

## GRADES AND RESULTS Policy and Procedures

### DEFINITIONS

Terms in this document, for which definitions are not provided in the text or may not be self-evident or for which usage at ACC may differ to that in other higher education institutions are as follows:

**Assessment:** Includes examinations, essays, tutorial assignments, reports, practicums and any other means by which the College assesses whether student have achieved the learning outcomes associated with a unit of study.

**Review and Confirmation of Grades:** This process involves consideration of final grades and interim results submitted by a unit coordinator to the Assessment and Examination Committee for review and confirmation, prior to the date that the final grades or interim results are released to the students. A process of quality assurance, including a review of the distribution of grades and assessment moderation, occurs prior to the release of grades for each semester or term. Assessment moderation is a process separate from the marking of assessments, which ensures that an assessment outcome (eg mark and / or grade) is fair, valid and reliable, that assessment criteria have been applied consistently, and that any differences in academic judgement between individual markers can be acknowledged and addressed. It ensures consistency in marking within student cohorts and across time.

**Subject:** A scientific or professional discipline or body of knowledge which forms an essential part of the degree program curriculum. Subjects at the ACC comprise one or more units of study.

**Subject Coordinator:** The academic staff member who is responsible for the design, delivery and assessment of a scientific or professional discipline or body of knowledge which forms an essential part of the degree program curriculum.

**Unit (or Unit of Study):** An element of a subject (as defined above), that has specified student learning outcomes and requires satisfactory performance in assessments that measure student performance regarding learning outcomes.

### PURPOSE

This policy and related procedure outlines the range and nature of academic results and grades that may be allocated to ACC students.

### SCOPE

This policy applies to examinations and all other forms of assessment undertaken by domestic and international students enrolled at the ACC.

## POLICY STATEMENT

Examinations and Assessments at ACC are either:

- 1) Graded.
- 2) Non-graded: Refers to Pass/Fail
- 3) Interim results.

### 1. Graded

The grade awarded for a unit reflects a judgement of the academic achievement attained by a student enrolled in a unit.

No grade for a unit can be awarded to a student who is not correctly enrolled in that unit.

Grades are criterion-referenced and are determined by the extent to which the criteria have been met.

The following ranges apply to all graded units at ACC.

Any unit that includes an overall pass requirement for the whole unit or an element thereof that differs from the numerical marks outlined below must use a non-graded (pass/fail) for the unit or the relevant elements of the unit. There may be pass/fail assessment within a graded unit.

The criterion-referenced form of grading used at the ACC is described below.

Grade	Quantitative Measure	Qualitative Measure
<b>HD</b> High Distinction	Used for a composite mark in the range 84.50% and above (85 -100% when rounded to the nearest integer).	Demonstrates imagination, originality or flair, based on proficiency in all the learning outcomes of the unit; work is interesting or surprisingly exciting, challenging, well read
<b>D</b> Distinction	Used for a composite mark in the range of 74.50% – 84.49 (75 - 84% when rounded to the nearest integer).	Demonstrates awareness and understanding of deeper and less obvious aspects of the unit, such as ability to identify and debate critical issues or problems, ability to solve non-routine problems, ability to adapt and apply ideas
<b>C</b> Credit	Used for a composite mark in the range of 64.50 – 74.49% (65 – 74% when rounded to the nearest integer).	Demonstrates ability to use and apply fundamental concepts and skills of the unit, going beyond mere replication of content knowledge or skill to show understanding of key ideas, awareness of their relevance, some use of analytical
<b>P</b> Pass	Used for a composite mark in the range 49.50 – 64.49% (50 – 64% when rounded to the nearest integer).	Demonstrates the learning outcomes of the unit, such as knowledge of fundamental concepts and performance of basic skills; demonstrates sufficient quality of performance to be considered satisfactory or adequate or competent or capable in
<b>SP</b> Supplementary Pass	Used for students who have been provided a supplementary assessment to pass a unit that includes a hurdle assessment	Demonstrates the learning outcomes of the unit, such as knowledge of fundamental concepts and performance of basic skills; demonstrates sufficient quality of performance to be considered satisfactory or adequate or competent or capable in

