

18. SUBJECT RESULTS

- 18.1 Subject Lecturers, in respect of the subject they teach, have sole responsibilities for marking and grading students' coursework and examinations scripts. Timely feedback of continuous assessment will be given to students as soon as possible (e.g. not later than a month), and in any case, before the final examination/assessment. In this regard, Subject Lecturers will be accountable to the Head of the subject offering Department, to ensure that all forms of assessment, including the students' coursework and examination scripts, are correctly marked and graded where appropriate. Subject Lecturers will avoid administrative errors at all times, and submit the grades for finalisation by Subject Assessment Review Panel (SARP) according to the schedule of the Department. 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.
- 18.2 Subject grades will be reviewed and finalised by SARP before being formally released to students and submitted to the Board of Examiners. Each Department forms one or several SARPs to take care of the subjects it offers. The Board of Examiners will not attempt to change any grades.
- 18.3 SARP(s) shall be formed by the Head of the Department offering the subjects. It shall include the Head of the Department offering the subject as the Chairman, the relevant subject examiners and where appropriate, and the Programme Leader.