Course Co-ordinator's Report to Institute Board

Ratification of Results Review

Course Coordinators are asked to prepare this report to provide confirmation that the results have been considered and relevant processes have been satisfied.

The completed form is to be emailed to the Program Support team for the relevant Institute by the agreed deadline.

Institute of Education, Arts and Community   email: IEAC.programsupport@federation.edu.au
Institute of Health and Wellbeing   email: IHW.programsupport@federation.edu.au
Institute of Innovation, Science and Sustainability   email: IISS.programsupport@federation.edu.au

Institute:	
Semester:	**Year:**
Meeting details:	
Date:	
Chair:	
Course Code(s):	
Program Name(s):	
Campus/Location(s):	
Units reviewed: List all unit codes for which the Institute has teaching responsibility. **Please refer to next page:**	
Units for which a Unit Coordinator's Results Report has NOT been received at time of meeting: Results for these units must not be published until the report has been received and considered.	

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Units reviewed: List all unit codes for which the Institute has teaching responsibility

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Meeting attendance: All relevant Unit Coordinators were in attendance. Where an apology was received the proxy is noted in the table below.

Apologies: Please ensure the proxy is also listed. If no proxy was in attendance indicate this.

Name *e.g. Dr Fred Smith*	Position *Course Coordinator/ Program Coordinator/ lecturer*	Unit code (if relevant) *HEALT 1111*	Name of proxy *e.g. Dr Fred Smith. If no proxy attended indicate None*

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1. **Brief overview of Course**
eg successes, strengths, and challenges, context, and general comments pertaining to student engagement, attendance or performance across the course

2. Moderation
A brief description of moderation processes that have been completed, including double-marking of assessments that received fail grades.

3. Grade distribution
Detail any unusual grade patterns. Examples: Usually an assessment task with high failure rate, a unit with greater than 20% failure rate or a unit with greater than 40% D/HD grades, and any ungraded results where whole cohorts received AD/TD grades.

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4. Recommendations for future improvements
Recommendations for continued strengths or quality assurance or continuous improvements of the course and assessment processes

5. Additional Institute reporting requirements (if relevant)

6. Units utilised in the program/s from other Institutes (if relevant)		
The below unit/s have been reviewed at pre-ratification for formal ratification by another Institute, as the unit belongs to that Institute		

Unit	Course the unit is included in	Unit owner
Eg. BEHAV1002 Brains and Behaviour	B Food and Nutrition	IISS

I confirm my Institute Ratification of Results Review meeting was held and that all marks and grades uploaded in FDL Grades are final and submitted for approval to the Institute Board.

Signature: (Course Coordinator)	Date:
Name:	Position: Course Coordinator