<b>F</b> Fail	Fails to demonstrate the learning outcomes of the unit. Used for a composite mark below 49.50% (50% when rounded to the nearest integer) or where overall pass requirements approved for a unit are not met. Pass requirements for each unit are stated in the Unit
<b>NH</b> failed hurdle requirement	Used to indicate a fail in a unit for which the student has not been able to pass a mandatory hurdle assessment/s.
<b>PN</b> Pass Non-Grade	Used to indicate a pass in a unit for which a full range of grades is not available. That is, the only possible outcomes are Fail (F) or Pass Non-Grade (PN).

## 2. Pass/Fail

Pass fail grading for a unit or element thereof, to which graded assessment does not apply, is described below.

<b>Pass/Fail</b>	If an exam or course is pass/fail, no mark is allocated to the subject. This is used in competency- based assessments where the marking scale is according to
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## 3. Interim Results

For graded assessments, interim results will be converted at the earliest possible opportunity to one of the grades detailed above. All interim results that remain outstanding three terms after the Review and Confirmation of grades by the Assessment and Examination Committee at the end of each Semester will be converted automatically to a Fail grade (F), unless the Academic Dean, or nominee, confirms that there is a valid reason not to do so.

An Interim result for a unit is an outcome determined for assessment that is incomplete for various reasons.

The type of Interim results utilised by ACC and the reason(s) for each type are listed in the table below:

<b>Interim Grade</b>	<b>Description</b>
<b>AF</b> (Absent Fail)	The student has completed none or an insufficient number of the various assessment items and further submission of work will not be accepted. This is an interim outcome, and for the purpose of calculation of progress, counts as a Fail (this means that if the requirements of the unit profile are not met, an AF will be awarded). AF interim results will appear as Fail (F) on a student's official academic record.
<b>WF</b> Withdrawn Fail	A result given where a student has withdrawn from a unit after the census date for enrolments with academic penalty. (The result of WF only applies to unit enrolments withdrawn prior to the commencement of a formal examination period.)
<b>W</b> Withdrawn	The result given where a student has withdrawn from a unit after the census date for enrolments and has been successful in an application for withdrawal without academic penalty. W results are for administrative purposes only, and withdrawn units do not appear on the student transcripts.
<b>DE/DA</b> (Deferred Examination or Deferred Assessment)	Assessment or Examination given when a student, through illness, or some other acceptable exceptional circumstances, has been prevented or has been disadvantaged from taking one or more of the assessments (DA) or examinations (DE). This includes students who have been granted extensions on final assessment items. DE refers to a formal examination on a specified date. Applications for deferred examinations are to be approved as per the requirements of the Assessment of Coursework Principles and Procedure.
<b>NS</b> Not Sat	An interim result which can be assigned by examiners to units where the student has not sat the formal examination or not been granted a deferred examination. 'Not Sat' will count as a Fail for progress purposes and will appear as a Fail on a student's official academic record.

<p><b>PO</b> Practicum Outstanding</p>	<p>This grade is awarded only when the student has completed all other assessment tasks for the unit (including an examination if applicable), but has either not been able to undertake the practicum or work placement component of the unit, or has been given permission to undertake the practicum or work placement components outside of normal term dates. The full range of results is available to students when finalised within the deadlines set by the Subject Coordinator.</p>
<p><b>RO</b> Result Outstanding</p>	<p>Assigned when all assessable items have been submitted by the student but the College is still to determine an appropriate grade at the time of Review and Confirmation of Grades. This interim result may be due to a late submission resulting from an extended submission date requiring the marking time to be extended.</p>

