

# Grades and Results Policy

## 1. Purpose and Scope

- 1.1 The Grades and Results Policy specifies the principles guiding the awarding of grades. This policy provides a framework for determining grades fairly and consistently.
- 1.2 This policy applies to all domestic and international students and all staff involved in grading decisions.

## 2. Definitions

Refer to *Glossary of Terms* for commonly used terms. The definitions below are those specific to this policy.

**Census date** - the date prescribed by AIAT in accordance with the Higher Education Support Act 2003 as the date on which a student's enrolment is taken to be finalised. Students cannot enrol or withdraw from subjects after Census Date without significant academic and/or financial penalties.

**Final date for withdrawal without academic penalty** – Normally 50% into the subject delivery period. Specific dates noted on the AIAT Important Dates website

## 3. Policy Statement

- 3.1 AIAT is committed to awarding grades which reflect student performance against relevant and robust standards.
- 3.2 Grades are allocated based on relevant result ranges, where applicable, and grade descriptors as per the Grading Schedule.
- 3.3 AIAT uses grade point average (GPA) to provide an overall view of the grades achieved by a student over the duration of a course.
- 3.4 Final grades may only be amended in the case of administrative errors or review of assessment results.

## 4. Policy Principles

- 4.1 Grades awarded by AIAT validly and reliably represent student achievement of subject learning outcomes.
- 4.2 Grades indicate the level of student performance in a subject against specified criteria and standards which are informed by benchmarking and reflective of relevant national and international academic, industry, and professional standards. Subjects are assessed on the basis of student academic performance in a subject using a range of standards that

equate to a particular grade, e.g. Pass, Credit, Distinction. Graded subjects may also contain pass/fail elements within their assessment structure.

- 4.3 The validity and reliability of grades awarded by AIAT is assured by maintaining assessment standards and conducting assessment moderation activities.
- 4.4 Grading is transparent, fair, and consistently applied across all subjects.
- 4.5 Grading and Notation Schedule is as follows:

Code	Grade	Mark	Description
HD	High Distinction	85-100	In addition to successfully attaining passing requirements, the student's work demonstrated a consistently high level of performance on all criteria for assessment. Where appropriate, students can make connections within and beyond the subject field. They are able to transfer principles and concepts from one subject area into a new and different domain.
D	Distinction	75-84	In addition to all the passing requirements, the student's work demonstrated a consistently high level of performance on most criteria for assessment. Students can link ideas and concepts to provide a coherent understanding of the whole.
C	Credit	65-74	In addition to the passing requirements, the student's work demonstrated a sound level of performance on the criteria for assessment. Students demonstrate understanding of several aspects of the subject and are able to connect some ideas and concepts.
P	Pass	50-64	The student's work demonstrated a satisfactory level of performance on the criteria for assessment. The student is able to make limited connections between concepts and ideas resulting in the reduced understanding of the broader significance of the subject content.
SP	Supplementary Pass	50	The student has attained a total mark of between 45% and 49% in a subject and subsequently demonstrates a satisfactory level of performance in the subject through completing a supplementary assessment.
F	Fail	Below 50	The student's work demonstrated serious failure to achieve a satisfactory performance on the criteria for assessment.
XN	Non-assessed Fail	Fail 0	The student did not complete any assessed work

I	Incomplete	Grade Not Submitted	Subject is incomplete.
EC	Enrolment Continuing	Grade Not Submitted	The subject is taken over more than one study period, and the assessment will be finalised in a later session.
WNF	Withdrawn Not Fail	Grade Not Submitted	The student withdraws from a subject prior to the final date for withdrawal without academic penalty.
WF	Withdrawn Fail	Fail 0	The student withdraws from a subject after the final date for withdrawal with academic penalty
EX	Exemption	Grade Not Submitted	The student has been granted credit for the subject

