

	<h2>Grading Policy</h2>	
pol-017	Version: 1.01 Last amendment: 06 Feb 2013	Approved By: Academic Board Date: 28 Sep 2012
	Next Review: Sep 2015	Contact Officer: Pro Vice-Chancellor, Academic

INTRODUCTION

The awarding of grades requires assessors to exercise professional judgement informed by well-designed assessment items that provide evidence of achievement of learning outcomes. The University's grading schemata supports the principles in the University's [Academic Assessment and Moderation Policy](#) by ensuring that the awarding of grades is underpinned by robust and consistent criteria and standards.

STATEMENT OF AUTHORITY

The authority behind this policy is the [Charles Darwin University Act 2003](#) (NT) part 3, section 15.

INTENT

To promote the use of a fair and transparent grading system that is aligned to the University's [Academic Assessment and Moderation Policy](#);

To provide for University-wide consistency in the determination, recording and interpretation of assessment results for all assessed units; and

To establish a system of monitoring (individually and collectively), the academic performance and progress of enrolled students in each program of learning.

RELEVANT DEFINITIONS

In the context of this document:

Assessment means a process to determine a student's achievement of expected learning outcomes and may include a range of written and oral methods and practice or demonstration;

Capstone unit means a unit in the final year of a program of learning that provides students with opportunities to integrate their knowledge and experiences from their whole program of learning in preparation for the next stage of their careers;

Examination definitions are provided in the University's [Higher Education Examination Policy](#);

Grade (for example Pass, Credit, Distinction etc.) means a symbol that indicates the level of student performance in a unit against specified standards. Grades are awarded for the purposes of summative assessment, to enable

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the University to provide a final statement for the student and the outside community of the student's achievement of the learning outcomes in that unit;

GPA means Grade Point Average and is the average of the grades a student has achieved, weighed by the credit point of the units;

Honours class is a traditional grading scale used in recognition of achievement in an Honours degree;

Learning outcomes are the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning;

Program of learning is a course, curriculum, training package, unit of study or structured workplace learning that leads to the award of a qualification;

PVC means Pro Vice-Chancellor;

Qualification is the result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the [Australian Qualifications Framework \(AQF\)](#);

Summative assessment indicates students' attainment following a sustained period of learning. This type of assessment generally aggregates information from a number of sources, including results from formal written tests. These tests should reflect instructional and/or curriculum emphases. The relative weighting of the components to be aggregated is an important issue;

Table A provider is a higher education provider listed in Table A of the [Higher Education Support Act 2003 \(Commonwealth\)](#);

Unit is a single component of a qualification, or a stand-alone unit, that has been approved/ accredited. A unit may also be called a 'module', 'subject', 'unit of competency' or 'accredited unit'; and

Unit outline is an official document that describes:

- The nature of the unit;
- The learning outcomes of the unit;
- How the unit is delivered and assessed;
- The specific requirements students have to meet in order to complete the unit successfully;
- Information specific to the unit; and
- Resources required

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POLICY

The results achieved by a student in each unit shall be graded in accordance with the following tables:

Higher Education (HE) Grading Schema

Merit-based Assessment Grades

Notation	Grade and explanation	Range	Contribution to GPA*
HD	High Distinction Demonstrates imagination, originality or flair, based on proficiency in all aspects of the unit; work is interesting or surprisingly exciting, challenging, well-read or scholarly.	85 to 100%	7
D	Distinction 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 evaluate new ideas.	75 to <85%	6
C	Credit 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.	65 to <75%	5
P	Pass Satisfies all of the basic learning requirements of the unit, such as knowledge of fundamental concepts and performance of basic skills; demonstrates satisfactory, adequate, competent, or capable achievement.	50 to <65%	4
PU	Pass Ungraded Indicates that the unit is assessed only a basis of pass or fail and that the student's work has achieved a pass level.		NA
PA	Professional Assessment A result given for students who have enrolled in an HE unit and have been assessed as meeting the requirements of the unit on the basis of their professional background. The PA grade has the same value as PU when determining University and Chancellor's Medal eligibility and does not count towards the GPA for the program of learning.		NA

