

# Procedure; processing results

**The Examination Office processes the results for all\* courses within the UT. Results may be delivered (digitally) by a lecturer stating the results in the form of a letter or a list. All results must be submitted in a signed document.**

## **Submitting results**

To process the results in Osiris, the Examination Office requires the following information: - Student name and number - Exam date - Result (with correct scale) - Course information (Course name, subject/course code, opportunity, module) - Signature

## **Preference for list of results**

The exam the Examination Office provides lecturers in advance with a participant list which is to be used to submit the results. This list contains all the information above and is formatted in such a way that it can be entered directly into Osiris. For this reason, it may not contain any automatic rounding off or calculations and nothing may be added to the lists, with the exception of entering students at the bottom of the list who were not registered. This method of data input has a much lower margin of error than when done manually.

## **Requirements of OER (Education and Examination Regulations)**

The results must be delivered (signed) to the Examination Office within the term stated by the EER. Marks must be submitted signed in accordance with the EER\*\*. This may be, for example, a digital signature in the Excel file / list of results or a manually signing a printed version of the list of results that has been scanned. If a list of results is submitted then the Excel file is also needed to upload the list in Osiris.

## **Entering corrections**

Once a grade has been entered, it may be revised once, for example after an exam has been reviewed. A change can be submitted using a grade note or grade list or by sending a signed email to the Examination Office. All changes must be accompanied by the student name, student number, course information and a signature. The Examination Office then enters the changes into Osiris.

*\*except PDEng, grades for staff (PHD), traineeships, graduation and participants in pilot Osiris Docent Module.*

*\*\* "Authorized certificate: A summarized list by or on behalf of an examiner or another written document or a result published via the Student Information System (SIS)."*