

## P07: GRADING UNITS

Overseer: PBC Dean of Academics and Research

Approval Authority: PBC Academic Council

Review Schedule: 3 yearly

Next Review Due:

Nov 2020

Review Table			
Date	Review Type <ul style="list-style-type: none"> <li>Scheduled</li> <li>Policy amendment</li> <li>Admin update</li> </ul>	Summary of Changes	Review person/group
29/06/09	Admin Update	Conversion from Policy Manual to new format.	Adam Niven
29/01/14	Scheduled	Roles revised to match current processes with College Administrator and Dean of Studies Academic Auditor Removed. Benchmarking added.	Adam Niven
18/12/14	Scheduled	T&LDC replaced by T&LC. Minor Grammatical.	Adam Niven
29/9/15	Policy amendment	Removal of requirement to obtain minimum of 40% on each item	Peter Elliott
10/11/17	Scheduled	Addition of 5.1 (c). Added clarity to 4.6, 5.1	Academic Council

### 1. Role of Lecturer

- 1.1. Unit Lecturers are responsible for all grading of units they teach.
- 1.2. The Teaching and Learning Committee will set a date to evaluate unit results within 1 week after the completion of the last exam of the semester.
- 1.3. Unit Lecturers will be required to supply the College Administrator with a detailed breakdown of assessment items and grades allocated using the standard Marks Template Spreadsheet before the set date of the Teaching and Learning Committee meeting to evaluate unit results.

- 1.4. A separate Marks Template Spreadsheet is required for each level of study at which the unit has been run.
- 1.5. The Unit Lecturer will be required to supply the College Administrator with a *Course Completion Form* for each course which includes details related to: Incompletes; Deferrals; students eligible for Supplementary exams; Failures.

## **2. Role of College Administrator**

- 2.1. The College Administrator will collect marks templates for all units and all *Course Completion* forms.
- 2.2. The College Administrator will complete the Overall Marks Matrix spreadsheet for the Teaching and Learning Committee meeting.
- 2.3. The College Administrator will complete the Incomplete Units table for the Teaching and Learning Committee Meeting.
- 2.4. The College Administrator will complete the Academic Progress Report table for the Teaching and Learning Committee Meeting.

## **3. Role of the Dean of Studies**

- 3.1. The Dean of Studies is responsible for ensuring that the academic standing of the college is upheld in the process of unit grading
- 3.2. The Dean of Studies will organise and lead the Teaching and Learning Committee review of semester results which is to occur within one week of the end of the semester.
- 3.3. The Dean of Studies will approve the release of grades after the review.
- 3.4. The Dean of Studies will complete the Benchmarking Report in preparation for the benchmarking review process.

## **4. Role of Teaching and Learning Committee**

- 4.1. Approval of all academic grades is the responsibility of the Teaching and Learning Committee.
- 4.2. The Teaching and Learning Committee should discuss any marks which may qualify for scaling either positively or negatively to adhere with distribution guidelines (see section 7 below).
- 4.3. The Teaching and Learning Committee should discuss any marks related to CP, S, IC, N with regards to ensuring they adhere to this policy.
- 4.4. The Teaching and Learning Committee should discuss any marks falling within the distribution of 48% to 49% to decide whether the mark should be raised to 50% and receive the grade of "P". Consideration should be given to the particular student's **overall**

marks profile and their marks for the current semester. If the mark is not upgraded this does not exclude the student from being awarded a "CP".

- 4.5. Any student who fails to complete a unit should be recorded and assessed for required actions against P21: Academic Progress.
- 4.6. The Teaching and Learning Committee should discuss any students whose results appear to be anomalous (either across different units or in comparison to previous results). The reasons for this will be investigated and documented. The Teaching and Learning Committee will consider the results, together with the lecturer's comments, and make a decision to accept them or for them to be amended.

## 5. Minimum requirements

- 5.1. For a student to complete a unit satisfactorily, the student must:
  - attend at least 85% of all classes or tutorials (excluding approved absences) **and**
  - lodge all assessments required for grading.
  - obtain a grade of at least 50% in the unit

## 6. Grades of Assessment

- 6.1. Students' achievement in each unit shall be assigned one of the following grades of assessment:

Scores	Grade	Meaning
80-100%	HD	High Distinction
70-79%	D	Distinction
60-69%	C	Credit
50-59%	P	Pass
50%	S	Pass (Supplementary)
45-49	CP	Conceded Pass (if approved)
	UP	Ungraded Pass (No mark given)
0-49%	N	Fail (Actual mark shown)
	W	Withdrawn (No mark shown)
	WF	Withdrawn Fail (No mark shown)
	IC	Incomplete (No mark shown)
	DE	Deferred (No mark shown)

## 7. Grade Distribution

- 7.1. For Advanced Diploma and Degree units the amount of HD and D grades ought not to exceed 35%, of which no more than 10% may

be awarded at the HD level. Item 7.4 should be considered in the application of this formula.

