

SOP: Grade Submission, Review, and Amendment Protocols

This SOP defines the **grade submission, review, and amendment protocols** to ensure accurate and timely recording of student grades. It covers procedures for initial grade entry, systematic review processes by instructors and academic staff, criteria and guidelines for requesting grade amendments, and documentation requirements to maintain academic integrity and transparency throughout the evaluation process.

1. Purpose

To establish clear and consistent procedures for submission, review, and amendment of student academic grades.

2. Scope

This SOP applies to all faculty, instructors, and academic administrative staff involved in grade management.

3. Responsibilities

Role	Responsibility
Instructors	Enter grades, review submissions, and initiate amendment requests when necessary.
Department Chair/Head	Oversee grade submissions and approve or reject amendment requests.
Academic Records Office	Maintain grade records, process approved amendments, and ensure documentation integrity.

4. Procedures

4.1. Grade Submission

- Instructors enter final grades into the institutional grading system by the announced deadline.
- Each grade entry must be accompanied by supporting assessment records (e.g., attendance, assignments, exams).
- Submission is confirmed via system-generated notification to instructors and department heads.

4.2. Grade Review

- Course instructors review entered grades within 48 hours for accuracy and completeness.
- Department chairs or assigned academic staff perform spot-checks for compliance with grading policies.
- Anomalies or inconsistencies are flagged and returned to instructors for clarification or correction.

4.3. Grade Amendment

- Grade amendment requests may be initiated by instructors, citing valid reasons (e.g., data entry error, calculation mistake).
- The instructor completes a Grade Amendment Form and submits it, along with relevant documentation, to the department chair.
- The department chair reviews and approves or denies the request within 5 business days.
- Approved amendments are forwarded to the Academic Records Office for processing and updating official records.
- Students are notified of any approved amendments affecting their record.

4.4. Documentation and Recordkeeping

- Maintain all grade submissions, supporting materials, and amendment form copies for at least 5 academic years.
- Ensure all records are stored securely and confidentially, in compliance with institutional data policies.
- Audit trails for all grade changes must be readily available for review.

5. Related Documents

- Grade Amendment Form
- Institutional Grading Policy

- Academic Records Retention Policy

6. Revision History

Date	Version	Description of Change
2024-06-01	1.0	Initial release of SOP