- 4.6 Interim results (I, EC) indicate the outcome of a student's attempt at assessment in a subject and are used to record a result until a final grade is awarded. An interim result may be based on academic or competence achievement, e.g. a supplementary assessment, or a final grade or assessment is to be completed. All interim results must be converted as soon as possible to a final grade. Results outstanding three terms after the certification of grades date will be converted automatically to a Fail (F) grade by the Reception and Records Officer, unless the Head of Institute or nominee confirms a valid reason not to do so.
- 4.7 A GPA is a number representing the weighted average value of a student's final grades earned in subjects over time. It is calculated by term and for the overall course of study, and is the weighted average of all grades obtained by the student. GPA is calculated on the basis of the subjects completed as part of a course and does not take into account credit points granted through credit transfer, recognition for prior learning or non-award study.
- 4.8 GPA calculation may also apply when deciding scholarships and/or prizes.
- 4.9 GPA is calculated on a seven-point scale as below:

Final Grade	Grade Code	Range	Scale
High Distinction	HD	85–100	7
Distinction	D	75–84	6
Credit	CR	65–74	5
Pass	P	50–64	4
Supplementary Pass	SP	50	4
Fail	F	0–49	0
Withdraw Not Fail	WNF		no impact on GPA N/A
Withdraw Fail	WF		0
Exemption	EX		no impact on GPA N/A

If a student withdraws before the census date, the subject is not recorded on transcript.

4.10 A student's GPA is calculated using all attempts at each unit within a course. The GPA calculation formula is as follows:

$$\text{GPA} = \frac{\text{Sum total of (credit points X grade points)}}{\text{Sum total of credit points used in the calculation}}$$

## 5. Roles and responsibilities

5.1 The Academic Board is responsible for:

- 5.1.1 regularly reviewing the adequacy of the Grading and Notation Schedule; and
- 5.1.2 receiving reports on the distribution of grades across student cohorts and assurance that the grades awarded reflect the level of student attainment.

5.2 The Learning and Teaching Committee is responsible for:

- 5.2.1 reviewing grading issues and trends;
- 5.2.2 making recommendations for improvement relating to grading matters.

5.3 The Academic Misconduct and Progression Committee is responsible for

- 5.3.1 approving subject grades in accordance with approved assessment criteria and makes recommendations on qualifications to the Learning and Teaching Committee; and
- 5.3.2 authorising changes to academic results.

5.4 The Director, Learning and Teaching is responsible for:

- 5.4.1 monitoring and reporting on trends in grade distributions across student cohorts; and
- 5.4.2 coordinating assurance and benchmarking activities on the appropriateness of grades awarded at AIAT.

5.5 Students are responsible for:

- 5.5.1 ensuring they understand grading and notations; and
- 5.5.2 advising AIAT of any suspected inaccuracies in grading.

## 6. Policy Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Policy name	Grades and Results Policy
Policy Reference No.	POL – 27
Policy Approval	Board of Directors
Policy Authority	Academic Board
Responsible Officer	Learning and Teaching Committee
Governance Reference Threshold Standards	HESF 2021: 1.5

Related Documents	<p>Assessment Policy</p> <p>Assessment Procedure</p> <p>Student Complaints and Appeals Policy</p> <p>Course Lifecycle: Monitoring and Review Policy and Procedure</p> <p>Conferring Qualifications Policy</p> <p>Credit Transfer and Recognition of Prior Learning Policy</p>
Related Legislation	<p>Commonwealth Higher Education Support Act 2003 (HESA)</p> <p>Commonwealth Education Services for Overseas Students Act 2000 (ESOS)</p> <p>Higher Education Standards Framework (Threshold Standards) 2021 (HESF)</p> <p>National Code of Practice for Providers of Education and Training to Overseas Students 2018</p>
References	<p>AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy:</p> <p>CQUniversity (2021) Grades and Results Policy</p> <p>University of Newcastle (2021) Course Management and Assessment Procedure Manual</p> <p>University of South Australia (2021) Assessment Policies and Procedures Manual</p>
Date of approval	31 March 2022
Review date	December 2024
Policy Category	Academic

## 6. Document Version Control

Document No	POL - 27	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
	1.01	31/3/2022	Added EX Notation
Created Date	March 2022		