<p><b>SA/SE</b> Supplementary Assessment or Supplementary Examination</p>	<p>An interim result of Supplementary Assessment or Supplementary Examination is awarded to a student who will undertake further assessment or examination, where the student has:</p> <ol style="list-style-type: none"> <li>a) achieved a minimum of 44.50% (45% when rounded to the nearest integer) of the available marks for the unit overall</li> <li>b) has the potential to achieve a passing grade as outlined in the Unit Profile, including achieving any required minimum marks by repeating a single assessment or repeating the examination.</li> </ol> <p>It is important to note that:</p> <ul style="list-style-type: none"> <li>• In cases where the student fails to score 49.50% (50% when rounded to the nearest integer), or a minimum mark, as specified in the Unit/subject Profile, in more than one of the assessment tasks for the unit a supplementary assessment/exam will not be granted and the student will receive a fail grade.</li> <li>• In cases where the student fails a non-graded (pass-fail) component of the unit, a supplementary assessment will not be granted and the student will receive a fail grade.</li> <li>• In cases where the student passes the final examination for the unit, but fails one or more ongoing assessments, a Supplementary Assessment may be awarded.</li> <li>• In cases where the student fails a final examination but fulfills ongoing assessment requirements for the respective Unit or Subject a Supplementary Examination may be awarded.</li> </ul> <p>Students who are awarded a Supplementary Assessment or Supplementary Examination are unable to defer their assessment or examination any further except in extenuating circumstances.</p> <p>An appropriate Supplementary Assessment task or Supplementary Examination will be provided to assess the student’s ability to demonstrate the attainment of the appropriate learning outcomes for the unit. Academic judgement and discretion will be employed by the Unit Coordinator in the determination of a Supplementary Assessment or Supplementary Examination in unclear cases.</p> <p>A student’s mark in the Supplementary assessment/Supplementary examination will be added to the original marks achieved in their other assessments for the unit. A revised overall mark will be recalculated using the percentage weightings described in the Unit Profile to enable a decision on whether a student has passed or failed to be based on the same criteria, weightings and requirements as were applied to the original assessments.</p> <p>The only passing grade available to a student who passes the Supplementary Assessment or Supplementary Examination is Pass (P). This grade will be based on the revised overall mark for the unit, recalculated as described above, and cannot be subsequently converted to a grade higher than Pass (P).</p>
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#### 4. Appeal of Grades/Results

Should a student wish to appeal the awarding of a particular grade/result, they are advised to consult the ACC *Student Academic Appeals Policy and Procedures* which explains the possible grounds for an Appeal, the procedures for a student to lodge an Appeal, and the ACC procedures for consideration and determination of the outcome of an Appeal.

##### **RESPONSIBILITY: Compliance, monitoring and review**

The Academic Dean, Course Development Committee and the Academic Board are responsible for ensuring compliance with, and monitoring and review of the above procedures.

All ACC academic staff are responsible for complying with these procedures and compliance monitoring occurs through exception reports generated after the Review and Confirmation of Grades each Semester.

##### **POLICY REVIEW**

The ACC's *Grades and Results Policy and Procedures* is normally reviewed every three years. It is a policy of the ACC that any Policy or Procedure may be reviewed earlier as indicated by internal or external factors (including but not limited to such factors as changes in the guidelines of regulatory authorities, accreditation/registration requirements of the profession, or relevant legislation at state or federal level) as determined the Board of Directors and/or Academic Board.

##### **RELATED POLICY DOCUMENTS**

- Academic Credit and Recognition for Prior Learning Policy and Procedures
- Academic Integrity Policy
- Academic Progress Policy and Procedures
- Student Support Policy
- Students at Risk Policy
- Attendance Policy and Procedures
- Review of Grades Policy and Procedures
- Student Academic Appeals Procedures
- Assessment of Coursework Policy and Procedures

##### **VERSION CONTROL**

<b>Document:</b> A011 Grades and Results Policy and Procedures	
<b>Responsible Officer:</b> Academic Dean	
<b>Initially Approved by:</b> Academic Board	<b>Date:</b> 11 November 2020
<b>Version:</b> V1.1	<b>Date:</b> 9 March 2022
<b>Reviewed and approved by:</b> Academic Board	<b>Next Review:</b> March 2023