

Marks Carried Forward



You may apply to carry marks forward for passed assessment/s to the next available occurrence of the course. You can only do this once per course. Upon re-enrolment you will be invoiced the appropriate course fee.

Section 1: Student to complete

Complete the top section of this form, sign at the bottom, and arrange a meeting with the Programme Manager who will complete the sections below.

Personal Details

Family Name	<input type="text"/>	First Names	<input type="text"/>
Student ID	<input type="text"/>	Preferred Name	<input type="text"/>

Course Details

Course Code	Course Name
<input type="text"/>	<input type="text"/>

Section 2: Programme Manager to complete

Assessment Details

For information on the Pro Rata calculation refer to the notes on the next page (from APP504b Guidelines for Pro Rata Enrolment)

Details of marks to be carried forward

No	Assessment Type	Semester/ Year	Weighting %	Your mark %
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Assessment(s) yet to be completed

No	Assessment Type (including minimum requirements)	Semester/ Year	Weighting %	Pro Rata % (enrolment and fees)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Recommendations re start dates etc

Section 3: Student and Programme Manager to complete

Signatures

Student	<input type="text"/>	Date	<input type="text"/>
Programme Manager	<input type="text"/>	Date	<input type="text"/>

Please note: Original to be given to the student and a copy to be retained by Programme Manager.

For Office Use Only

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Pro rata the EFTs using the credit value formula below. This may require a start date change. Fees will be pro-rated by Student Finance according to the marks carried forward form.

See <S:\StaffResources\Tribal\Standard Operating Procedures\AdmissionEnrolment\AE011-GuidelinesForProRataEnrolment 3.1 17May17.pdf> for further detail.

Credit Value

To calculate the EFTs use the following formula where the credits are Ara Credits:

$$\text{Credits studying/credits of course} * \text{Course Factor} = \text{new EFT value}$$

To calculate when credits are FW credits:

$$\text{FW Credits studying/FW credits of course} * \text{Course Factor} = \text{new EFT value}$$