

AWARD OF GRADES POLICY

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Related Documents	General Regulations; Quality Management System; Academic Board Charter; Teaching and Assessment Plan; Academic Management Plan; Assessment Policy; Board of Examiners Terms of Reference
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References and Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007; and the Higher Education Support Act 2003 (Cth)

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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 Grade Point Average.

2. Scope

This policy applies to the determination and declaration of student's final marks and grades in all units of study at Asia Pacific International College (APIC). This document should be read in conjunction with other related policies (see Related Documents).

3. APIC Grading Scheme

APIC applies Final, Interim and Administrative grades as described below. The following grading schema is current from 1 January, 2017.

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.
PS	Pass – Supplementary Assessment	50	Awarded after passing an approved supplementary assessment.
F	Fail	0 to 49	Student has demonstrated unsatisfactory achievement towards the relevant assessment criteria and standards in the unit of study. In exceptional circumstances students who achieve a final mark of 45-49 may be granted a Supplementary Assessment at the recommendation of the Board of Examiners.

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:

- i. remained continuously enrolled in the unit of study for the duration of the teaching semester; and
- ii. completed all of the summative assessment requirements for the unit.

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'.

3.2. Interim grades

GRADE NOTATION	NOMENCLATURE	ADDITIONAL INFORMATION
RP	Result Pending	<p>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.</p> <p>'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.</p>

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 semester. All Interim grades will be converted to an appropriate Final grade or Administrative grade (as required) no longer than three months following the Board of Examiners meeting for the relevant teaching semester.

3.3. Administrative grades

GRADE NOTATION	NOMENCLATURE	ADDITIONAL INFORMATION
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 officially withdrawn from the unit and cannot be assessed as having completed the unit.

Administrative grades are awarded without an accompanying mark /100.

4. 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 by approval of Academic Board.

5. Grade Point Average

The Grade Point Average (GPA) is the average result of all the grades achieved throughout a degree. The GPA is an important measure used across the higher education sector and can assist students applying for further coursework studies, higher degree research and Honours programs, scholarships, admission to other higher education providers, and entry into the employment market.

The GPA is calculated on a 7-point grading scale where 7 is the highest and 0 is the lowest achievement respectively. All types of 'Fail' grades (i.e. F and AF) are included in the calculation. 'Withdrawn' grades (W) are not included.

GRADE NOTATION	NOMENCLATURE	GRADE POINTS
HD	High Distinction	7
D	Distinction	6
C	Credit	5
P	Pass	4
PS	Pass - Supplementary Assessment	3
F	Fail	0
AF	Absent Fail	0

GPA is calculated as the sum of:

$$\frac{(\text{Credit points for the unit of study} * \text{Grade points for the same unit of study})}{\text{Total number of credit points attempted}}$$

The GPA will be rounded to three decimal places.

5.1. Illustration of Grade Point Average Calculation

STEP #	EXAMPLE	CALCULATION	TOTAL
1: Multiply total number of units studied by the number of credit points each unit is worth	12 units at 6CP each	12 x 6	72
2: Allocate weighting to each unit according to grade received.	3 units = 18CP, at HD = 7GP	18 x 7	126
	5 units = 30CP, at D = 6GP	30 x 6	180
	3 units = 18CP, at C = 5GP	18 x 5	90
	1 unit = 6CP, at P = 4GP	6 x 4	24
			420
3: Divide total at Step #2 by total at Step #1	420/72		5.833

In this example the GPA = 5.833.

6. Policy Suspensions

These Guidelines supersede the following:

Document ID	Approval Date
Asia Pacific International College General Regulations Section 6. Assessment, clauses: 6.11 Determination of Grades 6.12 Final Grade 6.21 In Progress Results 6.24 Weighted Average Mark (WAM)	27 April, 2016
Guidelines – Award of Conceded and Terminating Pass	10 October, 2014