - i) a covering sheet listing all the course units offered for approval (including late and amended results)
 - ii) a table showing the total distribution of grades for course units by sub disciplines only, not by students [see sample Assessment: Distribution of Gradings at [Appendix D](#)]
 - iii) a compilation of all results sheets [see sample at [Appendix A](#)] for course units conducted within the semester that is being monitored, including student names and SCD student numbers, listed with
 - (1) scores of each assessment task (no fractional marks)
 - (2) final scores
 - (3) final grade recommended
 - (4) confirmation of accreditation of the course unit (page number of the [Course Unit Outline](#) from the SCD website)
 - (5) lecturer's name
 - (6) confirmation of accreditation of the lecturer (ID number from [SCD Faculty Register](#)).
 - iv) Exceptional Grade pro-forma attached where necessary [see sample at [Appendix E](#)]
- 5) The Coursework Committee representative will
- a) sign each copy provided by the Teaching Site;
 - b) submit all results to the Academic Director who prepares a summary report for the Coursework Committee.
- 6) Coursework Committee Assessment Results Meeting
- a) normally occurs mid-year and at the end of the academic year, with the possibility of a further meeting prior to graduation for graduating students;
 - b) considers
 - i) the results lodged by Teaching Sites
 - ii) the summary report of the Academic Director;
 - iii) submits those results it considers acceptable to Academic Board for final approval. The report to Academic Board shall include a summary of grades and the Monitor's Report according to the Pro Forma signed by the Coursework Committee representative to each Monitoring Meeting; [see Report on Monitoring Assessment Results at [Appendix C](#) but amended for submission by Chair of Coursework Committee – see row 4 at top[of page 1]

- c) requests action or alteration by the Teaching Site when explanations about Teaching Site results are not considered satisfactory;
- d) withholds approval until the Teaching Site has given satisfactory explanations;
- e) requests, when necessary, that assessable work be given to a second examiner, external to the Teaching Site and nominated by the Committee.
- f) Late Results
 - i) Late results are those that have not been tabled at the Coursework Committee Assessment Results Meeting;
 - ii) Late results are
 - (1) presented to the next Coursework Assessment Results Committee meeting by the Teaching Site;
 - (2) accompanied by the reason for lateness [see sample Late/Amended Results Sheet at [Appendix F](#)]
 - iii) At the request of the Teaching Site, late results that are required
 - (1) as a pre-requisite for an ensuing course unit, or
 - (2) for the purpose of graduation,may be submitted separately to the Coursework Committee through the Academic Director.
- 7) Amended Results
 - a) Amended results are results that have been resubmitted by the Teaching Site in response to advice from Academic Board or Coursework Committee or at the initiative of the Teaching Site.
 - b) Amended results are presented separately to the Coursework Committee Assessment Results Meeting on the appropriate form.
 - (1) Amended results should indicate briefly the reason for amendment. [see sample Late/Amended Results Sheet at [Appendix F](#)]

Status of Results

Once Teaching Site results have been presented to the Coursework Committee they are regarded as final results, pending Academic Board approval.

The final version approved by Academic Board will be certified and filed [see Report on Monitoring Assessment Results at [Appendix C](#) but amended for filing by Academic Director – see row 5 at top of page 1].

Concurrent Studies at another Teaching Site

Where a student has undertaken course units in more than one Teaching Site

- a) the results shall be monitored in the Teaching Site where the course unit was undertaken and submitted with the results of that Teaching Site;

- b) a copy of the results should then be sent to the student's main Teaching Site, whose responsibility it is to notify the student of results.

Appeals

- (1) The Coursework Committee is part of a total system which provides the machinery for an Appeals System for undergraduate students, outlined in the SCD Appeals Regulations.
- (2) Where an appeal is referred to the Coursework Committee by the Academic Board the Committee shall:
 - (a) establish an Appeals Sub-Committee from among its membership;
 - (b) authorise the Appeals Sub-Committee to evaluate the evidence placed before it and make a decision on the appeal;
 - (c) report the recommendation of the Appeals Sub-Committee to the Academic Board for final determination;
 - (d) shall deal with each case as it arises.
- (3) It is expected that the Coursework Committee will display a flexibility of procedure in the Appeals Sub-Committee, as is appropriate to each case.

