

Exams & Results



The Team

Neha Aggarwal (Exams & Results Coordinator)



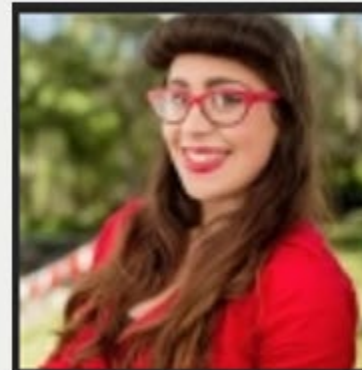
Kanako Fazzari (Administrative Officer)



Sam Dent (Administrative Officer)



Connie Skibinski (Administrative Officer)



Exams and Results

Where to look for information and how to contact us?

[Examinations](#): See key dates in the exam process, learn how to use ACU's Examination Management System and read FAQs and policies relating to exams and assessment.

Email: acu.examinations@acu.edu.au

[Results](#):

See the result release dates read more about the results process at ACU.

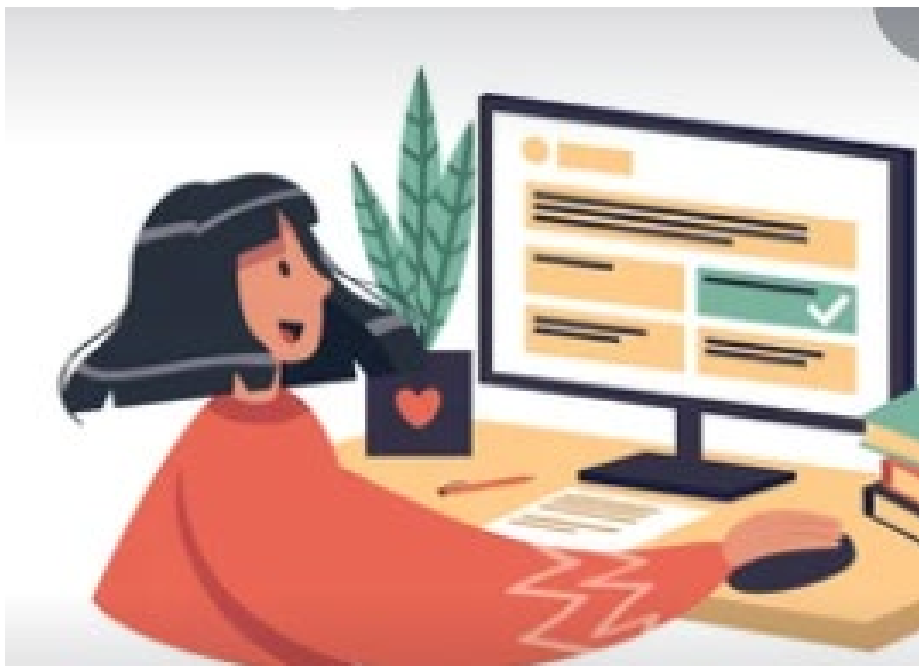
Email: stresults@acu.edu.au

Online Exams process

2024

- LiC requests exam in EMS
- LiC uploads exam paper to EMS
- E&R will create central exam module within the main Canvas learning unit
- E&R uploads exam paper to Canvas
- Exams team available to assist as required

Type of Central Exams



2024

- Canvas Quiz
- Canvas Assignment
- Canvas Quiz and Assignment
- Canvas Quiz via Proctorio (Invigilated through AI)
- Canvas Quiz via Lock Down Browser

2024

2024

Feb | Mar | Apr | May | Jun | Jul

Feb 26 - May 24

Semester 1

 Feb 26 -
Mar 10

Exam Management System (EMS) open for Examination Requests

Mar 18 - April 30

Examination Paper Upload in EMS and in Canvas
Draft Examination Timetable Published ▶ Apr 2

Draft Exam Timetable comments due from Lecturers ▶ Apr 9

Final Examination Timetable Published ▶ Apr 15

Jun 3 - Jun 14

Central Examinations Main Block

Mar 18 - May 27

Examination Paper Upload in EMS and Canvas
Deferred Examination Applications Close ▶ Jun 19

Deferred Examination Timetable Published ▶ Jun 28


Jul 8 - Jul 12

Deferred Exam Block


Sem 1 Main

 Sem 1
Deferred


Results Entry in Student Connect



Used to enter and upload results



User Guides are available in the portal



Managed by Student Systems

System Access

You must be a Primary or Secondary Instructor to enter results via Results Entry or submit a Change of Result request


1. REQUEST ACCESS

Submit a Student Connect Access request via Service Central.

2. ACCESS GRANTED

Once the request has been:


- Approved by your manager; and
- Processed by Student Systems



HAVE AN AD-HOC REQUEST AND AREN'T AN APPROVED INSTRUCTOR?
Contact Student Results to identify approved instructors who can submit this on your behalf

Grading Modes & Data Validation

The Grading Mode for a unit impacts the results that can be entered for students



During the Semester, you should:

- Check your unit grading mode to confirm it is correct
 - If incorrect, contact Student Systems
- View the grading mode spreadsheet for a guide on which grades are valid for your grading mode

Trying to change one of these grades?

RP

Results Pending

DE

Deferred Examination

IP

Incomplete Practicum

NF

Interim Fail - Supplementary

CU

Continuing Unit

Login to Results Entry
(Student Connect)

Override the existing
grade

After results are released

Change of Result Requests via Portal

Need to change a result that was released
in the last 2 years?



Submit a CoR

Examples:

- » Change a result that has been rolled
e.g. Entered in error or successful appeal
- » Finalise an Interim Grade that is not
editable in Results Entry
 - RW - Result Withheld
 - CE - Current Exchange

CoR Reason Codes

CN	Conversion of Interim Grade	<ul style="list-style-type: none">• Convert an Interim Grade (CE or RW) to any academic or administrative grade
SA	Supplementary Assessment	<ul style="list-style-type: none">• Finalise an NF grade after completion of a supplementary assessment• NN (current mark) or PA 50 only
AP	Successful Appeal	<ul style="list-style-type: none">• Outcome of an application for appeal
EE	Entry Error	<ul style="list-style-type: none">• Correct a grade that was entered incorrectly
IC	Instructor Correction	<ul style="list-style-type: none">• When the change reason does not fit within any of the other categories

Not used:



RG - Review of Grade
FG - Finalised Interim Grade



Use IC - Instructor Correction
Use CN - Conversion of Interim Grade