

Policy: Results and Reporting

Policy Reference: A-AB-017
Version: 2
Person Responsible: Registrar

1. Policy Statement

Bahrain Polytechnic is committed to managing the students study progress in all courses and programmes. Student's results and grades will be accurately recorded, approved and reported on in a systematic, secure and within a period of time that allows prompt action(s) to be taken.

2. Definitions

Academic transcript: the official record of a student's study at Bahrain Polytechnic. The Official Academic Transcript will include Student Name, Student ID, Programme of study, specialization, Major, All courses taken (by level of study) including title, credit value, obtained grade, SGPA, CGPA (if any) and NQF level.

3. Application

People:

- All students enrolled in assessed courses.
- All academic and administrative staff of Bahrain Polytechnic involved in assessment.

Processes:

- Results and Reporting processes
- Issuing of academic transcripts
- Results Notification

4. External Requirements

This policy helps Bahrain Polytechnic meet the following external requirements:

- HEC Regulations

5. What is Expected:

- The results and grades in all programmes and courses will be accurately recorded, approved and reported on in a systematic, secure and timely manner.
- All course assessment results and grades shall be approved by Academic Board.
- Student shall have access to provisional results and assessment feedback and timely access to final grades as published on the Academic Calendar.

- All grades shall comply with approved grade tables, (refer to section 10)
- All course results, grades and any grade amendments shall be reported by Faculty, verified by all relevant committees and Boards using approved Forms/ reports and be approved by the Academic Board. Related documents will be saved in secure folders on Shared drives with limited access. Hard copies of relevant documents will be maintained securely.
- Records of grades shall be stored in the Student Management System which is secured through the implementation of limited password protected staff access and encryption.
- Resolutions of the Academic Board shall cover the following:
 - End of Semester Course Results approval
 - Amendment of Final Grade
 - Approval of Graduands
 - Approval of Academic Excellence Awards

6. Key Dates

First Approved:	29 November 2011 by SMT
This Version Approved:	04 June 2015 by SMT, 14 December 2015 by BoT
Next Review Date:	4 years from this version approval or as required

7. Links and Related Documents

- Policies: All Academic policies and other relevant Bahrain Polytechnic policies and procedures
- Procedure:
 - Recording of Summative Assessment Marks P-A-AB-017.002
 - Approval and Reporting of Summative Assessment marks and final grades P-A-AB-017.003
 - Amendment of final Mark and/or grade P-A-AB-017.004
 - Conceded Pass P-A-AB-017.005
- Rules and Guidelines: Results and Reporting