

SCHEDULE OF FINAL GRADES, NOTATIONS, SYMBOLS AND CLASSIFICATIONS

Approving Authority	Academic Board	Approval Date of Last Revision	1 June 2021
Approval Date	5 Dec 2017	Effective Date of Last Revision	1 June 2021
Effective Date	5 Dec 2017	Review Date*	1 June 2023
Document No	SCA5.1	Version	1.1
Policy Category	Academic		
Parent Policy	Assessment Policy		
Governing Authority	Teaching and Learning Committee (pending)		
Responsible Officer	Head of School		
Related Documents	Assessment Policy (and related Procedure) Higher Education Standards Framework (Threshold Standards) 2015 (TEQSA Act 2011)		

* Unless otherwise indicated, this Schedule will still apply beyond the review date.

Contents

1. PURPOSE	2
2. SCOPE	2
3. SCHEDULE OF FINAL GRADES, CLASSIFICATIONS, NOTATIONS AND SYMBOLS ..	2
4. CALCULATION OF GRADE POINT AVERAGE (GPA)	4

Document Control

Version #	Date	Key changes
1.0	5/12/2017	Approved by Academic Board
1.0a	14/05/2019	Format updated
1.1	01/06/2021	Definition of GPA included and more detailed explanation and correction to GPA calculation at clauses 4.1 and 4.2 respectively.

1. PURPOSE

1.1 This Schedule sets out the final assessment grades, notations, symbols and classifications used by the Adelaide Institute of Higher Education (AIHE).

2. SCOPE

2.1 The Schedule of Final Grades, Notations and Symbols applies to all students enrolled in, and all staff involved in the delivery of courses.

3. SCHEDULE OF FINAL GRADES, CLASSIFICATIONS, NOTATIONS AND SYMBOLS

3.1 Final Grades

Pass Level (P) – The grade will be awarded where there is evidence that a student has demonstrated at least an adequate level of knowledge/ understanding/ competencies/ skills required for meeting subject outcomes and satisfactorily completing essential assessment tasks.

A score in the range of 50-64 will be awarded.

Credit (CR) – The grade will be awarded where there is evidence that a student has demonstrated a high level of knowledge/ understanding/ competencies/ skills required for meeting subject outcomes at a proficient standard.

The student would normally have attained a sound knowledge of the subject matter contained in set texts or reading materials and have done wider reading; demonstrated familiarity with and application of a range of major academic debates, approaches, methodologies and conceptual tools.

Students should have a reasonable opportunity of reaching this grade provided they have completed all course requirements, demonstrated proficiency in the full range of course outcomes and shown considerable evidence of a sound capacity to work with the range of relevant subject matter.

A score in the range of 65-74 will be awarded.

Distinction (DN) – The grade will be awarded where there is evidence that a student has demonstrated a superior level of knowledge/ understanding/ competencies/ skills required for meeting subject outcomes and completing assessment tasks at a high standard.

The student would normally have attained an advanced knowledge of the subject matter contained in set texts or reading materials and have done wider reading; demonstrated sound understanding and application of a range of major academic debates, approaches, methodologies and conceptual tools.

The grade should reflect excellent work that shows the student generally works at a level that is beyond the requirements of the subject outcomes and is developing a capacity for original and creative thinking.

A score in the range of 75-84 will be awarded.

High Distinction (HD) – The grade will be awarded where there is evidence that a student demonstrated the acquisition of advanced knowledge/ understanding/ competencies/ skills

required for meeting subject outcomes and passing the range of subject elements at the highest level.

The student would normally have attained an in-depth knowledge of and have consistently demonstrated a high level of proficiency at applying a range of major academic debates, approaches, methodologies and conceptual tools and shown evidence of combining knowledge of the subject matter with original and creative thinking.

The grade will be awarded in recognition of the highest level of academic achievement expected of a student at a given subject level.

A score in the range of 85-100 will be awarded.

Non-Graded Pass for Satisfactory Performance (NGP) – The grade will be awarded in a subject that is assessed only on a pass or fail basis, where a satisfactory level of performance has been achieved. The grade may be awarded to reflect:

- that the student has achieved mastery of the subject content; and
- that the student has satisfactorily completed subject requirements or contractual requirements where these denote a prerequisite or condition of passing, or continuing with a program of study.

