

# CHSQF012 Award of Grades Policy

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## 1. Purpose

This policy describes the award of grades in a unit of study, including the application of Final, Interim and Administrative grades, the nomenclature used at the College and the calculation of the weighted average mark.

## 2. Scope

This policy applies to the determination and declaration of student's final marks and grades in all units of study offered by the College of Health Sciences (CHS), whether these form part of an award course or undertaken outside of an award course but with the intention of student undergoing assessment and receiving credit. All academic staff, course convenors, Board of Examiners and others shall follow this Policy in assessing and assigning grade to the work completed by students at CHS.

## 3. Definitions

### 3.1 Final grades for units awarded a mark and grade

Grade Notation	Nomenclature	Mark	Additional Information
HD	High Distinction	85 to 100	Student has demonstrated outstanding achievement towards all the relevant assessment criteria and standards in the unit of study.
D	Distinction	75 to 84	Student has demonstrated superior achievement towards the relevant assessment criteria and standards in the unit of study.
C	Credit	65 to 74	Student has demonstrated good achievement towards the relevant assessment criteria and standards in the unit of study.
P	Pass	50 to 64	Student has demonstrated satisfactory achievement towards the relevant assessment criteria and standards in the unit of study.
PC	Conceded Pass	45 to 49	The Board of Examiners has conceded a pass for the unit even though the student's percentage mark is less than the deemed pass mark for the unit. PC is normally awarded when the unit is the last unit before student fulfils the course requirements for graduation.
PS	Pass – Supplementary Assessment	50	Awarded after passing an approved supplementary assessment. The Board of Examiners may consider a Supplementary Assessment to students who achieve a final mark of 45-49 based on Special Consideration.

MF	Marginal Fail	45-49	The student's work marginally failed to demonstrate a satisfactory level on one of assessment criterion set for the unit, but passed all other criteria and shows potential for improvement. The BoE may consider the student's history and recommend granting of a Supplementary Assessment once only to the student under consideration
F	Fail	0 to 44	Student has demonstrated unsatisfactory achievement towards the relevant assessment criteria and standards in the unit of study.
NF	Non-assessed Fail	0	The student did not complete any of the assessment tasks.

The award of a final grade will be accompanied by the student's total mark /100 for the unit of study. To be awarded a Final grade a student must have:

- remained continuously enrolled in the unit of study for the duration of the teaching semester; and
- completed a minimum number of the summative assessments for the unit as specified in the unit of study outline.

### 3.2 Interim grades

Grade Notation	Nomenclature	Additional Information
RP	Result Pending	Used as Interim grade when a student's final grade and mark in a unit cannot be confirmed due to a Deferred Examination or Supplementary Assessment being approved by the Board of Examiners. 'Result Pending' may also be used when a student's final grade and mark in a unit cannot be confirmed due to other circumstances beyond the control of the course Director.

Interim grades will be awarded when a student's final grade and mark in a unit cannot be confirmed at the time of the Board of Examiners' meeting for the relevant teaching period. All Interim grades will be converted to an appropriate Final Grade or Administrative Grade (as appropriate) no longer than three months following the Board of Examiners meeting for the relevant teaching period.

### 3.3 Administrative grades

Grade Notation	Nomenclature	Additional Information
RP	Result Pending	Used as Interim grade when a student's final grade and mark in a unit cannot be confirmed due to a Deferred Examination or Supplementary Assessment being approved by the Board of Examiners.

		'Result Pending' may also be used when a student's final grade and mark in a unit cannot be confirmed due to other circumstances beyond the control of the course Director.
W	Withdrawn (without academic penalty)	Evidence is provided by student of serious illness or misadventure experienced after the relevant census date warranting withdrawal and/or deferral with penalty.
AF	Absent Fail	Student has not completed one or more of the summative assessment requirements for a unit of study. AF is typically recorded for all withdrawals post census date.

