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The **University of the South Pacific**

**Academic Office**

**Submission of Final Grades  
Coversheet**

Year \_\_\_\_ Semester \_\_\_\_\_ Mode \_\_\_\_\_ Campus: \_\_\_\_\_

Course Code : \_\_\_\_\_ Course Name: \_\_\_\_\_

**Continuous Assessment**

Weight \_\_\_\_\_ Minimum Pass Mark : \_\_\_\_\_  
(out of 100%)

**Final Exam**

Weight \_\_\_\_\_ Minimum Pass Mark : \_\_\_\_\_  
(out of 100%)

**Submission Instructions**

- (1) Web print or Excel download a list of the final grades entered in to the Electronic Grade Entry system.
- (2) Write the final exam result and continuous assessment for each student.
- (3) Complete the approval section of this form below.
- (4) Securely attach this coversheet to the printed list and deliver to the Student Academic Service's Exams Office.

**Submission Approvals**

There was no conflict of interest in the marking and awarding of grades in this course.

**Course Coordinator:** \_\_\_\_\_  
 Name Signature Date

**Head of College** \_\_\_\_\_  
 Name Signature Date

**Director** \_\_\_\_\_  
 Name Signature Date