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PC	<p>Pass Conceded</p> <p>A PC grade may only be awarded by the Faculty Assessment Review Panel on the recommendation of the School Assessment Review Panel.</p> <p>A PC grade may be awarded in lieu of a composite mark in the range 45 to <50% when, in the view of the Faculty Assessment Review Panel and taking into consideration the student's overall academic performance, the student falls short of satisfying all basic requirements for a Pass but can be granted concession for the deficiencies through:</p> <ul style="list-style-type: none"> • Having compensating strengths in some aspects of the unit; or • Having compensating strengths in other units; or • Other evidence of achievement in relation to the learning objectives of the program of learning. <p>The grade of PC is not awarded in any AQF Level 5, 8, 9 or 10 qualification i.e. Diploma, Honours, postgraduate course work or research degrees, nor in any capstone units and may not be available in all AQF level 6 or 7 qualifications i.e. Associate Degree, Advanced Diploma or Bachelor.</p> <p>In programs of learning where a PC is available, a student must have received no more than 10 credit points in a Level 6 qualification or 20 credit points in a Level 7 qualification with the grade of PC in order to be eligible to be awarded the relevant degree. No more than 10CP PC may be received at the highest level of the program of learning. No PC will be offered if any of these limits would be breached.</p> <p>A PC is deemed to satisfy prerequisites for higher-level units.</p>	May be used for a mark 45 to <50%	3
F	<p>Fail</p> <p>Fails to satisfy the requirements of the unit.</p>	<50%	0
DNS	<p>Did not submit</p> <p>Did not complete 50% or more of the assessment</p>		0

* Contribution to GPA: NA indicates 'Not applicable' i.e. the grade is not included in GPA calculations

Continuing or Incomplete Grades

Notation	Grade and explanation	Contribution to GPA*
PO	<p>Practicum Ongoing</p> <p>Indicates an administrative grade issued to a student who has commenced, but not completed a practicum or placement unit. The grade is applicable for two (2) admission periods. If at the end of this time a grade has not been provided by the faculty the PO grade will automatically convert to a Fail (F) grade unless the faculty PVC or delegate approves in writing an extension of the PO grade.</p>	NA

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AC	<p>Assessment Continues</p> <p>Indicates that the student has received a written extension by the PVC or delegate of the relevant faculty for a period of up to three (3) months from the end of the semester (teaching period) to submit outstanding assessment items towards the final grade for the unit.</p> <p>Extensions requested by students can only be approved if circumstances prevail indicating student disadvantage: e.g.:</p> <ul style="list-style-type: none"> • The student is suffering from an illness that prevents him/her from completing the unit within the timeline as stated in the unit outline; • The student has received print-based materials more than two (2) weeks after the commencement date for the unit; • Personal circumstances based on written evidence by a counsellor, or medical practitioner; • Work-related circumstance based on written evidence by his/her employer. • Delays with the completion of assessment caused by external factors. <p>Unit lecturers may make a request on behalf of the student, a three (3) month extension at the relevant School Assessment Review Panel meeting, through the Head of School (for final approval by the Faculty PVC at the Faculty Assessment Review Panel meeting). A final list of AC grades is submitted by the faculty to the Office of Student Administration and Equity Services prior to the final release of grades.</p> <p>If the outstanding work is not completed by that time, or if no assessable work has been submitted by the student by the end of the following semester (teaching period), the result of F will be awarded. Students are required to re-enrol in the unit, should they wish to complete the unit attempt.</p>	NA
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* Contribution to GPA: NA indicates 'Not applicable' i.e. the grade is not included in GPA calculations

Advanced Standing Outcomes

Notation	Grade and explanation	Contribution to GPA*
CRDT-TRANS	<p>Credit Transfer</p> <p>Used to indicate that credit has been given for a unit, based on successful completion of equivalent study. Credit for units should only be granted for units completed within the past five (5) years, however, should professional practice and personal development have been undertaken within the field, then this could be extended to ten (10) years.</p> <p>The unit/s do not need to be completed by the student. Evidence is required.</p> <p>Fees are not applicable. Funding is not applicable.</p>	NA

