

# Grading

## Policy

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## 1. PURPOSE

The purpose of the Grading Policy is to provide the system of grades to be used by AFTT for the evaluation and assessment of all AFTT's Higher Education Programs.

## 2. SCOPE

The Grading Policy applies to all AFTT's Higher Education programs.

## 3. DEFINITIONS

All definitions are located in the *AFTT Glossary*.

## 4. POLICY

- 4.1. AFTT is committed to the awarding of grades as a result of a fair, robust, and consistent process of professional academic judgement that is informed by completed assessment items that provide evidence of the achievement of learning outcomes.
  - 4.1.1. AFTT's grading system will align with those conventionally used in the Australian Higher Education sector.
- 4.2. AFTT's grading system is used to:
  - 4.2.1. Qualify differences between assessment tasks submitted by students,
  - 4.2.2. Provide students with an indication of the standard they have personally achieved and will allow them to gauge the quality of their work in comparison to others,
  - 4.2.3. Help indicate the quality of student's work, both across entire courses of study and within specific units,
  - 4.2.4. Determine the relative rank of a student in comparison to other students from AFTT and to students who have been assessed in line with AQF guidelines.
- 4.3. Students will receive a:
  - 4.3.1. Grade for each assessment task they submit, complete or are otherwise credited for, within each unit for which they are enrolled, on or past Census Date.
  - 4.3.2. Final Grade for each unit for which they are enrolled on or past Census Date.
- 4.4. Assessment Grades
  - 4.4.1. Marks will be allocated to assessment tasks in a way that is consistent with achieving the learning outcomes of the unit and course, and final grades will reflect the level of individual student achievement.
  - 4.4.2. Students will receive a grade of HD, D, C, P, or F, or receive a percentage mark, or receive both for each assessment task they submit.
  - 4.4.3. A student will receive a:
    - HD grade for work of exceptional quality for all the learning outcomes,
    - D grade for work of high quality for all the learning outcomes,
    - C grade for work of high quality for some of the learning outcomes,
    - P grade for work that meets all learning outcomes,
    - F grade that does not meet all the learning outcomes to a satisfactory standard.
  - 4.4.4. A student may receive a F grade and zero ("0") score for:
    - 4.4.4.1. The non-submission of an assessment task,
    - 4.4.4.2. An ineligible submission. An ineligible submission may be but is not limited to work:
      - That is not accessible to be graded,

- Which has been submitted after submission deadlines and/or any extension,
  - That was submitted when a student was not enrolled,
  - Which has previously been submitted for assessment in the same or another unit,
- 4.4.4.3. A plagiarised submission,
- 4.4.4.4. Usually, a submission that is more than five (5) days late,
- 4.4.4.5. Work that does not meet any of the submission requirements.

For more information on assessment re-submission options, please refer to sections 5.13 – 5.15 of the *Assessment Management Policy and Procedure*.

#### 4.5. Unit Grades and Notations

4.5.1. Students will receive a final grade and a mark expressed as a percentage on completion of each unit in which they are enrolled as per *Appendix 1 – Schedule of Grades*.

4.5.2. Students will receive a final or an interim notation as per *Appendix 2 – Schedule of Notations*.

#### 4.6. The final result for a completed unit will consist of:

4.6.1. Individual marks for each completed task assessment showing the final grade of each, and

4.6.2. A summed weighted result for all task assessments completed for the unit (and including any zero results).

4.7. Assessment grades and marks are awarded using AFTT's grading system by individual lecturers and must be entered into AFTT's internal marking system.

4.8. Calculation and compilation of final grades and marks is the responsibility of the appropriate Head of Department.

4.9. Final grades and marks and published to students in the Student Management System.

4.10. AFTT reserves the right to place certain sanctions against a student's academic record, resulting in unit grades being withheld, if a student has been deemed to have breached the Code of Conduct or has not completed compulsory training modules required by AFTT, in addition to their program of study.

