



LA TROBE

College Australia

FINALISATION OF RESULTS AND REVIEW OF MARKS POLICY

Foundation Studies & Diploma Programs
V1.5 August 2025

Contents

1.0 Overview	3
1.1 Submission of Grades	3
1.1.1 In-Trimester Marks	3
1.1.2 End of Trimester Marks and Grades.....	3
1.1.3 Approval of Final Grades.....	3
1.2 Notification of Final Grades	3
1.2.1 Final Grades.....	3
1.2.2 Weighted Average Mark (WAM)	3
1.2.3 Grade Translations.....	3
2.0 Review of Marks	4
2.1 Review of In-Trimester Marks	4
2.1.1 Informal Review of Marks	4
2.1.2 Formal Review of Marks.....	4
2.2 Review of Final Exam Mark	5
2.2.1 Open Review.....	5
2.2.2 Formal Review of Marks.....	5
3.0 Notification of Outcome.....	5
4.0 Appeals Against Outcome.....	5

1.0 Overview

The purpose of this policy is to outline the process for the submission and release of results for both in-trimester and end of trimester results. For the purpose of this and related policies, each item presented for assessment is evaluated in accordance with the course's assessment criteria and assigned a mark. A grade is awarded at the end of each trimester in order to signify overall performance in a course of study.

1.1 Submission of Grades

1.1.1 In-Trimester Marks

All teachers are expected to communicate the marks awarded for assessment items completed within trimesters to students who are enrolled in their class within fourteen (14) days of the date of submission using the LMS (Moodle)

1.1.2 End of Trimester Marks and Grades

At the end of each trimester, the La Trobe College Australia Academic Coordinator is responsible for ensuring teachers within their team have finalised all student marks for the course

The Academic Coordinator will apply any special consideration approved by the Academic Review Committee. Once finalised, the Academic Coordinator will lock the gradebook for results to be transferred to Navigate

1.1.3 Approval of Final Grades

The Academic Coordinator may consult with the Academic Director/Academic Manager to discuss the grades of a subject/s. Once completed, the results are finalised in Moodle to be transferred to Navigate Notification of Final Grades

Students are notified of their final grades for subject via the Results area in the Portal.

1.1.4 Final Grades

The final grade awarded by the La Trobe College Australia signifies the student's overall performance in a course.

1.1.5 Weighted Average Mark (WAM)

A weighted average mark (WAM) is used to assess a student's academic performance in a program of study and to calculate admission rankings for application to La Trobe University. All grades obtained in a program of study, including Fails, are included in the WAM calculation for Diploma courses. The V grade used during Covid 19 is not included in this calculation. Subjects passed (greater than 50%) are included in the WAM for Foundation Studies courses.

1.1.6 Grade Translations

Outlined below are the numeric equivalence of grades used at La Trobe College Australia and La Trobe University.

A	80%-100%	A grade pass
B	70%-79%	B grade pass
C	60%-69%	C grade pass
D	50%-59%	D grade pass
N	0%-49%	Fail
P	N/A	Ungraded pass
F	N/A	Ungraded fail

Administrative Results		
EX		Exempt
WD		Withdrawn, no academic penalty
KN		Withdrawn late (counted as fail)
NS		Fail, no work submitted
SP		Special Exam
W		Result Withheld
V		No results recorded due to extenuating circumstances

2.0 Review of Marks

Throughout the trimester, students should receive feedback from relevant academic staff on their performance across all assessment items, normally within fourteen (14) days, in line with the Assessment policy. This feedback should include clear evidence of how well the student has met the requirements and/or criteria of assessment pieces. Teaching staff will explain and interpret these requirements, as well as provide guidance on the extent to which the student has or has not met the expectations of the assessment.

For students who are dissatisfied with the marks awarded for individual assessment pieces, a process is available for students to appeal the marks awarded. The process involved in the review differs depending on the timing of the assessment piece (i.e. in-trimester marks or final exam marks).

