Standard Operating Procedure (SOP): Grades and Assessment Recording Processes

This SOP defines the **grades and assessment recording processes**, encompassing the procedures for accurately recording student grades, managing assessment data, ensuring consistency and fairness in evaluation, maintaining confidentiality, and utilizing digital tools for grade entry and reporting. The objective is to uphold the integrity of academic records and facilitate transparent communication of student performance to stakeholders.

1. Purpose

- To establish standardized procedures for accurate and timely recording of student grades and assessment data.
- To ensure consistency, fairness, and transparency in the evaluation and communication of student performance.
- To support the protection and confidentiality of academic records.
- To effectively utilize institutional digital tools for grade entry and reporting.

2. Scope

- This SOP applies to all instructors, teaching assistants, and administrative staff involved in assessment recording at [Institution Name].

3. Responsibilities

Role	Responsibility
Instructors	Grade assignments and exams, accurately enter grades, and validate data before submission.
Teaching Assistants	Assist with grading, data entry (if authorized), and double-check records for accuracy.
Administrative Staff	Support the maintenance, archiving, and security of grade records.
IT Support	Maintain digital grade entry systems and provide technical assistance.

4. Procedure

1. **Assessment Recording**
   - Ensure all assessments are graded as per the published marking scheme.
   - Enter assessment scores into the approved digital gradebook (e.g., [LMS/Student Information System]).
   - Perform double-checks to confirm accuracy and completeness of entered data.

2. **Grade Calculation**
   - Apply weighting and calculation methods as defined by course guidelines and institutional policy.
   - Use digital tools to automate calculations where feasible, minimizing manual errors.

3. **Quality Assurance**
   - Randomly review a sample of entered grades for verification.
   - Resolve any discrepancies in consultation with relevant staff.

4. **Confidentiality**
   - Limit access to grade records to authorized personnel only.
   - Store physical records in secure, locked locations.
   - Ensure digital records are password-protected and comply with data protection policies.

5. **Reporting and Communication**
   - Generate grade reports for students and stakeholders using approved digital systems.
   - Communicate individual performance to students via secure channels only.

6. **Amendments and Corrections**
   - All grade changes post-submission must be documented, justified, and approved by relevant authorities.

7. **Record Retention**

- Retain grade records in accordance with institutional record-keeping policies.
- Archive old records securely and destroy them per policy when retention period lapses.

5. Related Documents and References

- Institutional Academic Policy Manual
- Data Protection and Confidentiality Guidelines
- Digital Gradebook/LMS User Manual

6. Revision History

Date	Version	Description	Prepared/Reviewed By
[Date]	1.0	Initial release	[Name/Position]

Approval: _____   **Date:** _____