

## Purpose and Scope

This policy describes the University's grading system for coursework units and how the grades reflect the level of student attainment.

This policy is informed by the following clause in the Higher Education Standards Framework (Threshold Standards) 2021:

- Student Participation and Attainment - 1.4 Learning Outcomes and Assessment.

This policy applies to all coursework units at all locations including Honours.

This policy applies to all staff and students.

### Objectives

- Articulate the principles for determining Grades, Notations, Grade Point Averages.
- Provide a uniform approach to grading and Notations for the evaluation and assessment of all coursework offerings at the University.
- Detail standard Grades and Notations to be used by the University.

## Policy

1. In this policy, the following words have the following meanings:
  - 1.1. "Academic Transcript" means an official record of grades obtained by a student enrolled in a unit or course.
  - 1.2. "Grade Point Average" (GPA) means a number representing the average value of the accumulated final grades earned in a course over time. The formula is stated in the Grades Procedure.
  - 1.3. "Final Grade" means a letter representation of the extent to which a student has completed the assessment items and achieved the learning outcomes of a unit. "Grade" is defined in the Assessment Procedure.
  - 1.4. "Final Mark" means the numeric representation of the extent to which a student has achieved the learning outcomes of a unit. "Mark" is defined in the Assessment Procedure
  - 1.5. "Notation" means temporary or permanent annotation recorded against a unit when a final Grade is not appropriate. They will be either:

- 1.5.1. "Interim Notations" means the Notations entered in place of a Grade when either all necessary processes for the final assessment of a unit have not been completed by the student or by the University, or other requirements relating to the release of a Final Grade have not yet been met.
- 1.5.2. "Final Notations" means Notations which are assigned to indicate the standing of a student in a unit, where such standing is not an assessment of performance in that course.
- 1.6. "Supplementary Assessment" is defined in the Supplementary Assessment Procedure.

#### *Grades and Notations*

2. The University ensures that academic standards are used to make judgements throughout the grading process.
3. The University does not scale Final Grades and Marks to fit a predetermined distribution.
4. The University will use a standard set of Grades to represent the level of student attainment in Units and Assessment Tasks.
5. The University will use a standard set of Interim and Final Notations in place of Grades to communicate why a Grade has not been provided.
6. The University will have defined timelines for changing Interim Notations into Grades or Final Notations.

#### *Grade Point Average*

7. The University will calculate a Grade Point Average (GPA) for all coursework students.
8. The GPA will be
  - 8.1.1. Calculated using a standard formula for all coursework courses
  - 8.1.2. GPA will be calculated for the student in the course of study as presented within the bounds of the transcript.
  - 8.1.3. Shown on the Academic Transcript.

#### *Calculation of Final Mark for a Unit*

9. A student's final mark
  - 9.1. will be the aggregate of the marks from all assessment tasks according to the percentage weighting of the assessment tasks, leading to the award of a grade, except
  - 9.2. in the case of Pass/Fail units the final mark will be Pass or Fail and no numerical mark will be provided.

#### *Communication of Final Grade and Final Mark for Unit*

10. The University ensures the timely and accurate communication of Final Grades to students.
11. Final Grades and Final Marks (the "Results") will be communicated through the University's designated system for distribution of results.

- 11.1. Results may be withheld from publication to individual students where the student has:
- 11.1.1. outstanding fees or charges administered by the University or its approved partners
  - 11.1.2. not completed the mandatory academic integrity Unit (MAP100)
  - 11.1.3. ongoing or incomplete disciplinary proceedings.
- 11.2. Once the reasons are resolved, the Director, Student and Library Services is responsible for releasing the student's results.
12. Final Grades and Final Marks will not be communicated to students by any other means.
13. Students may request the early release of Final Grades in specific circumstances (refer to the Grades Procedure).

#### *Academy Safety Net Notation*

14. The University may use an Academic Safety Net notation.
15. An Academic Safety Net supports students where there are unforeseen circumstances that are highly disruptive and could disadvantage cohorts of students academically. Examples of unforeseen circumstances include pandemics, natural disasters, acts of terrorism, riots, strikes, and wars.

#### *Review of Final Grade and Final Mark*

16. Students may request a review of their Final Grade and Final Mark.

#### *Academic Transcripts*

17. All students in Award Courses receive a transcript of their Final Grades and Final Marks at graduation or on request.
18. Students who complete non-award courses may request an Academic Transcript.
19. The University ensures that students who complete one or more units that do not lead to the award of a qualification have access to an authorised record of results for the units undertaken.