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Notation	Grade and explanation	Contribution to GPA*
PR	Professional Recognition (HE) For use under the guidelines approved by the Academic Board for professional recognition of knowledge and skills acquired outside accredited training providers	NA

* Contribution to GPA: NA indicates 'Not applicable' i.e. the grade is not included in GPA calculations

Honours Class

Honours Class is based on the mean (average) percentage over the total number of graded credit points attempted in the Honours degree (see 'Calculation of Honours Class'). Where the Honours degree is embedded in a four (4) year degree, only the Honours degree units will be included in the Honours Class calculations.

Notation	Mean percentage
H1 (Honours First Class)	80 to - 100%
H2A (Honours Second Class Group A)	70 to <80%
H2B (Honours Second Class Group B)	60 to <70%
H3 (Honours Third Class)	50 to <60%

Calculation of Honours Class

The calculation of Honours Class is used to determine which Honours Class is to be awarded. It may also be used to rank student achievement e.g. for scholarships, awards or competitive entry to other programs.

The Honours Class will be based on the mean percentage over the total number of graded credit points attempted in the Honours degree as per the following formula:

$$\text{Mean percentage} = \frac{\text{Sum (Unit percentage X unit credit points)}}{\text{Total graded credit points}}$$

An Ungraded Pass and Advanced Standing grades are not included in the above Honours Class calculation.

The Honours Class is calculated by averaging the percentage achieved in all attempts at all units except those indicated by NA above.

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Example 1:

Degree ABC (Honours) (80CP)

	Unit credit points	Grade	Percentage	Unit percentage X unit credit points
Unit 1	10CP	HD	91	91 x 10 = 910
Unit 2	10CP	C	73	73 x 10 = 730
Unit 3	20CP	D	78	78 x 20 = 1560
Unit 4	10CP	F	48	48 x 10 = 480
Unit 4 repeat	10CP	C	67	67 x 10 = 670
Unit 5	10CP	D	82	82 x 10 = 820
Unit 6	10CP	HD	87	87 x 10 = 870
Unit 7	10CP	PU	NA	NA
TOTAL	80CP			6040

Note: Unit 7 is an Ungraded Pass therefore neither the percentage nor the credit points are included in the calculation of Honours class.

Mean percentage = 6040/80 = 75.5 - Honours Second Class Group A

Example 2:

Degree DEF (Honours) (80CP)

	Unit credit points	Grade	Percentage	Unit percentage X unit credit points
Unit 1	40CP	HD	83	90 x 40 = 3600
Unit 2	20CP	C	69	69 x 20 = 1380
Unit 3	20CP	D	78	78 x 20 = 1560
TOTAL	80CP			6540

Mean percentage = 6540/80 = 81.75 - Honours First Class

Honours Class calculations will be completed by the Honours Coordinator of the relevant School or Faculty, and confirmed by the relevant Faculty Research and Research Training Committee and recommended to Academic Board through the University Research and Research Training Committee.

Administrative Grades

Notation	Grade and explanation	Contribution to GPA*
WF	Withdrawn Fail A result given where a student has formally withdrawn from a unit after the census date (with academic penalty).	0
W	Withdrawn without Penalty A result given where a student formally withdraws from a unit prior to the Census Date	NA
WW	Withdrawn without Academic Penalty A result given where a student has formally withdrawn from a unit after the	NA

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	census date for enrolments without academic penalty. A result of WW can only be approved by the Faculty Pro Vice-Chancellor or delegate.	
SPEC	Special Examination Approved Indicates that a special examination has been approved. The result of SPEC is appropriate where a special examination has been approved but not yet undertaken. If no results are recorded within six (6) months of the SPEC grade being notified to the student, the result of F must be awarded.	NA
NE	Not Examinable – Research Is an administrative grade and indicates that a person has commenced a research unit and is eligible to continue.	NA
NA	Not Available Is an administrative grade only and will be issued by the Office of Student Administration and Equity Services when results for a unit are not available. The use of NA will enable a student to re-enrol in a unit previously undertaken, but where no grade has been issued by the unit lecturer.	NA

* Contribution to GPA: NA indicates 'Not applicable' i.e. the grade is not included in GPA calculations

Grades from other Higher Education Providers

Where a student is required to complete a core unit or specialist elective through another Higher Education provider who is a Table A provider and that unit has been accredited by the University for inclusion on the student's transcript, the partner institution's grading system may be honoured if it uses the same grading schema letters as the University. Where different grading schema letters exist, these may be translated into the University's grading schema.

