

## Award of Grades Policy

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### 1. Background

Awarding grades is a component of assessment. Grades allow higher education institutions to determine how well a student has met the learning outcomes of a subject within a course of study. They are the summary outcomes of assessment.

Why do we assess learners and their learning outcomes in higher education? Reasons generally proposed for assessment include:

- it encourages learning
- it provides feedback on teaching and learning to both the learner and the teacher
- it documents knowledge, skills and the application of knowledge and skills
- it allows learners to be graded or ranked
- it validates certification and licence procedures for professional practice
- it allows benchmarks to be established for standards.

Assessment tasks, and the grades resulting from these tasks, determine to a significant extent what learners will learn, and the methods they will employ to retain, reproduce, reconstruct and engage with learnt material.

### 2. Purpose

This policy describes the award of grades for assessment tasks in a subject within a course of study, the nomenclature used at GBC and the calculation of the Grade Point Average.

### 3. Scope

This policy applies to the determination and declaration of students' marks and grades in all subjects at GBC. This document should be read in conjunction with other related policies (see Related Documents).

### 4. Definitions

**Grade:** A measure of how well a student demonstrates achievement of assessment task criteria and standards and learning outcomes in a subject.

**Mark:** A number (usually between 0 and 100) which indicates how a student performed in an assessment task, and/or in the overall subject in a course of study, where 100 represents perfect performance and 0 represents no engagement at all with the assessment criteria and standards or non-submission of the assessment task. A mark of 50 / 100 is usually taken to indicate the minimum acceptable standard for a pass grade.

**Final Grade:** The final grade issued for an individual subject within a course of study.

**Result Pending (RP):** A grade issued as an Interim grade when a student's final grade and mark in a subject cannot be confirmed due to a Deferred Examination, Supplementary Assessment being approved or other circumstances beyond the control of the Course Coordinator.

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## 5. Principles

GBC is committed to ensuring the grading system provides accurate reports of student learning achievements that are valid and reliable representations of each student's capabilities in relation to clearly articulated learning outcomes, assessment criteria and standards.

We are committed to ensuring these grades are consistent with national and international benchmarks and that grades are comparable across the institution and its various courses.

## 6. Procedures

### 6.1 Marks and grades awarded for individual assessment tasks in a subject

Marks and grades for individual assessment tasks in a subject are awarded as described below.

The award of a Final grade will be accompanied by the student's accumulated total mark / 100 for the subject.

To be awarded a Final grade a student must:

- Have been properly enrolled in the subject and not withdraw or excluded from the subject during the semester; and
- Have completed all assessment tasks for the subject

Students who have not completed any of the assessment tasks for a subject may be awarded the grade of 'Absent Fail'.

GRADE	NOTATION / NOMENCLATURE	MARK	DEFINITION
HD	High Distinction	85 to 100	Student has demonstrated outstanding achievement of the criteria and standards for the assessment task
D	Distinction	75 to 84	Student has demonstrated superior achievement of the criteria and standards for the assessment task
C	Credit	65 to 74	Student has demonstrated good achievement of the criteria and standards for the assessment task
P	Pass	50 to 64	Student has demonstrated satisfactory achievement of the criteria and standards for the assessment task
PS	Pass-Supplementary Assessment	50	Awarded after passing an approved supplementary assessment
F	Fail	0 to 49	Student has demonstrated

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			unsatisfactory achievement of the criteria and standards for the assessment task.
AF	Absent Fail	N/A	<p>Student has not officially withdrawn from the subject and cannot be awarded a mark or a grade because no assessment tasks were submitted.</p> <p>A student is not eligible for the award of a grade unless they complete all required assessments in a subject.</p> <p>Awarding an “Absent Fail” allows GBC to distinguish between students whose academic performance did not reach the required standard to pass a subject and those students who made no attempt to complete the subject and the assessments. This is important when reviewing and reporting student performance in a subject.</p>
W	Withdrawn (without academic penalty)	N/A	Evidence is provided by student of serious illness or misadventure experienced after the relevant census date warranting withdrawal and/or deferral without academic penalty.
WF	Withdrawn Fail	N/A	Indicates that a student has formally notified GBC of their withdrawal from the subject after the census date and prior to the final day of teaching in that semester
RP	Result Pending	N/A	<p>Used as Interim grade when a student’s final grade and mark in a subject cannot be confirmed due to a Deferred Examination or Supplementary Assessment being approved by the Academic Board.</p> <p>‘Result Pending’ may also be used when a student’s final grade and mark in a subject cannot be confirmed due to other circumstances beyond the control of the Course Coordinator.</p>

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## 6.2 Confirmation of Grades

The Academic Board has responsibility for confirming grades and approving publication of student grades.

The Academic Board has overarching responsibility to ensure that all requirements surrounding the award of grades and their publication are met. All final grades are approved by the Academic Board and constitute part of a student's permanent record.

## 7. Change of Grade

All final grades approved by the Academic Board constitute part of a student's permanent record and can only be changed by approval of Academic Board.

The process of change of grade is instigated through the submission of a Change of Grade form completed by the Subject Coordinator, Course Coordinator or Dean, stating the reason for the change of grade. The recommendations listed on the Change of Grade forms are summarised by Student Administration and submitted to Academic Board for consideration and, if though fit, approval.

## 8. Grade Point Average

The Grade Point Average (GPA) is the average result of all the grades achieved throughout an award. 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, WF and AF) are included in the calculation. 'Withdrawn' grades (W) are not included.

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

GPA is calculated as follows:

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

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The GPA will be rounded to two decimal places.

### 9. Illustration of Grade Point Average Calculation

A student completes 24 subjects (all worth 6 credit points) with the following grades:

3 subjects at HD  
5 subjects at D  
3 subjects at C  
1 subject at P

STEP	EXAMPLE	CALCULATION	TOTAL
1: Multiply total number of subjects studied by the number of credit points each subject is worth	12 subjects at 6CP each	12 x 6	<b>72</b>
2: Allocate weighting to each subject according to grade received.	3 subjects = 18CP, at HD = 7GP 5 subjects = 30CP, at D = 6GP 3 subjects = 18CP, at C = 5GP 1 subject = 6CP, at P = 4GP	18 x 7 30 x 6 18 x 5 6 x 4	126 180 90 24 <hr/> <b>420</b>
3: Divide total at Step #2 by total at Step #1	420/72	5.83	In this example the GPA = 5.83.

### 10. Review

This policy will be reviewed by the Corporate Governance Board and Academic Board every three years, or more frequently should the Board deem it necessary.

Document History			
Document Name	Award of Grades Policy		
Document Owner	GBC	Date Developed	14.08.2017
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Reviewed by	Academic Board	Date of Approval	12.09.2017
Related Documents	Academic Governance Policy Governance Charter Assessment Policy Examination Policy Moderation Policy Teaching and Learning Policy		
Version No.	Summary of Changes		
1.	6. Procedures; added information on consultation of grades		