Results submission and approval process

Each semester, before results can be published to the student body, the Dean (or Delegate) from each College must approve the release by giving a written authorisation to the Exams, Graduations, Prizes and Timetabling Office (EGPT), DRSS. The Dean’s Delegate in CASS is the Associate Dean (Education).

Important note:
Results for courses taught in the non-standard sessions (Summer, Autumn, Winter, Spring) should be submitted using this process when all results for courses are finalised.
If this aligns with the finalising of Semester 1 or 2 results, the memo for Semester 1 or 2 should include the courses taught in the non-standard sessions.
If it doesn’t align, individual memos must be submitted for the courses taught in the non-standard sessions.

Process

Step 1
Schools/Centres enter results for each course taught in the relevant semester and sessions, into the student system (HRSAS).
Once results are entered, the status of each grade roster must be updated to “Approved”.
Each School/Centre must ensure there are not a significant number of unresolved results for any course.

Step 2
Once entered, the Head of School or Centre Director must sign a memo addressed to the Associate Dean (Education) confirming that there aren’t a significant number of unresolved results for their courses. A copy of the Unresolved Results Report must be submitted in support of the memo. The wording to be used in the memo is:

“All results for the School/Centre of _____ for Semester X, 20XX have been set to “Approved” and are ready for posting. I confirm that there are no courses with a significant number of unresolved results. Please find the “Unresolved Results Report” for the School/Centre of _____ attached.”

References:
1. Memo template (see page 2)
2. Sample memo and report submission (see page 3 and 4)

Step 3
This memo and accompanying report are to be submitted via email to: CECandCCW.CASS@anu.edu.au

There is a strict deadline which must be adhered to for this submission. In Semester 1 each year, the Secretary to the Education Committee will set the deadline in consultation with the CASS Student Office. The deadlines will be available on the following intranet site: http://cass.anu.edu.au/intranet/education/education-policies. See Results submission deadlines.

Step 4
The Secretary will check that all relevant Schools/Centres have submitted memos. Once all memos have been submitted, the Associate Dean (Education) will sign each memo authorising the release of results.

Step 5
Once all memos are signed, the Secretary will scan all of the memos together and email them to EGPT requesting for the results to be released. The following people need to be copied into this email:

- CASS Student Office – Bridget.Tee@anu.edu.au and Jenny.Borscz@anu.edu.au
- Office of the Dean for recordkeeping and filing purposes – dean.cass@anu.edu.au.

Contacts
Primary: Ravinith Prasad, x50939, (6125 0939), Ravinith.Prasad@anu.edu.au (preferred)
Secondary: Cait Rawson, x54879, (6125 4879, Cait.Rawson@anu.edu.au (preferred)
Backup: Bridget Tee, x50464, (6125 0464), Bridget.Tee@anu.edu.au (preferred)

Useful resources
Exams, Graduations, Prizes and Timetabling Office (EGPT), DRSS
Phone: x53888 (6125 3888)
Email: Graduation.Officer@anu.edu.au
MEMO

SUBJECT  School of XXXXX – Semester 1 2013 results

TO     Dr Royston Gustavson, Associate Dean (Education), ANU College of Arts and Social Sciences

FROM  <Head of School / Centre Director>
       <School / Centre>

DATE  <Date>

Dear Dr Gustavson

All results for the <School / Centre> for Semester 1 2013 have been set to “Approved” and are ready for posting. I confirm that there are no courses with a significant number of unresolved results. Please find the “Unresolved Results Report” for the <School / Centre> attached.

<Signature>

<Head of School / Centre Director>
<School / Centre>
MEMO

SUBJECT  School of History, Semester 1 Results 2012
TO      Professor Toni Makkai, College Dean and Director, ANU College of Arts and Social Sciences
FROM    Professor Angela Woolacott, Head
         School of History, RSSS, CASS
         T 6125 2715
DATE     Thursday 28 June 2012

All results for the School of History for Semester 1, 2012 have been approved and are ready for posting. I
confirm that there are no courses with a significant number of unresolved results. Please find the
"Unresolved Results Report" for the School of History attached.

[Signature]

Professor Angela Woolacott
Head, School of History
### Australian National University
**UNRESOLVED RESULTS REPORT**
Report by Course

#### Run Control Parameters
- **Academic Organisation:** 56405
- **Academic Term:** 2230 - 2230
- **Class Number:**
- **Academic Level:**

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**Total:** 56405

*425 With Results, 35 Without Results, 22 Unresolved*

**End of Report**