Calculation of Grade Point Average

The Grade Point Average (GPA) is used, for example, to calculate University and Chancellor's Medal recipients.

The GPA will be calculated according to the following formula:

$$\text{GPA} = \frac{\text{Sum (Unit contribution to GPA X unit credit points)}}{\text{Total Credit points}}$$

An Ungraded Pass or other grades indicated by NA above are not included in the GPA calculation. The standard GPA is calculated by averaging all attempts at all units except those indicated by NA above.

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Example:

Program of learning ABC (80CP)

	Unit credit points	Grade	Contribution to GPA	Unit contribution to GPA X unit credit points
Unit 1	10CP	HD	7	7 x 10 = 70
Unit 2	10CP	C	5	5 x 10 = 50
Unit 3	20CP	D	6	6 x 20 = 120
Unit 4	10CP	F	0	0 x 10 = 0
Unit 4 repeat	10CP	C	5	5 x 10 = 50
Unit 5	10CP	C	5	5 x 10 = 50
Unit 6	10CP	HD	7	7 x 10 = 70
Unit 7	10CP - NA	PU	NA	NA
TOTAL	80CP			410

$$\text{GPA} = 410/80 = 5.125$$

Publication of Higher Education Results

A students' final result in any unit shall be awarded by the Faculty Assessment Review Panel. Once the Faculty Assessment Review Panel has awarded the final grade, the Director, Office of Student Administration and Equity Services shall release final unit results to each student in a form and at a time determined by the Director.

Grade Release Dates are set no later than eighteen (18) calendar days following the last day of a Central Examination Period or a Special Examination period.

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Vocational Education and Training (VET) Grading Schema

Competency-Based Assessment Grades

Notation	Grade and explanation
CA	<p>Competency Achieved</p> <p>The person being assessed has demonstrated competence against all requirements detailed in the unit of competency.</p>
NYC	<p>Not Yet Competent</p> <p>The person being assessed has not yet demonstrated competence against one or more of the requirements detailed in the unit of competency/module. The person must have attempted or have been provided the opportunity to complete ALL of the assessment tasks for the unit to be deemed Not Yet Competent.</p>
CE	<p>Continuing Enrolment</p> <p>CE is not a final grade. It is an administrative grade used in lieu of a competency grade when it is not appropriate to provide a final grade. There must be evidence of participation in the current academic year.</p> <p>CE grade must be converted to a final grade when the "Activity End Date" for the unit occurs. This normally corresponds with the end date of the teaching period. Where the end date is extended past 30 December of the current academic year, a CE grade can be carried into the next year, but must be resulted by the activity end date.</p>
OWA	<p>Ongoing Workplace Assessment</p> <p>OWA is not a final grade. It is an administrative grade used in lieu of a competency grade to identify students who have completed the 'off the job' requirements of a unit of competency but have yet to complete the 'on the job' requirements. There must be evidence of participation in the current academic year.</p> <p>OWA grade must be converted to a final grade when the "activity end date" for the unit occurs. This normally corresponds with the end date of the teaching period. Where the end date is extended past 30 December of the current academic year, a OWA grade can be carried into the next year, but must be resulted by the activity end date.</p>
IP	<p>Insufficient Participation</p> <p>This indicates that a person has not participated sufficiently to attempt all assessment requirements for the unit. No formal withdrawal has taken place.</p> <p>There must be evidence of at least one (1) valid participation. Valid participation occurs when a person is engaged with the learning process specifically related to the elements and performance criteria detailed in the unit of competency. Evidence of participation needs to be provided.</p>
SP	<p>Successful Participation</p> <p>This grade is used for resulting a Learner Support unit where the student has successfully participated in the Learner Support activities, thereby increasing the likelihood of successful outcomes for units of competency within the associated VET qualification in which they were enrolled. The grade may only be used for resulting Learner Support units of competency.</p>