#### 4.11. Conceded Pass (Unit Only)

4.11.1. Students may be awarded a Conceded Pass by the Head of Department, where:

4.11.1.1. Their unit score is less than 50% but not less than 47%, and

4.11.1.2. The student must not have received any penalties for misconduct or have had any academic suspensions, and

4.11.1.3. The student must have an average unit score of not less than 60% across all completed study, calculated by summing the marks for all units, not including the unit under application, and dividing by the number of completed units, and

4.11.1.4. A student may not be granted more than one Conceded Pass in any single study period, and

4.11.1.5. A student may be granted a single Conceded Pass only, across the entire duration of an Undergraduate Certificate, Diploma, Graduate Certificate or Graduate Diploma, and

- 4.11.1.6. A student may be granted a maximum of two Conceded Passes only, across the entire duration of a Bachelor/Master qualification, including units that were completed towards a Diploma/Graduate Diploma qualification, and
  - 4.11.1.7. The student must not have failed any other units in the single study period for which they may be offered a Conceded Pass.
- 4.12. Grade Point Average (GPA)
- 4.12.1. Grade Point Average (GPA), an average grade that measures a student's overall academic performance, is calculated at the end of each study period and upon completion of the entire qualification.
  - 4.12.2. GPA is calculated from all the units completed at AFTT with published grades.
  - 4.12.3. GPA is available on the student portal and included in the Academic Transcript.
  - 4.12.4. Grade Point Average (GPA) - Provisions
    - 4.12.4.1. The same grade points will be assigned to the same grade, regardless of the unit AQF level, trimester/semester the unit is delivered in, or qualification the unit is a part of. For example, a HD will always be assigned 7 grade points irrespective of the unit's delivery in an Undergraduate Certificate, Diploma, Associate Degree, Bachelor's Degree, Graduate Certificate, Graduate Diploma or Master level.
    - 4.12.4.2. Grades of repeated units are taken into GPA calculations.
    - 4.12.4.3. Withdrawn Fail, as it bears academic penalty, is included in GPA calculations.
    - 4.12.4.4. Conceded Pass is included in GPA calculation, without further conditions.
    - 4.12.4.5. RPL grade is not included in GPA calculations.
  - 4.12.5. Grade Point Average (GPA) - Calculation method
    - 4.12.5.1. Each unit grade is assigned to its corresponding grade point, as per *Appendix 3 – Schedule of Grade Points*.
    - 4.12.5.2. Each grade point is multiplied by the unit credit points and resulting values are summed up.
    - 4.12.5.3. Credit points of all units are summed up.
    - 4.12.5.4. The sum of resulting values obtained from multiplication of grade points and credit points for each unit is divided by the sum of all the credit points.
    - 4.12.5.5. GPA is rounded to TWO decimal places.
- 4.13. Weighted Average Mark (WAM)
- 4.13.1. Weighted Average Mark (WAM), an average mark that measures a student's overall academic performance, is calculated at the end of each study period and upon completion of the entire qualification.
  - 4.13.2. WAM is calculated from all units completed at AFTT with published grades.
  - 4.13.3. WAM is available on the student portal and included in the Academic Transcript.
  - 4.13.4. Weighted Average Mark (WAM) - Provisions
    - 4.13.4.1. Year level is one (1) for all units delivered by AFTT across all qualifications.
    - 4.13.4.2. Only marks from units completed at AFTT, with published grades, are taken into WAM calculations.
    - 4.13.4.3. Marks of repeated units are taken into WAM calculations.
    - 4.13.4.4. Marks of Fail and Withdrawn Fail grades are included in WAM calculations.

- 4.13.4.5. Marks of Conceded Pass grade are included in WAM calculation, without further conditions.
- 4.13.4.6. Marks of partially completed units are not included in WAM calculations.
- 4.13.5. Weighted Average Mark (WAM) - Calculation method
  - 4.13.5.1. As the assigned year level is one (1) for all units delivered by AFTT across all qualifications, it is excluded from calculations.
  - 4.13.5.2. Each unit mark is multiplied by the unit credit points and resulting values are summed up.
  - 4.13.5.3. Credit points of all units are summed up.
  - 4.13.5.4. The sum of resulting values obtained from the multiplication of unit marks and credit points for each unit is divided by the sum of all the credit points.
  - 4.13.5.5. WAM is rounded to TWO decimal places.