APPENDIX A

Sydney College of Divinity

Sydney Campus

Sydney College of Divinity - Bachelor of Theology

Course Unit Code: **BB100Z**

Course Unit Name: **Introduction to Biblical Studies**

(Assoc) Teacher: **Dr. N. Moses**

Credit Points: 18

BB100Z/SYD/DIST/0209

Assessment Tasks	Percentage Weighting
1. Major Essay	50%
2. Seminar Presentation	30%
3. Critical Book Review	20%
4. -	0%
5. -	0%

Student ID	First Name	Last Name	Task1	Task2	Task3	Task4	Task5	Total 100%	Grade
Z06008	Bill	Board	40	20	15	0	0	75	Distinction
Z07048	Rob	Bank	20	20	5	0	0	45	Fail
Z09011	Jennifer	Fur	28	20	18	0	0	66	Credit

Number of High Distinctions: 0
 Number of Distinctions: 1
 Number of Credits: 1
 Number of Passes: 0
 Number of Fails: 1

Grade Explanation	
High Distinction	H 85-100%
Distinction	D 75-84%
Credit	C 65-74%
Pass	P 50-64%
Satisfactory	S Non Graded Pass
Fail	N Below 50%
Withdrawn	W
Incomplete	I Limit of P Grade*
Extension	E No Limit to Grade*
Unavailable	U No Limit to Grade
In Progress	IP No Limit to Grade*

*** date to be declared by which 'I', 'E', 'IP' grades are converted to a substantive grade**

Assessment Sheet Printed on: Saturday, January 26, 2019

Accredited Course Unit: see page: 34 of the Course Unit Outlines on the SCD website.

Accredited Teacher / Assoc. Teacher: ID no. 146 in the Faculty Register on the SCD website.

Signed by Teacher / Assoc. Teacher: _____

Checked by Registrar's Office: _____

Grade Distribution	
Under normal circumstances grades for units should be distributed as follows:	
Foundational Level units:	Advanced Level units:
H = 3%	H = 4%
D = 14%	D = 18%
C = 42%	C = 50%
P + S + N = 41%	P + S + N = 28%

Note: This distribution will not apply after 1/1/2014 when the Standards-based Assessment Policy is implemented

APPENDIX B

MONITOR'S REPORT

Teaching Site for which monitoring was done: _____

Semester/Year for which monitoring was done: _____

Name of SCD Coursework Committee Representative:

	Yes	No
The SCD office provided a copy of the previous Monitoring Report for the Teaching Site:	<input type="checkbox"/>	<input type="checkbox"/>
The Teaching Site provided a covering sheet listing all course units offered in that Semester according to Program of Studies, including Late and Amended Results separately:	<input type="checkbox"/>	<input type="checkbox"/>
The Teaching Site provided a table showing the total distribution of grades for course units by discipline and sub-discipline according to Program of Studies:	<input type="checkbox"/>	<input type="checkbox"/>
The Teaching Site provided a compilation of all Results Sheets for course units conducted within the Semester:	<input type="checkbox"/>	<input type="checkbox"/>
The Teaching Site provided evidence (eg minutes of meeting of Teaching Site Academic Committee) that these results had been internally moderated.	<input type="checkbox"/>	<input type="checkbox"/>
The Teaching Site provided evidence (eg minutes of meeting of Teaching Site Academic Committee or copy of the Student Progress Alert Report) that Students At Risk Policy is being implemented.	<input type="checkbox"/>	<input type="checkbox"/>
The Results Sheets as a whole:		
a. were Edupoint generated;	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
b. contained the signatures of the teacher/associate teacher and the Teaching Site Registry Authority;	<input type="checkbox"/>	<input type="checkbox"/>
c. contained the ID number for the Accredited Teacher/Assoc Teacher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The Teaching Site provided an explanation for all interim grades presented on a separate Pro Forma that was attached to the Result sheet in question	<input type="checkbox"/>	<input type="checkbox"/>

U grades were accompanied by a letter from the Teaching Site over the signature of the Principal or other approved person explaining the reasons for U results and affirming that the grades will be submitted to Academic Board at the next meeting after the one scheduled for issue of grades.

