



## Office of the Registrar

St. John's, NL Canada A1C 5S7  
Tel: 709 864 8260 Fax: 709 864 2337  
[www.mun.ca](http://www.mun.ca)

DATE: March 30, 2020

TO: Instructors for Winter Semester 2020

FROM: Tracy Thorne, Associate Registrar, Registration and Enrolment Services

RE: Grading Information – Winter Semester 2020

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Please find below the instructions and guidelines for the Winter Semester 2020 grading cycle.

As a result of the COVID-19 Pandemic, instructors whose courses were scheduled to have an on-campus final exam or online courses with in-person invigilated final exams were presented with a variety of options for alternative evaluation. By now you should have communicated to your students any changes to the evaluation scheme. In most cases the students have been given a choice of a PAS/FAL or numeric grade. In a small number of cases the student will have a choice to write a postponed final exam, after which a final grade will be assigned. Students will be able to submit their preferred grading choice (where applicable) through Memorial Self-Service. For courses where a numeric grade has been submitted by the instructor, but a PAS/FAL option is permitted and chosen by the student, the system will convert the submitted numeric grade to PAS/FAL.

Please note the following important points:

1. Record the final numeric grade assigned in the "FINAL GRADE" column. The students will still be asked through Self-Service to confirm this choice.

Exceptions to this include the following:

- a) If you are offering a postponed final exam, enter the numeric term grade assigned (out of 100) in the "FINAL GRADE" column. For example, if the term work is worth 40%, the postponed final exam is worth 60% and a student has 20 out of 40, the grade submitted should be **50%**. Please note, the system will convert the grade to ABS for students who indicate they want to write the postponed final exam. For those who do not choose to write the postponed final exam, the numeric term grade submitted will be converted to a PAS/FAL.
- b) If you have already gathered your students' choices of grading option, you may record the numeric grade or PAS/FAL grade assigned in the "FINAL GRADE" column, as appropriate. The students will still be asked through Self-Service to confirm this choice.
- c) If all of your students must write a postponed final exam, record ABS in the "FINAL GRADE" column. The students will be able to view this grade in Self-Service but will have no option to change it.
- d) If all of your students were prevented from completing a component of the course and do not have to write a postponed final exam (e.g. clinical theory courses in nursing at the 1000-3000 levels), record INC in the "FINAL GRADE" column. The students will be able to view this grade in Self-Service but will have no option to change it.

- e) For courses in which the grading scheme has always been pass, fail or pass with distinction (e.g. work terms) record PAS, FAL or PWD in the "FINAL GRADE" column. The students will be able to view this grade in Self-Service but will have no option to change it.
2. A student who is prevented by illness, bereavement or other acceptable cause from writing the final examination (where applicable) may make a formal written request to the head of your academic unit, requesting a deferred examination. If such a request has been made and has been approved, record ABS in the "FINAL GRADE" column.
3. For a student who did not write a scheduled final examination and for whom a deferred examination was not requested or approved, record the partial grade (for term work) out of 100%.
4. For a student who has for good cause not completed course work, a grade of Incomplete (INC) may be recorded with the approval of the head of the academic unit.
5. For a student who has dropped the course since the class lists were printed, do not enter a grade.
6. For a student who completed the course or the final examination but whose name does not appear on the class list:
  - a) If the course is a multi-section course, check with the other instructors. The student may be registered in a different section;
  - b) Otherwise, forward a note to Ms. Krista Butt of this Office indicating the grade awarded.

Many academic units have their own policies and procedures for recording and entering grades. Ensure that you are aware of these for your particular academic area so that you can meet their specific deadlines and the **grade submission and approval deadline of 1:00 p.m. on Saturday, April 25, 2020**. If you use the grading feature in Brightspace (D2L) to record your grades please ensure that you 1) follow the appropriate steps to import your grades into Banner as provided by CITL; 2) transfer grades from Brightspace (D2L) to Banner earlier than the deadline of 1:00 p.m. listed above; and 3) inform your academic unit that your grades have been imported (thereby allowing for the necessary approval to occur). For details, please refer to <https://blog.citl.mun.ca/technologyresources/brightspace-how-tos/assessment/gradebook/grades2banner-interface/>. You will note that there is specific information regarding Special Codes to Banner that you should use for entering Pass/Fail/INC/ABS grades through Brightspace (D2L).

Given the unprecedented situation we are facing this Winter 2020, it is extremely important that you adhere to the outlined grading deadline. Thank you for your co-operation in this semester's grading cycle.

Sincerely,



Tracy Thorne  
Associate Registrar  
Registration and Enrolment Services

TT/kb