- 7.2. For Post-graduate units the amount of HD and D grades ought not to exceed 45%. Item 7.4 should be considered in the application of this formula.
- 7.3. The amount of C and P grades are undifferentiated across all course levels.
- 7.4. Assessment items should be graded such that the average final marks are in the range of 60% to 68% (excluding marks below 50%).
- 7.5. The above grade distribution items are in place to provide a 'Bench mark'. There are a number of valid reasons for legitimate variations from the above. These include:
  - (i) **Original Biblical Languages** – Some aspects in the assessment of Biblical languages make scaling of grades inappropriate.
  - (ii) **Small class sizes** – Where the number of students is, say, only five or six normal distribution spreads is not possible.
- 7.6. Different modes of assessment which have a 15% or above variance within the same unit are to be reviewed and clarified by the Teaching and Learning Committee at the end of semester grade review.

## 8. Scaling of marks

- 8.1. Final marks for a unit are not always the addition of the marks allocated for each assessment item. Marks may be required to be scaled up or down to ensure equity.
- 8.2. All such instances shall be discussed at the Teaching and Learning Committee meeting which considers the final grades of students.
- 8.3. Units which have an overall average outside of the 60% to 68% range as per section 7 should be considered for the application of scaling.

## 9. Application of Grades

- 9.1. **High Distinction (HD):** For a student to receive the grade of "HD" they shall have demonstrated the highest level of academic and/or practical achievement throughout the course of the unit as prescribed in the unit outline. Students will have demonstrated their ability to interact with the course objectives and content at a complex level of understanding and application.

- 9.2. **Distinction (D):** For a student to receive the grade of "D" they shall have demonstrated a very high level of academic and/or practical achievement throughout the course of the unit as prescribed in the unit outline. Students will have demonstrated their ability to interact with the course objectives and content at an advanced level of understanding and application.
- 9.3. **Credit (C):** For a student to receive the grade of "C" they shall have demonstrated a skilful level of academic and/or practical achievement throughout the course of the unit as prescribed in the unit outline. Students will have demonstrated their ability to interact with the course objectives and content at a high level of understanding and application.
- 9.4. **Pass (P):** For a student to receive the grade of "P" they shall have demonstrated a satisfactory level of academic and/or practical achievement throughout the course of the unit as prescribed in the unit outline. Students will have demonstrated their ability to interact with the course objectives and content at an adequate level of understanding and application.
- 9.5. **Supplementary Pass (S):** Where a student has passed a unit via a supplementary exam they shall be awarded the grade of "S" and a mark of 50%. See P12 Grading Assessment Items policy.
- 9.6. **Conceded Pass (CP):** Where a student is graded between 45% and 49% the Teaching and Learning Committee may consider conceding a pass in that unit. However, a student will be granted no more than one conceded pass in any one semester. A conceded pass shall retain the numerical grade originally awarded but shall be given an alpha grade of "CP".

The Teaching and Learning Committee may grant permission for a student to be awarded a conceded pass if:

- a. the student's academic status is "Good Standing" (see P21 Academic Progress Policy) and they have a semester average or course average of 60% or more or
  - b. the unit is the final unit required for a student to complete their course of study
- 9.7. **Ungraded Pass (UP):** For a student to receive the grade of "UP" they shall have demonstrated a satisfactory level of academic and/or practical achievement throughout the course of a unit which does not receive a numerical grade.
  - 9.8. **Fail (N):** Where a student fails to demonstrate a satisfactory level of academic and/or practical achievement throughout the course of the unit, they shall receive the grade of "N".

An unsatisfactory level of academic and or practical achievement is defined as:

- a) the student has failed to achieve an average grade of 50% for the unit and cannot be granted supplementary assessment or a conceded pass (CP) or
  - b) the student has failed to submit all assessment items required for the unit or
  - c) the student has failed to attend 85% of all classes (excluding approved absences) or
  - d) the student has been granted the opportunity to pass the unit via supplementary assessment which they have subsequently failed or
  - e) the student was originally given a grade of IC (incomplete) and has failed to meet the requirements as outlined in P09 Incomplete Units policy or
  - f) the student has been approved to defer the unit (see Deferred below), but fails to complete the unit in the deferred semester
- 9.9. **Withdrawn (W):** A student who withdraws from a unit after the census date and prior to the end of the tenth week of the semester will be deemed to have withdrawn from the unit without penalty and receive the grade "W" to indicate they withdrew from the unit. Students must have completed an 'Application for Change of Enrolment' form to withdraw from a unit which is to be kept in their file.
- 9.10. **Withdrawn Fail (WF):** A student who withdraws from a unit after the end of the tenth week of the semester will be deemed to have failed that unit and receive the grade "WF" to indicate they withdrew from the unit. Students must have completed an 'Application for Change of Enrolment' form to withdraw from a unit which is to be kept in their file.
- 9.11. **Incomplete (IC):** All units with approved outstanding assessment items or units where supplementary assessment has been granted but not yet completed at the end of a semester, will receive the grade of IC. Refer to the Incomplete Units policy for more details.
- 9.12. **Deferred (DE):** A unit may be deferred only at the approval of both the Dean of Studies and the Dean of Academics and Research. Approval to defer the unit must be sought in writing and remains the responsibility of the student to obtain.

Approval to defer a unit can be granted under the following circumstances:

- medical grounds
- representation in sporting or cultural activities at state, national or international level
- difficulties associated with employment
- compassionate grounds; or
- special circumstances