



# Course Coordinator Final Mark Submission Checklist

Please utilise the Final Mark Submission checklist and are completed in line with the [Examinations & Results Timelines](#).

## Prior to Assessment Review Committee:

<input type="checkbox"/>	Download the MyUni Gradebook and ensure all assessments have final marks. Ensure that all summative results are part of your final calculation and hurdles are applied (if approved in the Course Outline).
<input type="checkbox"/>	A 10% audit of all assessment components needs to have occurred prior to completing the Grade Roster.
<input type="checkbox"/>	Locate the relevant Grade Roster in your Grading folder within Box. This access will have been sent to you via email (see BOX notification). If you are unable to locate the Box folder, please contact your relevant Faculty Examinations & Results team via the email address listed below.  <i>^ Please ensure grade rosters remain as an excel document in CSV format (.csv), as this is a requirement for upload into PeopleSoft.</i>
<input type="checkbox"/>	Enter all final marks into column H (Mark/Grade Input) of the Grade Roster. The Grade will populate automatically based on the Mark you enter with the exception of FNS grade.  <i>^Ensure all final marks are entered as whole numbers between 1 and a 100. Please DO NOT enter marks as decimals (e.g. 67.7).</i>
<input type="checkbox"/>	Students who have not submitted any assessment work should be given a grade of FNS (Fail No Submission), as a zero (0) mark cannot be entered into the Grade Roster.
<input type="checkbox"/>	Ensure any students with a final mark between 45-49, who are eligible for an Additional Assessment, have the US10 transcript note entered into column I of the Grade Roster. Please note, a student is ineligible for an Additional Assessment if they have: <ul style="list-style-type: none"><li>• A suspected academic misconduct incident under investigation [see <a href="#">Academic Integrity Team</a>]</li><li>• Already approved for a Replacement Examination.</li></ul>



<input type="checkbox"/>	<p>Students who have withdrawn from the course after census will automatically appear as WNF (Withdraw No Fail) in the Grade Roster. This is a system allocated grade.</p> <p><i>^ Students can apply for an amendment to enrolment and special circumstances which is a separate process. Please DO NOT enter a WNF grade for a student in the Grade Roster.</i></p>
<input type="checkbox"/>	<p>Ensure to enter RP (Result Pending) for any students with an extension, a current investigation underway due to a suspected Academic Integrity breach, Additional Assessment or a Replacement Examination (these will be marked on your Grade Roster with a UR code by the Examinations &amp; Results Office).</p> <p><i>^Please note, RP's need to be finalised prior to the Convert to Fail date listed on the <a href="#">Examinations &amp; Results Timelines</a>.</i></p>
<input type="checkbox"/>	<p>Once the Grade Roster is finalised please save and add 'final' to the document title in BOX.</p> <p><i>^This will be used to indicate to staff in Examination &amp; Results that this is ready for audit review to enable entry to PeopleSoft.</i></p>

## Next Steps

The Faculty Examinations & Results teams will then upload the Grade Roster into PeopleSoft once ratification is provided by the Assessment and Review Committee (ARC).

## Key Policies and Related Guidelines

- [Assessment for Coursework Programs Policy](#)
- [Academic Integrity Policy](#)
- [Modified Arrangements for Coursework Assessment Policy](#)
- [Coursework Grading Guidelines](#)

## Key Contacts:

Faculty of Arts, Business, Law and Economics: [examsresultsable@adelaide.edu.au](mailto:examsresultsable@adelaide.edu.au)  
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