Grounds for a request for a review must be based on either a belief that the marks were not added or processed correctly, or that the marks awarded do not reflect the degree to which a student has met the assessment criteria. Grounds for any review must be clearly articulated on the application form.

A review of marks may lead to no change or more favourable outcome for a student.

2.1 Review of In-Trimester Marks

2.1.1 Informal Review of Marks

Students should consult with their subject teacher in the first instance if the student has a query with their result for an assessment.

The teacher will either agree with the concerns and make a change to results so that the mistake or marking problem is changed upwards or downwards. Or the teacher may explain why the marks' addition is not in error, or why the marks awarded are fair; and in that case they would recommend no change be made to the marks.

2.1.2 Formal Review of Marks

If a student is dissatisfied with the outcome from an informal review, they may apply for a formal review of marks by emailing the relevant Academic Coordinator. Applications must be submitted in a reasonable time of receiving the result.

The application must include an explanation as to why the student wishes to appeal the result. The application must also contain evidence that the student has discussed the matter with their teacher; however, they disagree with the judgement.

In cases where students have been unable to undertake an informal review of marks, a student must provide evidence that they have made a serious attempt to contact their teacher but were unable to do so. This must be supported by copies of contact attempts with the teacher.

Formal reviews are conducted by an independent marker with expertise in the discipline for which the assessment item relates. In cases where there is no suitable marker available at La Trobe College Australia, the assessment item will be forwarded to an appropriate marker at La Trobe University or alternative Navitas pathway College.

2.2 Review of Final Exam Mark

2.2.1 Open Review

If the review relates to a final exam, the student is to initially view their final exam along with the relevant solution during the allocated review period conducted after final results are released each trimester. During allocated review periods students will be able to discuss their assessment and marks with their teacher or Academic Coordinator.

2.2.2 Formal Review of Marks

If a student is dissatisfied with their exam, or if they do not want the original marker to review their exam paper, they may apply for a formal review of marks by emailing the relevant Academic Coordinator. Applications must be submitted within one week of the publication of the results.

All applications must include an explanation as to why the student wishes to appeal the result.

Formal reviews are conducted by the original marker and/or independent marker with expertise in the discipline for which the assessment item relates. In cases where no suitable markers are available at La Trobe College Australia, the assessment item will be forwarded to an appropriate marker at La Trobe University or alternative Navitas pathways College

3.0 Notification of Outcome

La Trobe College Australia will notify students in writing of the outcome of their request for Review of Marks. Notification will be normally via the student's College email address.

4.0 Appeals Against Outcome

Students may appeal the decision to dismiss their application where they believe an error has been made, or the ruling unjust under the provisions of the Student Academic Grievance Policy.

Policy Title	Review of Marks Policy	
Policy Owners	Academic Director (FSDP)	
Key Stakeholders	Academic Staff Students	
Approval Body	Joint Management Committee	Agenda item 5 Approved on September 7 2010
	LTM Executive Committee	February 17 2016
	LTM Academic Board	April 7 2017
	LTM Academic Board	April 30 2018
	LTCA Executive Committee	October 31 2018
	LTCA Executive Committee	February 21 2019
	LTCA Academic Board	May 2 2019
Relevant Legislation	The Education Services for Overseas Students Act 2000 (ESOS Act) and Standard 10 of the associated National Code of Practice 2018	
Related Policies	Assessment Policy Student Grievance Policy	
Related Guidelines		
File information	TBC	Version number V1.5
Date Effective	13 December 2024	Next Review Date December 2026
AMENDMENT HISTORY		
Revision Date	Version	Summary of changes
12/7/18	1.1	College name change to LTCA
13/2/19	1.2	Merged separate Melbourne and Sydney policies into one policy.
21/4/2022	1.3	Review conducted in line with the policy review cycle to update the document with current processes in adherence with legislative instruments.
29/11/2024	1.4	Updated procedural content to align with current practice Refined sentence structures Updated references to current legislation
28/08/2025	1.5	Updated section 1 to make consistent with Assessment policy and changed to 14 days; following external expert recommendation.