

Submission of Student Results: Paper-based

This information is provided for LICs submitting results to Student Centres using paper-based class lists. LICs submitting results online via Student Connect should refer to the document "Submission of Student Results: Online via Student Connect".

Distribution and Lodgement of Unit Results Lists:

Unit Results Lists are distributed to Schools prior to the end of the Study Period. When results are recorded on the Unit Results List/s they must be returned to the Student Centre on your campus by the due date.

Due Dates for Submission of Results:

1. Standard Study Periods (Semester 2):
 - Units with examinations held in week 1 of the scheduled examination week and units without exams - results are to be submitted within two weeks of examination week 1.
 - Units with examinations held in week 2 of the scheduled examination week - results are to be submitted within two weeks of examination week 2.
 - Units with examinations held in week 3 of the scheduled examination week - results are to be submitted within two weeks of examination week 3.
2. Non-Standard Study Periods:
 - Results are to be submitted within two weeks of the last day of the study period or by the first submission due date of the following standard study period.

Completing the Unit Results List:

1. Refer to, and use the Grading Codes found at Section 6.3.2 of the Academic Regulations (<http://my.acu.edu.au/53495>).
2. Ensure the result entered matches the 'Grading Mode' of the unit. The Grading Mode is identified under the 'GMod' column on the Results List.
 - Pass/Fail Units = 'P' Grade Mode
 - Normal Grade Units – 'N' Grade Mode
 - Honours Grade Units – 'H' Grade Mode
3. If a student has completed assessment requirements for a unit and their name does not appear on the Unit Results List, print their Student ID, name and grade at the bottom of the list.
4. If there is no record of attendance or submission of assignments or examination, the only grade that may be awarded is NN – Fail.
5. AN, CG, DE, RW, WW, and WN are **Administrative** codes only and may not be recorded on the results list.