

19. ASSESSMENT RESULTS

- 19.1 Subject Lecturers have sole responsibilities for marking students' coursework and examinations scripts, grading them, finalising the results and informing each student of his/her results, in respect of the subject they teach. In this regard, Subject Lecturers will be accountable to the Head of the subject offering Department, to ensure that the scripts are correctly marked and graded, and to avoid administrative errors at all times. To ensure consistency and uniformity for a common subject taught by different Subject Lecturers, meetings can be arranged amongst them before the examination papers are set or before the marking is done.
- 19.2 Subject Assessment Review Panel (SARP) may also be formed by the Head of the Department offering the subjects to review and finalise the subject grades for submission to the Board of Examiners. One Subject Assessment Review Panel may be formed to take care of all subjects offered by the Department.
- 19.3 SARP shall include the Head of the Department offering the subjects (as Chairman), the relevant subject examiners and where appropriate, the programme leader.