#### *Grades, Classifications and Notations*

20. The University uses the following Grades, Final and Interim Notations

#### **Grades**

<b>Grade code</b>	<b>Grade name</b>	<b>Grade description</b>	<b>Mark range</b>
HD	High Distinction	Where a student's overall assessment outcomes in a unit demonstrate evidence of mastery of all learning outcomes, complete and comprehensive understanding of the subject matter, demonstration of interpretative and analytical ability and intellectual initiative characterised by the application of skills and knowledge in novel or creative ways.	80 – 100

D	Distinction	Where a student's overall assessment outcomes in a unit demonstrate evidence of evaluation and integration of the subject matter, application and synthesis of knowledge and skills with interpretive and analytical ability in a range of combinations to evidence all learning outcomes.	70 – 79
C	Credit	Where a student's overall assessment outcomes in a unit demonstrate knowledge of relevant facts and ideas, evidence of interpretation and analytical ability and application of key ideas in routine ways to evidence the learning outcomes.	60 – 69
P	Pass	Where a student's overall assessment outcomes demonstrate adequate knowledge of fundamental concepts and essential skills sufficient to demonstrate achievement of the unit learning outcomes.	50 – 59
UP	Ungraded Pass	Successful completion of a unit that can only be passed or failed where a student demonstrates achievement of the learning outcomes of a unit to a satisfactory or higher standard.	No mark
N	Fail	Where a student's overall assessment outcome does not demonstrate that they have achieved all the unit learning outcomes.  *Where a student has failed an Essential task, the Final Mark may be higher than 49%.	0 – 49*
UF	Ungraded Fail	Failure of a unit that can only be passed or failed. A student's overall assessment outcome does not demonstrate that they have achieved the unit learning outcomes.	No mark

### Honours Classifications

Only available in approved Honours courses.

The process to determine the Honours classification is identified in the Honours Policy and Procedures.

Grade Code	Classification Name	Mark Range
H1	First class honours	80 – 100
H2A	Second class honours division A	70 – 79
H2B	Second class honours division B	60 – 69
H3	Third class honours	50 – 59

N	Fail	0 – 49
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### Final Notations

Notation code	Notation	Notation description
RPL	Recognition of Prior Learning	Where the student has been granted credit due to recognition of prior learning, including transferred credit from another institution.
AW	Approved Withdrawal	Where the University has approved the withdrawal of a student's enrolment after the census date without academic penalty.
UW	University Withdrawal	Where the University has initiated a student's withdrawal due to disciplinary proceedings, or failure to make a payment.
AS	Academic Safety Net	Where the Academic Safety Net is employed.

### Interim Notations

Notation code	Notation	Notation description
GP	Grade Pending	Where the Grade has not yet been finalised.
SA	Supplementary Assessment	Where a student is granted Supplementary Assessment in the form other than an examination, to demonstrate achievement of learning outcomes.
SX	Supplementary-Examination	Where a student is granted Supplementary Assessment in the form of an examination, to demonstrate achievement of learning outcomes.
DX	Deferred Assessment – Examination	Where a student is granted approval to delay sitting of a final assessment (examination) beyond the end of the teaching period.
FCR	Forward credit	Where a student has been granted approval to study at another institution for credit towards a Murdoch award. This is a holding notation that remains until the final grade from the other institution is received by the Responsible Officer at Murdoch University and entered into the grades management system to replace this notation.

## Governance

<b>Approval Authority</b>	Academic Council
<b>Owner</b>	Academic Council

<b>Legislation mandating compliance</b>	
<b>Category</b>	Primarily academic
<b>Related University Legislation and Policy Documents</b>	<a href="#">Assessment Policy</a> <a href="#">Assessment Procedure 2016 August 01</a> <a href="#">Assessment Accommodations Procedure</a> <a href="#">Coursework Regulations</a> <a href="#">Fee Rules</a> <a href="#">Grades Procedure</a> <a href="#">Honours Policy</a> <a href="#">Results Procedure</a> <a href="#">Recording Grades on Academic Transcripts for Non-Award (Including DEST Enabling) Courses Procedure</a> <a href="#">Student Appeals Policy</a> <a href="#">Student Disability Policy</a> <a href="#">Student Integrity Regulations</a> <a href="#">Supplementary Assessment Procedure</a> <a href="#">Work Integrated Learning Policy</a>
<b>Date effective</b>	12/10/2022
<b>Review date</b>	12/10/2025

#### External Documents

- The Higher Education Standards Framework (Threshold Standards) 2021
- Australian Qualifications Framework (AQF)

## Revision History

Approved/Amended	Date Approved	Resolution No. (if applicable)
Administrative Amendment	08/08/2023	
Administrative Amendment	09/01/2022	
Administrative Amendment	09/01/2022	
Approved	12/10/2022	AC/96/2022(i)

*Please refer to the electronic copy in the Policy and Procedure Manager to ensure you are referring to the latest version.*