Administrative grades are awarded without an accompanying mark /100. Students who have not completed one or more of the summative assessment requirements for a unit of study may be awarded the Administrative grade 'Absent Fail'. This applies even when the student has completed one or more formative assessments but has failed to show up for the summative assessment.

## 4. Procedures

### 4.1 Change of Grade

All Final and Administrative grades recommended by the Board of Examiners and approved by Academic Board constitute part of a student's permanent record and can only be changed upon approval of Academic Board.

Students may lodge an appeal against their grades. All such appeals shall be dealt with following the **CHS Student Grievance and Appeals Policy**. Until such a time that the outcome of an appeal is determined by the Appeals Committee and endorsed by the Academic Board, the grades for units contested by the student shall remain on hold. Once the Academic Board approves the recommendations of the Appeals Committee the grades can be changed to final unless the student lodges an application for external appeal in which case the grades shall continue to be kept on hold pending the outcome of the external appeal.

### 4.2 Computation of Grand Weighted Average Mark (GWAM)

- The GWAM is applied to all units a student completes as part of an award course. It excludes all units that were credited to student on account of prior studies. All types of 'Fail' grades (except AF) are included in the calculation (0 mark). 'Withdrawn' grades (W) are not included.
- The GWAM is calculated using the following formula:

$$\text{Sum (unit credit points times unit mark) / Sum (all credit points of all corresponding units)}$$

#### Illustration of Grand Weighted Average Mark Computation

STEP #	EXAMPLE	CALCULATION	TOTAL
1: Multiply each unit's grade times its credit points and sum up	12 units at 6 CP each Marks: Unit 1 90 Unit 2 87	90x8 87x8	720 696

	Unit 3 85	85x8	680
	Unit 4 77	77x8	616
	Unit 5 75	75x8	600
	Unit 6 75	75x8	600
	Unit 7 73	73x8	584
	Unit 8 70	70x8	560
	Unit 9 69	69x8	552
	Unit 10 67	67x8	536
	Unit 11 66	66x8	528
	Unit 12 65	65x8	520
		<b>Total</b>	<b>7192</b>
2: Multiply total number of units studied by the number of credit points each unit is worth	12x6	<b>Total</b>	<b>96</b>
3: Divide total at Step #2 by total at Step #1	<b>GWAM</b>	<b>=7192/96</b>	<b>96</b>

In this example the GWAM = 75.

### 4.3 Award of Distinction and High Distinction

- A candidate for the Master degree at CHS who successfully completes the requirements of the Master degree he or she has enrolled in and achieves a GWAM of 85 or higher with no fail grade and no grade below 65 (Credit) shall be awarded High Distinction.
- A candidate for the Master degree at CHS who successfully completes the requirements of the Master degree he or she has enrolled in with a GWAM of 75 or higher and no fail grade and no grade below 50 (Pass) shall be awarded Distinction.
- Award of Distinction or High Distinction does not extend to any qualification below Mater degree at CHS.
- The award of Distinction or High Distinction is recommended by the Board of Examiners at the time of processing the results of all students for graduating students. These shall be verified by the Academic Board and approved by the Board of Directors then bestowed only upon those eligible to graduate with Distinction or High Distinction. It cannot be awarded based on the results obtained from supplementary assessment unless the student under consideration has been granted a Special Consideration.

## 5. Records

Records associated with this policy will be maintained according to the **CHS Student Academic Records Management Policy** and **Record Retention and Disposal Schedule**.

## 6. Related Documents

- CHS Assessment Policy and Procedures
- CHS Examinations Policy and Procedures
- CHS Graduation Transcripts and Testamurs Policy
- CHS Student Academic Records Management Policy

## 7. Related legislation

- Higher Education Support Act 2003
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
- TEQSA Higher Education Standards Framework (Threshold Standards) 2021
- Education Services for Overseas Students (ESOS) Act 2000 and National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)
- Australian Qualifications Framework (AQF).

## 8. Version control

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