



## GRADES AND RESULTS

### Policy

#### 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:

**Academic Misconduct:** Various forms of academic dishonesty such as plagiarism, unauthorised use of artificial intelligence, cheating, contract cheating, the sale of one's academic work for use by another person, purchasing or obtaining assessment material through individuals, companies or web-based services.

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

**Assessors:** Designated staff or associates of the College who have responsibility for assessing student learning outcomes, whether a written or oral assessment or clinical practice based.

**External Avenues of Appeal:** Avenues of Appeal that are external to, and independent of, the College and which are specified in the ACC Student Academic Appeals Procedures.

**Formative assessment:** A range of formal assessment and informal non-graded assessment procedures conducted by academic staff to monitor student learning and to provide ongoing feedback that can help students identify their strengths and weaknesses and target areas that need work.

**Hurdle Assessment:** An assessment task that a student must pass to pass the unit. If a student fails a hurdle, they fail the unit regardless of the total mark they receive. Hurdles are used in a unit only where they are required by safety or professional accreditation, registration or licensing requirements. Hurdle requirements are attributed to the assessments related to mastery of clinical and professional skills or attainment of graduate attributes.

**Hurdle requirement:** A hurdle requirement is an assessment task mandating a minimum level of performance as a condition of passing a unit of study.

**Learning outcomes:** The knowledge and/or skills to be demonstrated by students in assessments integral to the unit.

**Program Coordinator:**

The academic staff member who is responsible for, among other things, the overall management of a stream of the program curriculum. This includes scaffolding of the units within the Stream.

**Re-mark:** Means reconsideration of a mark or grade awarded for an item of assessment against the marking criteria

and standards, and without a student being required to undertake any further work.

**Semester:** A main study period comprising 15 weeks, inclusive of content delivery and assessment period. Different units of study are delivered and assessed each semester.

**Stream:** A scientific or professional discipline or body of knowledge which forms an essential part of the program curriculum. Streams at the ACC comprise multiple units of study.

**Student Academic Appeal Committee:** A Committee of the Academic Board, which is chaired by an independent member of the Academic Board, and which is convened specifically for the purpose of considering a Student Academic Appeal, on procedural grounds.

**Term:** Half a semester, normally comprising 7 weeks.

**Unit (or Unit of Study):** An element of a Stream (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 outlines the range and nature of academic results and grades that may be allocated to ACC students.

In line with its commitment to maintaining academic transparency, fairness and equity, the ACC has developed this policy and associated procedures which enable students to take the initiative in requesting a review of grades and, if dissatisfied with the outcome, to lodge an appeal.

## SCOPE

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

## POLICY STATEMENT

Assessments and examinations at ACC are either:

- 1) Graded; or
- 2) Non-graded: Pass/Fail; or
- 3) Interim results; or
- 4) Ratified 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 criterion-referenced form of grading used at the ACC is described below.

All student grades are rounded to the nearest integer (e.g., 44.5% rounds to 45%, and 44.4% rounds to 44%).

<b>Grade</b>	<b>Quantitative Measure</b>	<b>Qualitative Measure</b>
<b>HD</b> High Distinction	85% -100%.	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 or scholarly.
<b>D</b> Distinction	75% - 84%.	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 to new situations, and ability to invent and evaluate new ideas.
<b>C</b> Credit	65% – 74%.	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 skills, and some originality or insight.
<b>P</b> Pass	50% – 64%.	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 relation to the learning outcomes of the unit.
<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 relation to the learning outcomes of the unit following
<b>F</b> Fail	Less than 50%.	A Final Grade of 'fail' will be awarded when a student has not demonstrated an acceptable level of achievement relative to the learning outcomes of the unit. Pass requirements for each unit are stated in the Unit Profile.
<b>HF</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 possible outcome is a Pass Non-Grade (PN). The Student has demonstrated they are proficient relative to the learning outcomes of the unit and/or professional competencies.	
<b>FN</b> Fail Non- Grade	Used to indicate a fail in a unit for which a full range of grades is not available. That is, the possible outcome is a Fail Non-Grade (FN). The Student has not demonstrated they are proficient relative to the Unit Learning Outcomes and/or professional competencies.	

## 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 unit. This is used in competency-based assessments where the marking scale is according to competency-based criteria.
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## 3. Interim Results

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

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 Academic Board at the end of each study period are converted automatically to a Fail grade (F), unless the Academic Dean, or nominee, confirms that there is a valid reason not to do so.

