OUA results procedures

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Background
As a result of the creation of Badged and CSP courses, there has been a requirement for Flexible Learning Support to review the way results for all cohorts of OUA students are handled. The Flexible Learning Support Office has four different cohorts of OUA students, they are:

- Generic,
- Badged,
- CSP (standard) and
- CSP (Not For Degree [NFD])

In addition to the different cohorts of students, FLS deals with the five faculties that have different ways of managing results. The faculties that have OUA student enrolments are:

- Health Sciences (HSc),
- UniReady (URdy),
- Science and Engineering (ScE)
- Curtin Business School (CBS), or
- Humanities (Hum)

Process
The process for dealing with the different cohorts of students within the different faculties varies and each method appears below:

<table>
<thead>
<tr>
<th>Health Sciences (HSc)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Sciences have two cohorts of students and two processes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Generic</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLS create results sheets and sent it to Unit controllers, cc to Team Leader - Current Students (TL-CS).</td>
</tr>
<tr>
<td>UCs return results sheets to FLS to upload and ratify.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Badged</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLS notify TL-CS when the upload is done.</td>
</tr>
<tr>
<td>TL-CS creates collation sheets and emails them to the UCs.</td>
</tr>
<tr>
<td>School holds BOE and TL-CS ratifies results.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UniReady (URdy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UniReady has a single cohort of students and one process.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Generic</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLS create results sheets and send it to the Administrative Officer care of the UniReady <a href="mailto:uniready@curtin.edu.au">uniready@curtin.edu.au</a> generic email address for BOE.</td>
</tr>
<tr>
<td>FLS upload results and ratify.</td>
</tr>
</tbody>
</table>
### Science and Engineering (ScE)
Science and Engineering have two cohorts of students and two processes.

**Generic**
- FLS create results sheets and emails Admin Officer (Rsch), cc to Admin Officers (Enr) & FSSO Mgr. Results sheets are returned to FLS to upload and ratify.

**Badged**
- FLS create results sheets and emails Admin Officer (Rsch), cc to Admin Officers (Enr) & FSSO Mgr. Results sheets are returned to FLS to upload and ratify.
- FLS notify FSSO Manager regarding holding BOE and ratifying results.

### Curtin Business School (CBS)
The Curtin Business School has all four cohorts of enrolled students and three different processes.

**Generic**
- FLS create a .csv version of the results sheets and send it to the CBS Application & Assessment Coordinator (CBS A&AC) care of the CBS OUA Enquiries (CBSOUAEnquiries) generic email address. The results are then distributed according to internal procedures and FLS is notified by (CBS A&AC) when uploading has been completed and that FLS can ratify generic results in Student One.

**Badged**
- FLS create a .csv version of the results sheets and send it to the CBS Application & Assessment Coordinator (CBS A&AC) care of CBSOUAEnquiries.
- CBS then action results according to internal procedure, then hold a BOE and ratify results.

**CSP Standard**
- FLS create a .csv version of the results sheets and send it to the CBS Application & Assessment Coordinator (CBS A&AC) care of CBSOUAEnquiries.
- CBS then action results according to internal procedure, then hold a BOE and ratify results.

**CSP NFD**
- FLS create a .csv version of the results sheets and send it to the CBS Application & Assessment Coordinator (CBS A&AC) care of CBSOUAEnquiries.
- CBS then action results according to internal procedure, then hold a BOE and notify FLS to ratify results.

### Humanities (Hum)
Humanities has all four cohorts of enrolled students and has two processes. Humanities have created their own internal processes for dealing with the extraction of results data from the Grade Centre into Student One, they then follow either of the two processes below.

**Generic**
- Humanities notify FLS when to ratify results.

**Badged**
- Humanities hold BOE and ratify results.

**CSP Standard**
- Humanities hold BOE and ratify results.

**CSP NFD**
- Humanities hold BOE and notify FLS to ratify results.
**Academic Status**

When FSSOs review results it is critical they ensure that each cohort’s academic status is dealt with correctly.

<table>
<thead>
<tr>
<th>Generic</th>
<th>Must always remain as Good Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badged</td>
<td>Must never be Terminated</td>
</tr>
<tr>
<td>CSP (Standard and NFD)</td>
<td>In accordance with Assessment and Student Progression Manual section 27; can be Good Standing, Conditional or Terminated.</td>
</tr>
</tbody>
</table>

Academic Status changes are dealt with by Examinations in accordance with the Assessment and Student Progression Manual – Mar 2013, Sections 27, 28, 29 and 35.

After each result publication date FLS will request the Examinations Office to provide a list of Terminated Pending Appeal (TPA) students. FLS is responsible for notifying OUA Melbourne of TPA students.

FLS has also implemented an internal process whereby a terminated OUA CSP student will be sent an email to their personal and Curtin addresses and a letter to their mailing address in additional to the Examinations OC.

After the request for review period following a termination, FLS will submit a request to the Examinations Office to obtain a listing of all OUA students in that period who were successful in their request for review and those that are Terminated Final (TF). FLS is then responsible for notifying OUA Melbourne, whether a student is reinstated or moved to Terminated Final (TF).

**Student Access to Results**

Students access their results via eStudent within OASIS.

**Result Publication Dates**

Result Publication Dates can be found in the Flexible Learning - Going the Distance Handbook and on the OUA@Curtin website.

**Result data to OUA Melbourne**

FLS advise OUA Melbourne when the results are in Student One, a web service is then executed to interrogate the system and extract the results.

**Change of Results after Publication**

FLS to advise OUA Melbourne of any Change of Results (CoR) occurring after result publication. If a Change of Result is processed by the Faculty a copy of the CoR form is to be emailed/forwarded to FLS for our records.