Generally there was good distribution of marks (or did some results appear to be too high or too low)

(Exceptions to this were in the following course units)

Upon completion of the Monitoring Process the Covering Sheet was signed by the Representative(s) of the Teaching Site and the Coursework Committee Representative

Recommendations

The Results are recommended to Coursework Committee as presented. (If not, please make comments below)

Signature: _____

Date: _____
(Any further comments)

APPENDIX C

REPORT ON MONITORING ASSESSMENT RESULTS

Year:		Semester:			
Submission Details					
Coursework Committee Submission		Date:	Submitted by ⁴ :		
Academic Board Submission		Date:	Submitted by ⁵		
Academic Board Approval		Date:	Certified by ⁶		
Overview of Monitoring Process (all teaching sites)					
H (recommended = 3% foundational 4% advanced)	D (recommended = 14% foundational 18% advanced)	C (recommended = 42% foundational 50% advanced)	P	S	N
			(recommended = 41% foundational 28% advanced)		
?% (foundational)	?%	?%	?%		
?% (advanced)	?%	?%	?%		

Teaching Sites:

[Australian College of Ministries](#)
[Catholic Institute of Sydney – Strathfield](#)
[Catholic Institute of Sydney – Good Shepherd College](#)
[Emmaus Bible College – Macquarie Park](#)
[Emmaus Bible College – Perth Bible College](#)
[New South Wales College of Clinical Pastoral Education](#)
[Nazarene Theological College](#)
[Saint Andrew’s Greek Orthodox Theological College](#)
 Saint Cyril’s Coptic Orthodox Theological College
[SCD Korean School of Theology](#)
[The Salvation Army Booth College](#)

⁴ Normally submitted by Academic Director.

⁵ Normally submitted by Chair of ASC. The report submitted to Academic Board will include ONLY those results Coursework Committee considers acceptable for final approval.

⁶ Normally certified by Academic Director as the version approved by Academic Board. The certified copy is filed with all monitoring reports.

Australian College of Ministries							
Diploma of Theology:							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
BTh (including Diploma of Christian Studies & Associate Degree of Christian Thought & Practice):							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MA							
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Comments: Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MTh							
H	D	C	P	S	N	W	I, E, U, IP
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Comments: Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MDiv							
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Comments:							

Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.

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Catholic Institute of Sydney – Strathfield							
Diploma of Theology:							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments:							
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BTh (including Diploma of Christian Studies & Associate Degree of Christian Thought & Practice):							
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Comments:							
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MDiv							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments:							

Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.

[Back](#)

Catholic Institute of Sydney – Good Shepherd College							
Diploma of Theology:							
H	D	C	P	S	N	W	I, E, U, IP
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Comments:							
Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
BTh (including Diploma of Christian Studies & Associate Degree of Christian Thought & Practice):							
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Comments:							

Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.

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Emmaus Bible College – Macquarie Park							
Diploma of Theology:							
H	D	C	P	S	N	W	I, E, U, IP
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MDiv							
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Comments:							

Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.

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Emmaus Bible College – Perth Bible College							
Diploma of Theology:							
H	D	C	P	S	N	W	I, E, U, IP
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MTh							
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MDiv							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments:							

Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.

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New South Wales College of Clinical Pastoral Education							
Diploma of Theology:							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
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MDiv							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments:							

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Nazarene Theological College							
Diploma of Theology:							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
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Comments: Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MTh							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MDiv							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments:							

Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.