## **5. RELATED DOCUMENTS**

- 5.1. AFTT Glossary
- 5.2. Assessment Management Policy and Procedure
- 5.3. Credit and Recognition of Prior Learning Policy and Procedure
- 5.4. Academic Progress Policy and Procedure
- 5.5. Credit Points and Student Workload Policy

## **6. RELEVANT LEGISLATION**

- 6.1. Higher Education Support Act 2003 (Cth)
- 6.2. Higher Education Standards Framework (Threshold Standards) 2021

## **7. POSITIONS RESPONSIBLE**

- 7.1. Academic Board
- 7.2. Dean
- 7.3. Heads of Department
- 7.4. Campus Managers
- 7.5. AFTT academic workforce members

## 8. APPROVAL INFORMATION

<b>Approval Authority</b>	Academic Board
<b>Health Check approval authority</b>	Dean
<b>Review date</b>	28/07/2024

Version	Approved by	Approval date	Effective date	Modifications	Status
2.0	Academic Board	22/03/2018	22/03/2018	Refined positions and updated format. Confirmed "results" with Education Team and Campus Managers.	Superseded
2.1	Director of Education	02/02/2019	02/02/2019	RPL rule changed from number of units to number of credit points	Superseded
2.2	AFTT CEO	05/03/2019	05/03/2019	Amended section 4.5	Superseded
2.3	Director of Education	10/07/2019	10/07/2019	Included Postgraduate courses	Superseded
3.0	Dean, Quality (former Director of Education)	10/07/2021	28/07/2021	Amendments as per external reviewer's recommendations to the <b>Grading in JMC Academy Higher Education Courses Policy</b> . It has been renamed <b>Grading Policy</b>	Superseded
3.1	Dean	05/05/2022	07/05/2022	Positions updated	Current

## REFERENCES and ACKNOWLEDGEMENTS

Charles Darwin University. (2020). *Grading Policy*.

<https://www.cdu.edu.au/governance/doclibrary/pol-017.pdf>

University of Sunshine Coast. (2021). *Grades and Grade Point Average (GPA) – Academic Policy*. <https://www.usc.edu.au/about/policies-and-procedures/grades-and-grade-point-average-gpa-academic-policy/pdf>

## Appendix 1 – Schedule of Grades

Grades awarded use the same criteria at both the assessment task and unit level.

Code	Grade	Mark	Description
HD	High Distinction	85-100	An outstanding performance. Indicates that the student has produced work of outstanding quality, originality, or creativity, and has demonstrated a high level of understanding across all of the learning outcomes specified for the unit of study.
D	Distinction	75-84	A superior performance. Indicates that the student has demonstrated superior ability to consider all learning outcomes of the unit of study, demonstrating a sound grasp of content, together with efficient organisation and selectivity.
C	Credit	65-74	A good performance. Indicates that the student has demonstrated the ability to think analytically and displayed satisfactory achievement across all learning outcomes of the unit of study.
P	Pass	50-64	An acceptable performance. Indicates that the student has demonstrated work of acceptable quality and addressed all assessment requirements of the unit of study and has demonstrated an acceptable understanding of the issues entailed.
F	Fail	49 and below	Unsatisfactory performance. Indicates that the student has demonstrated work below the minimum expected level. This grade characterises work which shows a significant lack of understanding of the topic or its context.
CP	Conceded Pass	47-49	A marginally below acceptable performance. Indicates that the student has demonstrated work marginally below that normally required for a pass grade. CP may be granted when the overall performance was considered to warrant such a concession and allowed progression to another unit of study for which the former unit of study was a prerequisite.



## Appendix 2 – Schedule of Notations

Code	Notation	Definition
RPL	Recognition of Prior Learning	Student has provided verified documentary evidence that they already have gained the skills and knowledge in a specific unit through a combination of study, life, and work experience.
WF	Withdrawn Fail	Withdrawn grade notation is awarded to student who has withdrawn from the unit of study with academic penalty. <b>This is an academic Fail.</b>
W	Withdrawn	Withdrawn grade notation is awarded to student who has withdrawn from the unit of study without academic penalty.
UG	Ungraded	Ungraded grade notation is awarded to student who has not completed assessment task(s) by the end of the teaching period and/or all necessary procedures for the final assessment of a unit have not been completed.

In accordance with the *Credit and Recognition of Prior Learning Policy and Procedure*, the maximum credits points of RPL that will be awarded are:

- 12 credit points for an Undergraduate Certificate/Graduate Certificate,
- 24 credit points for a Diploma/Graduate Diploma,
- 72 credit points for a Bachelor,
- 48 credit points for an Associate Degree/Master.

## Appendix 3 – Schedule of Grade Points

Grade	Scale	Grade points
HD	High Distinction	7
D	Distinction	6
C	Credit	5
P	Pass	4
F	Fail	0
CP	Conceded Pass	1
WF	Withdrawn Fail	0
W	Withdrawn	N/A
RPL	Recognition of Prior Learning	N/A
UG	Ungraded	N/A