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

<b>Interim</b>	<b>Description</b>
<b>AF</b> (Absent Fail)	The grade awarded when a student has completed none, or an insufficient number of the various assessment items and further submission of work will not be accepted. For the purposes of calculating a student's progress, this grade counts as a Fail
<b>WF</b> Withdrawn Fail	The grade awarded when a student has withdrawn from a unit after the census date for enrolments with academic penalty and prior to the commencement of a formal examination period.
<b>W</b> Withdrawn	The grade awarded when 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)	The grade awarded 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 or examinations and has been awarded an opportunity to undertake a Deferred Examination (DE) or Deferred Assessment (DA). This includes students who have been granted extensions on final assessment items.
<b>NS</b> Exam Not Sat	The grade awarded by assessors to units where the student has not sat the formal examination or has 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.
<b>PO</b> Practicum Outstanding	The grade awarded only when a student has completed all other assessment tasks for a 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 a student when the practicum is finalised within the deadlines set by the Program Coordinator.

<b>RS</b> <b>Re sit</b>	<p>The grade awarded when a student has successfully completed all other assessment tasks for the unit (including an examination if applicable) but has either not satisfactorily passed a station(s)/assessment task for a hurdle practical assessment or clinical competency assessment such as in Chiropractic Practice units. They will be offered the opportunity to undertake the failed station/assessment task, no less than 5 working days and no more than 10 working days, after the release of the assessment grade. Students will have the opportunity to Re-sit any or all failed stations/assessment tasks in a hurdle assessment. A Re-sit can only be attempted once for each hurdle assessment. Where a Re-sit is attempted, the maximum grade available for that hurdle assessment is 50%, unless access to the full grade range has been approved by the Education and Grading Committee.</p>
<b>RO</b> Result Outstanding	<p>The grade awarded when all assessable items have been submitted by a 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>
<b>SA/SE</b> Supplementa ry Assessment or Supplementa ry Examination	<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>achieved a minimum of 45% of the available marks for the unit overall; and</li> <li>has the potential to achieve a passing grade as outlined in the Unit Profile. This may include 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 45%, or a minimum mark, as specified in the Unit Profile, in more than one of the assessment tasks for the unit, if a supplementary is awarded, it must assess all learning outcomes for the unit with a maximum unit grade of 50%.</li> <li>In cases where the student fails a non-graded (pass-fail) component of the unit, a supplementary assessment may only be granted by recommendation to the Academic Dean by the Education and Grading Committee.</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 fulfils ongoing assessment requirements for the respective Unit, a Supplementary Examination may be awarded.</li> <li>In cases where the student fails a Hurdle assessment, a Supplementary assessment will not 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 Program 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 50% Pass (P) unless access to the full grade range has been approved by the Education and Grading Committee. 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>

## 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 Grievance and 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.

## IMPLEMENTATION AND MONITORING

The Academic Dean and the Academic Board are responsible for ensuring compliance with, and monitoring and review of, this Policy.

All ACC academic staff are responsible for complying with these procedures.

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* 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

- Grades and Results Procedures
- Academic Credit and Recognition for Prior Learning Policy
- Academic Progress Policy and associated Procedures
- Assessment of Coursework Policy and associated Procedures.
- Attendance Policy
- Student Grievance and Appeals Policy and associated Procedures
- Student Support Policy
- Students at Risk Policy

## 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>Reviewed and approved by:</b> Academic Board	<b>Next Review:</b> March 2023	
<b>Reviewed and Approved:</b> Academic Board	<b>Date:</b> 14 December 2022	
<b>Reviewed and Approved:</b> Academic Board	<b>Date:</b> 15 March 2023	
<b>Reviewed and Approved:</b> Academic Board	<b>Date:</b> 12 June 2024	
<b>Reviewed and Approved:</b> Academic Board	<b>Date:</b> 28 May 2025	
<b>Version:</b> V4.0	<b>Replaces version(s):</b> V3.0	<b>Date:</b> May 2028
<b>HESF</b>	1.4 Learning Outcomes and Assessment	1.4.3 1.4.4
<b>Nature of Change</b>	<p>December 2022</p> <ul style="list-style-type: none"> <li>• Separate Policy and Procedures</li> <li>• Include Diploma program</li> <li>• Convert Subject to Stream</li> <li>• Confirm unit rather than subject</li> <li>• Confirm the involvement of the Education and Grading Committee and approval of grades by the Academic Board.</li> </ul> <p>March 2023</p> <ul style="list-style-type: none"> <li>• Amendments to align with agreed policy structure</li> <li>• Remove the 70% pass option in recognition of the hurdle requirement approach for clinical proficiency</li> <li>• Remove the Program Development Committee from responsibility in relation to this Policy</li> <li>• Include the HESF reference in the Version Control Table.</li> </ul> <p>June 2024</p> <ul style="list-style-type: none"> <li>• Clarify the requirements in relation to hurdle practical assessment and the opportunity for a re sit.</li> </ul> <p>May 2025</p> <ul style="list-style-type: none"> <li>• Amendments to result release requirements</li> <li>• Clarification of Hurdle assessment Re Sit eligibility and requirements</li> <li>• Change to 45% minimum supplementary result</li> <li>• Update to position titles</li> </ul>	