The Non-Graded Pass is awarded on a pass/fail basis and a score would not normally be assigned. The grade may encompass any level of achievement from satisfactory performance through to outstanding performance.

A subject assessed as NGP will not be counted for the purposes of applying Grade Point Average to the grading system.

Fail (F) – The grade will be awarded if a student is unable to demonstrate satisfactory academic performance in the subject or has failed to complete essential subject elements or required assessment tasks at an acceptable level, in accordance with subject outcomes.

A score in the range of 0-49 will be awarded.

(Note: where supplementary assessment is to be granted the relevant notation should be used.)

3.2 Notations and Symbols

3.2.1 Interim Notations

Interim notations will not appear on final transcripts.

Incomplete (I) – indicates no final grade has been decided by the due date and that an extension of time has been allowed for completion of the assessment for reasons consistent with clause 16.1 in the Assessment Procedure.

Deferred Assessment (M) – used when the student is offered deferred assessment in accordance with Section 9 of the Assessment Procedure.

Supplementary Assessment (A) – used when the student is offered supplementary assessment in accordance with Section 10 of the Assessment Procedure.

Exemption (E) – indicates that partial exemption has been granted.

3.2.2 Final Notations

Continuing (CO) – indicates that the student's enrolment in the subject is continuing and a result is not yet due to be determined as the subject extends over more than one semester.

Withdraw, Not Fail (WN) – indicates that the student withdrew from the subject without penalty prior to the withdraw-not fail date* for that subject. In special circumstances a student may be awarded a WN after the withdrawn-not-fail date; refer to Fees and Refunds Policy.

Withdraw, Fail (WF) – indicates that the student withdrew from the subject after the withdraw-not fail date* for that subject.

* The withdraw-not fail date will be the Friday of the:

- ninth week of a single semester subject;
- ninth teaching week in second semester for a full year subject; and
- third teaching week of Summer School or Winter School.

Credit Granted for Prior Study (CPS) – indicates that credit has been granted for that subject on the basis of previously completed studies or work experience.

4. GRADE POINT AVERAGE

4.1 DEFINITION

The Grade Point Average (GPA) is a widely recognised measure of student performance that represents the average of all grades achieved by a student over a program of study. GPA is used for a variety of purposes including decisions on student progression, eligibility for scholarships, entry to honours or higher degree programs and rankings for academic prizes.

4.2 CALCULATION OF GRADE POINT AVERAGE (GPA)

All grades are assigned a numerical value, weighted according to the subject credit points, and averaged to produce the GPA. Fail grades and grades achieved from repeated subjects are included in the calculation of the GPA.

4.2.1 Values ranging from 0 to 7 are assigned to each grade:

High Distinction = 7; Distinction = 6; Credit = 5; Pass = 4; Withdraw Fail = 1.5; Fail = 0.

Non-Graded Pass for Satisfactory Performance (NGP) and Withdraw, Not Fail (WN) are **not** counted in the calculation.

4.2.2 The value of the grade achieved for each subject is multiplied by the number of credit points for that subject. This product is totaled for all subjects attempted and averaged by dividing it by the total number of subject credit points:

$$\frac{\text{sum of (value for each grade x subject credit points)}}{\text{total subject credit points}}$$

For example, a student has undertaken 5 subjects all worth 5 credit points (25 credit points).

The grades achieved are F, P, P, HD, DN

Values are 0, 4, 4, 7, 6

Product = $(0 \times 5) + (4 \times 5) + (4 \times 5) + (7 \times 5) + (6 \times 5) = 105$

Average = $105/25$

GPA = 4.20

4.2.3 GPA is calculated to two (2) decimal places.

4.2.4 Where a student attempts a subject multiple times before passing the subject, all failed attempts plus the final passing attempt are included in the GPA calculation.

4.2.5 For the purposes of calculating GPA for study undertaken at other institutions, the conversion table published annually by the South Australian Tertiary Admissions Centre (SATAC) is used.