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UP	<p>Unsuccessful Participation</p> <p>This grade is used for the result in a Learner Support unit where the student has not successfully participated in the Learner Support activities, thereby reducing the likelihood of successful outcomes for units of competency within the associated VET qualification in which they were enrolled. The grade may only be used for resulting Learner Support units of competency.</p>
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Advanced Standing Outcomes

Notation	Grade and explanation
CRDT-TRANS	<p>Credit Transfer</p> <p>Used to indicate that credit has been given for a specified unit based on successful completion of equivalent study. Credit for units should only be granted for units completed within the past (5) five years, however, should professional practice and personal development have been undertaken within the field, then this could be extended to (10) ten years.</p> <p>The unit/units do not need to be completed by the student. Evidence is required.</p> <p>Fees are not applicable. Funding is not applicable.</p>
RPL	<p>Recognition of Prior Learning (VET)</p> <p>The process where credit can be given towards a program of learning based on skills attained through employment and/or life skills. Current competence needs to be demonstrated. Evidence is required.</p> <p>Fees are applicable. Funding is applicable.</p>
RPL-NOT	<p>Recognition of Prior Learning Not Granted (VET)</p> <p>The process where recognition of prior learning is applied for but not granted.</p> <p>Fees are applicable. Funding is applicable.</p>

Administrative Grades

Notation	Grade and explanation
W	<p>Withdrawn without Financial Penalty</p> <p>A result given when a student formally withdraws from a unit within fourteen (14) days of commencement of the unit and has valid participation in that unit.</p>
WW	<p>Withdrawn with Financial Penalty</p> <p>A result given when a student formally withdraws from a unit after fourteen (14) days from commencement of the unit and has valid participation in that unit.</p>
SW	<p>Special Withdrawal</p> <p>A result given when a student has not validly participated in a unit and did formally withdraw.</p>
NS	<p>Never Started</p> <p>A result given when a student has not validly participated in a unit and did not formally withdraw.</p>

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NA	Not Available Is an administrative grade only and will be issued by Student Administration and Equity Services when results for a unit are not available. The use of NA will enable a student to re-enrol in a unit previously undertaken, but where no grade has been issued by the unit lecturer.
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Publication of Vocational Education and Training Results

A student’s final result in any unit is available on the “My Student Info” site as soon as it is finalised by the delivery team. For most units this will be within four (4) weeks of the end of training. Formal notification of results is sent to a student in a form and at a time determined by the General Manager, VET Business Improvement. The formal notification dates are set no less than eighteen (18) calendar days following the end of the relevant teaching period (31 March, 30 June, 30 September, and 31 December).

Review of Results

The University is committed to providing a fair and transparent procedure through which students may seek to lodge a complaint against an academic action or appeal an academic decision.

Students who have a concern about their overall result in a unit are encouraged to refer to the [Student Academic Grievance Procedures](#).

ESSENTIAL SUPPORTING INFORMATION

Internal

[Academic and Scientific Misconduct Policy](#)

[Academic Assessment and Moderation in Policy](#)

[HDR Examination Procedures](#)

[Higher Education Examination Policy](#)

[Student Academic Grievance Procedures](#)

[Student Breach of Academic Integrity Procedures](#)

[Student Conduct By-laws](#)

[Student Policy](#)

External

[Higher Education Support Act 2003 \(Commonwealth\)](#)

Policy Sponsor: Vice-Chancellor
Policy Contact Officer: Pro Vice-Chancellor, Academic

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Document History and Version Control

Version	Date Approved	Approved by	Brief Description
1.00	28 Sep 2012	Academic Board	Creation of original document from information previously found in the Assessment Rules and posting to CDU website
1.01	06 Feb 2013	Governance	<ul style="list-style-type: none">• Updated and added hyperlinks• Minor changes to wording grammar and formatting• Assigned document number

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