



HÁSKÓLI ÍSLANDS

## **RULES OF PROCEDURE on the return of grades**

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Guarantors: ÞK/HP  
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Authorised translation

### **1. Purpose and scope**

In accordance with Article 60 of the Regulation for the University of Iceland no. 569/2009, grades shall be published two weeks after each examination at the latest, but three weeks after each examination in the December examination period. The same deadline applies for courses which end without a written examination and for examinations and assignments outside the regular examination periods.

These rules of procedure are intended to ensure the return of grades for all examinations, theses and assignments counting toward course assessment at the University of Iceland.

All examination marking shall be conducted with the view that grades shall be returned within the time period specified in the legislation and regulation on the University of Iceland, as well as the provisions of the Administrative Procedures Act no. 37/1993.

These rules of procedure on the return of grades apply to all examinations, theses and assignments which count toward course assessment. Should assessment involve something other than a written or oral examination, the start date of the marking period for theses or assignments shall be determined by the last examination day of the semester.

These rules of procedure are part of the quality assurance system of the University of Iceland.

### **2. Responsibility for enforcement**

The Division of Academic Affairs is responsible for ensuring that these rules of procedure are followed. The school deans, faculty heads and school managing directors / educational managers are accountable to the Division of Academic Affairs for seeing that the rules are enforced within schools and faculties.

### **3. Implementation**

#### **3.1 Faculties' preliminary actions**

A faculty office or, when applicable, school office shall email all supervisory teaching staff, and other teaching staff responsible for setting and marking examinations, at least 10 days before the start of the examination period, reminding them of the deadlines for marking examination papers. At the same time it must be noted that teaching staff are required to collect examination papers no later than three days after the examination is held.

#### **3.2 Division of Academic Affairs grade return list**

The Division of Academic Affairs shall prepare a list on which it is possible to check individual schools and faculties, as well as those courses examined in a particular semester. This list shall include the number and name of each course, the number of examination papers, the date of the examination, the date of examination paper collection and the date grades are returned. The number of days used for marking shall also be noted. The last three days before the deadline shall be highlighted in yellow; if



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the deadline should be missed, the number of days used for marking shall be highlighted in red. The initials of those who collect examination papers must be specified and should an extension be granted, c.f item 3.5, this shall be noted.

### **3.3 Examination papers**

Each faculty office or, when applicable, school office shall monitor the Division of Academic Affairs grade return list and alert teaching staff to the importance of returning grades in a timely fashion.

### **3.4 Notifications required from teaching staff**

Should a member of teaching staff become unwell, or other legitimate reasons arise that might be expected to delay the return of grades, the member of teaching staff shall immediately notify the faculty office or, when applicable, the school office, and submit a medical certificate or other explanatory material.

### **3.5 Extension**

If more than 150 students sit an examination, teaching staff may request an extended marking period. Such requests shall be sent to the Student Registration no later than three days before the deadline for returning grades. However, an extension shall never be granted longer than one week.

### **3.6 Enforcement**

If grades have not been returned three days before the deadline, the faculty office or, when applicable, the school office shall contact the teaching staff in question and send an email reminding them of the deadline. This email shall also be sent to the head of faculty.

If grades have not been returned by the deadline, the faculty office or, when applicable, the school office shall seek an explanation from teaching staff and a confirmation of when the grades will be returned, cf. items 3.4 and 3.5. At the same time, the students must be informed by email of when the grades will be returned.

### **3.7 Information at faculty forums**

At the next faculty forum held after the deadline for returning grades for the last examination of each examination period, attention must be called to the faculty's results as evidenced by the Division of Academic Affairs grade return list. The list may be accessed via the following link: <https://ugla.hi.is/nk/prof/einkunnaskil.php?sid=655>.

### **3.8 Staff interviews**

In the next staff interview held with those members of teaching staff who returned grades late, the head of faculty shall specifically discuss the return of grades.

## **4. Review**

These rules of procedure shall be reviewed in consultation with the Division of Academic Affairs, schools and faculties after three years.