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Saint Andrew's Greek Orthodox Theological College							
Diploma of Theology:							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
BTh (including Diploma of Christian Studies & Associate Degree of Christian Thought & Practice):							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MA							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MTh							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MDiv							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments:							

Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.

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Saint Cyril's Coptic Orthodox Theological College							
Diploma of Theology:							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
BTh (including Diploma of Christian Studies & Associate Degree of Christian Thought & Practice):							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MA							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MTh							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MDiv							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments:							

Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.

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SCD Korean School of Theology							
Diploma of Theology:							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
BTh (including Diploma of Christian Studies & Associate Degree of Christian Thought & Practice):							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MA							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MTh							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MDiv							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments:							

Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.

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The Salvation Army Booth College							
Diploma of Theology:							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
BTh (including Diploma of Christian Studies & Associate Degree of Christian Thought & Practice):							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MA							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MTh							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments: Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.							
MDiv							
H	D	C	P	S	N	W	I, E, U, IP
%	%	%	%	%	%	%	%
Comments:							

Action Recommended: Approve Results / Request action or alteration by Teaching Site / Withhold approval until Teaching Site has given satisfactory explanations / Request that assessable work be given to a second examiner external to the institute.

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APPENDIX D

ASSESSMENT: DISTRIBUTION OF GRADINGS

COURSE: _____

Grade	BIBLICAL STUDIES	HUMANITIES					CHRISTIAN PRACTICE					THEOLOGY			GRAND TOTAL
		AL (Hum)	SP (Spirit)	HS (Hist)	WH (Phil)	TOTAL	CN (Coun)	LS (Lit St)	MS (Miss)	PT (PasT)	TOTAL	ET (EthS)	TH (Theol)	TOTAL	
H															
D															
C															
P															
N															
I															
E															
W															
U															

APPENDIX E

SYDNEY COLLEGE OF DIVINITY

Exceptional Grade Explanation Pro Forma

COLLEGE _____

Course Code and Unit: _____

Lecturer: _____

Semester/Year: _____

EXPLANATION OF GRADES

This form should accompany the Results Sheets submitted to the SCD Academic Standards Committee and be used for **N, E, I, and U grades**.

(In the event of a HD or N grade, a second assessor is required)

Student ID	Student Name	Grade Given	Reason [U grades to be accompanied by letter from Principal or Academic Dean]	Date for Student to Submit Work for I, E, SP grades.	2 nd Checker (High Distinction or Fail Grade)

Signature of Lecturer: _____ Date: / /

Signature of Checker: _____ Date: / /

APPENDIX F

Australian College of Ministries

Sydney College of Divinity - Bachelor of Theology

Course Unit Code:

Course Unit Name:

Lecturer:

Credit Points:

LATE/AMENDED RESULTS

Assessment Tasks	Percentage Weighting
1.	%
2.	%
3.	%
4.	%
5.	%

Student ID	First Name	Last Name	Task1	Task2	Task3	Task4	Task5	Total 100%	Grade

Reason for amendment:

Number of High Distinctions: 0
 Number of Distinctions: 0
 Number of Credits: 0
 Number of Passes: 0
 Number of Fails: 0

Assessment Sheet Printed On:

Saturday, January 26, 2019

Signed by Lecturer/Head of Dept: _____

Checked by Registrar's Office: _____

Grade Explanation	
High Distinction	H 85-100%
Distinction	D 75-84%
Credit	C 65-74%
Pass	P 50-64%
Satisfactory	S Non Graded Pass
Fail	N Below 50%
Withdrawn	W
Incomplete	I Limit of P Grade*
Extension	E No Limit to Grade*
Unavailable	U No Limit to Grade
In Progress	IP No Limit to Grade*

*** date to be declared by which 'I', 'E', 'IP' grades are converted to a substantive grade**

Author(s), Latest (Role) and Previous	P. Bolt (Academic Director). Neil Holm
Last Approval (Date)	Academic Board Standing Committee (1/2/2017)
Date for Review	Jan 2022
Previous Approval(s)	Academic Board (3/1/2013)
Minor Amendments from 1 January 2017	