

# Results Reporting and Certification Policy

**Policy Code:** ACA-003  
**Version:** 2.1  
**Person Responsible:** Director of Studies



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## Policy Statement

Administering learners learning progress in all courses is one of the vital tasks carried out by Vatel Bahrain. This is achieved when the institution ensures learners' results and grades are accurately calculated, recorded, approved and reported on securely and confidentially.

Additionally, Vatel Bahrain is committed to facilitating the issuance of awards certificates for learners all formally approved as graduates. This process complies with the Higher Education Council (HEC) and the qualifications awarding body requirements.


## Application

This policy applies to all learners enrolled in, all lecturers, academic and admin. staff involved in the assessment, recording, approval, reporting of undergraduate and post-graduate courses results and facilitating the issuance of awards offered by Vatel Bahrain.

## Expectations

- Learners' results and grades for all courses and in all programmes will be accurately calculated, recorded, reported and approved, following confidentiality principle.
- Results of the individual assessments and the final course grades must be shared with the learners as per the timeline stated in the published academic calendar.
- All results are provisional until they are moderated and externally examined.
- All results are provisional until they are approved by the Senior Management Team (SMT).
- The grades shall comply with the approved Grade Table.
- All learners' results, grades, and grade amendments must be recommended for approval by the Academic Board (AB) and approved by the SMT.
- The resolutions of the SMT shall cover approval of the following:
  - Course results
  - Amendments to the Total Average (final grade)
  - List of graduates
- All offered awards are approved by the Higher Education Council (HEC) and aligned with the National Qualifications Framework (NQF).
- The awards certificates are issued by the qualifications awarding body.

## Forms and Other Related Documents




Course Assessment Specifications	 Course Assessment Specifications.xlsx
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Grade Amendment Form	 Grade Amendment Form.xlsx
Learners Eligible to Graduate Form	 Learners Eligible to Graduate Form.xlsx
List of Graduates Form	 List of Graduates Form.xlsx

