

# Grading Policy



## Purpose

The purpose of this policy is to provide a uniform grading scale for grading individual assessments and overall subjects or units, as well as procedures for notification of those grades.

## Scope

All

## Policy

A student's grade for a subject or unit undertaken is determined upon an assessment of performance. Students must be informed of the expectations and learning outcomes related to each assessment task required for each subject or unit of study, thus, the grade a student receives should reflect their overall performance in meeting the learning outcomes.

The award of grades shall be a deliberative process which requires the exercise of professional judgement to reduce the possibility of random and systematic errors. Grades will not be awarded in comparison to the achievement of other students, nor allocated to fit a predetermined distribution.

In awarding grades, due weight shall be given to the level at which the subject or unit is offered.

## Grading

The grading system for individual assessments within a unit will be:

- Not Yet Satisfactory (N) - Students have not yet demonstrated the evidence to fulfil this assessment.
- Satisfactory (S) – Students have fulfilled the evidence required for this competency.
- Good (G) - Students have demonstrated beyond the expected evidence. It is likely that they have drawn from wider sources.
- Very Good (V) - Students will have demonstrated the evidence for the competency with a level of sophistication and flare. It is likely that they have demonstrated a degree of independence and initiative.
- Excellent (E) - This is reserved for work of exceptional quality. The demonstrated evidence for the competency is at a high-level of proficiency. It is likely that the student has applied high-level critical thinking and presentation.

## Amending a final grade

A final grade may only be amended if:

- there has been an administrative error;
- there has been a computational error; or
- there has been a successful review of appeal by the student according to the Complaint and Grievance Resolution Policy.

## **Notification of Grades**

After the completion of each subject, the subject coordinator must lodge in the Registry details of the marks and grades obtained by each student in each assessable component of the subject or unit, and of the weighting attached to each component.

Subject or unit results must not be released informally to students by subject coordinators or any other staff member in the College. When finalised, results are available only to individual students through the online student portal. Staff should not be responsible for the assessment of student(s) with whom they have, or have had, a family, personal or other significant relationship.

When grades have been finalised, the Registry notifies students of their overall results of assessment on a semester basis in writing.

Where a student challenges a “Fail” grade or a “Not Yet Satisfactory” grade, the student should first consult with the relevant Director. If the Director determines that supplementary assessment may be appropriate, the student can apply to Student Affairs (as appropriate). If approved, the Director coordinates with the relevant lecturer to arrange the date; time and type of assessment which is to take place and notifies the student in writing of these arrangements. Resubmitted assessments are eligible to earn a maximum of a bare pass grade (50%) or, a “Satisfactory” grade.

Responsible for implementation  
Chair, Learning and Teaching Committee

Key stakeholders  
Students, Faculty

# Procedures

## Grading Procedure

### Final Grades

The grade of a student is recorded as follows:

Transcript Reference	Student Management System reference	Description
High Distinction 85-100%	85-100%	This grade denotes performance which meets all subject objectives in such an exceptional way and with such marked excellence that it deserves the highest level of recognition
Distinction 75-84%	75-84%	This grade denotes performance which clearly deserves a very high level of recognition as an excellent achievement in the subject
Credit 65-74%	65-74%	This grade denotes performance which is substantially better than would normally be expected of competent students in the subject
Pass 50-64%	50-64%	This grade denotes performance which satisfies subject objectives
Satisfactory Non-graded pass	Satisfactory	This grade is denotes a satisfactory level of performance and participation. It is used when a subject is assessed on a pass or fail basis.
Fail <50%	<50%	This grade denotes performance which does not meet subject objectives

### Non-Certificate Final Grades

The grade of a student is recorded as follows:

Transcript Reference	Student Management System reference	Description
Competent	COM	Students have demonstrated the evidence to fulfil the required competency of the unit
Not Yet Competent	NYC	Students have not yet demonstrated the evidence to fulfil the required competency of the unit

### Diploma and Non-Certificate Final Grades

In the event of the following results, the grade of a student is recorded as follows:

Transcript Reference	Student Management System reference	Description
Incomplete Limit of a P grade		'Incomplete' denotes that a student has an assessment task for a subject incomplete with no approved extension. The student may submit an explanation Student Affairs and Training Student Affairs to ask for an opportunity to submit the incomplete assessment task for a grade no higher than 50%.
Extension No limit to grade	Extension	'Extension' denotes that an extension has been approved and is still in place. The student will receive no penalty
Late-Withdrawal Withdrawn after census date	Late-Withdrawal	'Late-Withdrawal' denotes that a student has been granted a retrospective withdrawal from a subject due to extenuating circumstances (compassionate/medical grounds). This is only used when the withdrawal has been approved by Student Affairs. This is NOT to be used for when a student notifies the college of withdrawing from a class AFTER the census date. In this situation the student would receive a fail grade. It is only used for special circumstances late withdrawals. There is NO academic penalty, however there may or may not be a financial penalty applied – depending on the ruling of the committee.

In Progress No final grade allocated	In Progress	'In Progress' denotes that the subject has not yet been completed. This may be because the subject is still being taught, the grades are only partially reported or the subject extends over more than one teaching period (i.e. research project).
Exempt	Credit for Prior Learning/RPL	'Exempt' is used when give a student has had cross credits or Recognition of Prior Learning approved via the appropriate processes. A student does not need to enrol in these subjects.
Exempt without Credit	No Credit for Prior Learning/RPL	'Exempt without credit' is used when a student has had a cross credit or Recognition of Prior Learning approved via the appropriate processes, but no credit points allocated. A student does not need to enrol in these subjects.
DNS	Fail - Did Not Sit	

**Administration functions only (do not appear on student transcript)**

	New	'New' is used when first enrolling the student but the enrolment hasn't been completed. This is done automatically in the system
	Enrolling	'Enrolling' field is used when subjects have been selected but the enrolment is <b>not</b> completed
	Completed	'Completed' field is used when completing the final grade for a subject. (That is when all the individual assessment grades are entered, calculated and finalised for subject).
	Withdrawn	Enrolment academic period has commenced, and student withdraws before census date.
	Cancelled	Student withdraws from enrolment before academic period commences.

**Policy owner:** Chair, Learning and Teaching  
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Assessment Policy  
Monitoring and Moderation of Grades Policy  
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