

RETURN OF RESULTS TIMELINE

SUMMER SEMESTER, 2012

Monday 6 Feb	Begin Download of Class lists for Return of Unit Results
Friday 24 Feb	4pm Deadline for Upload of Results Class lists on to Callista and School BOE minutes to be returned to Coursework Office to meet BOE requirements
Friday 24 Feb	Run "Blank/DEF/WH" results report. Reports will be emailed to schools by 5.30 p.m.
Monday 27 Feb	4 pm Deadline for updated results (including special consideration). Reports to be returned even if no changes – Must be signed by Head of School or delegate
Tuesday 28 Feb	BOE (Faculty – Run Exam Register and sign off)
Thursday 01 Mar	Release of Summer Semester results

Things to Note:

- When uploading results, please remember to leave yourself enough time to check and correct results.
- When results are formally released for a semester; all units must have a grade and a mark (when available) recorded. (i.e results cannot be left BLANK).
- All Withheld grades (WH) must be converted to a final grade no later than 12 weeks after the associated Callista teaching period end date for that unit.
- Deferred (DEF) and Supplementary (NS) grades must be converted to Final Grades no later than the date when Supplementary and Deferred Assessment results for that teaching period are published.
- The WH/DEF/Blank report should be returned before BOE if possible or your School Rep should be notified.
- All units that appear on the school pages of the WH/DEF/Blank report are listed in Callista as belonging to your school. You must return results for all units and students listed. If a unit has been incorrectly registered as belonging to your school it can be corrected on the following year's nomenclature report. If a student has incorrectly enrolled in a unit or incorrect year-level it is the student's responsibility to correct this and the School should send down a Result Amendment Form with the correct details.
- All honours units are resultable and need to be returned as any normal unit in the semester they are taught.
- All final honours codes are resultable and both marks and grades need to be returned.