



Higher Education Grading & Resulting Policy

1. PURPOSE

1.1. This document defines North Metropolitan TAFE's (the college) policy towards grading codes and results for units delivered in higher education courses.

2. APPLICATION

2.1. This policy applies to all full-time and part-time students undertaking higher education courses of study.

3. EXCEPTIONS

None

4. DEFINITIONS

5. POLICY STATEMENT

5.1. The following grade codes are to be used for the resulting of each unit:

Final Unit Grades				
Grade / Result	Internal Code	ASRI Code	Mark Range	Level of Performance
High Distinction	HD	HD	80 – 100%	Exceptional
Distinction	D	HI	70 – 79%	Excellent
Credit	C	HC	60 – 69%	Good
Pass	P	HP	50 – 59%	Satisfactory
Ungraded Pass	UP	HU	No mark	Satisfactory
Fail	N	HN	1 – 49%	Unsatisfactory
Fail	DNS	HF	No mark	Unsatisfactory
Withdrawn No Penalty	HW	HW	No mark	N/A
Exemption	E	HE	No Mark	N/A

Interim Unit Grades				
Grade / Result	Internal Code	ASRI Code	Mark Range	Level of Performance
Not Available	NA	HV	No mark	N/A
Supplementary [S]	S	HS	No mark	N/A
Deferred	Q	HQ	No mark	N/A

5.2. The following is an interpretation for each grade

Grade	Interpretation
High Distinction	Exceptional performance indicating complete and comprehensive understanding of the subject matter; genuine mastery of relevant skills; demonstration of an extremely high level of interpretative and analytical ability and intellectual initiative; and achievement of all objectives of the unit.
Distinction	Excellent performance indicating a very high level of understanding of the subject matter; development of relevant skills to a very high level; demonstration of a very high level of interpretive and analytical ability and intellectual initiative; and achievement of all objectives of the unit.
Credit	Good performance indicating a high level of understanding of subject matter; development of relevant skills to a high level; demonstration of a high level of interpretive and analytical ability and achievement of all major objectives of the unit; some minor objectives may not be fully achieved.
Pass	Satisfactory performance indicating an adequate understanding of most of the basic subject matter; partial development of relevant skills; adequate interpretive and analytical ability and achievement of all major objectives of the unit; some minor objectives may not be achieved.
Ungraded Pass	<p>A pass grade used for units</p> <ul style="list-style-type: none"> A) Where the use of external assessors makes it difficult to compare student performance in an equitable manner (e.g. work practicum units) <i>OR</i> B) That involves group activity where individual contribution cannot be distinguished <i>OR</i> C) Where there is skill-acquisition only required that could be completed merely by attendance and participation. <p>Satisfactory performance indicating an adequate understanding of</p>

	most of the basic subject matter; partial development of relevant skills; adequate interpretive and analytical ability and achievement of all major objectives of the unit; some minor objectives may not be achieved.
Fail	Unsatisfactory performance indicating an inadequate understanding of the basic subject matter; failure to develop relevant skills; insufficient evidence of interpretive and analytical ability; and failure to achieve major and minor objectives of the unit.
Fail (DNS)	Failure to withdraw prior to the withdrawal date and failure to participate in all assessments.
Withdrawn no penalty	Withdrawal from unit before the academic penalty date.
Exemption	Also known as <i>credit transfer</i> . Recognition of prior learning or credit from previous studies. Refer to <i>Credit Transfer and Exemptions Policy and Procedure</i> .
No grade code awarded for withdrawal before the census date	

Interim Unit Grades	
Not Available	A result given where there is: <ul style="list-style-type: none"> • An unavoidable delay in grading, or • The final grade is under consideration due to disciplinary action or administrative encumbrance, or • The assessment cannot reasonably be arranged within the semester period.
Supplementary	This result is given where a supplementary assessment/examination is offered. A supplementary assessment may be offered at the discretion of the Board of Examiners in circumstances where a final unit grade is between 45 – 49%. The final awarded grade shall be converted to a Pass (50%).
Deferred	Special consideration for deferred assessment/examination may be granted at the discretion of the Course Coordinator or LPM. This special consideration will follow the <i>Student Assessment Procedure</i> .

5.3. Scaling of grades

- 5.3.1 All grades, including final grades should be criterion-referenced and not scaled or norm-referenced, unless approved by the Board of Examiners in exceptional circumstances.
- 5.3.2 The Board of Examiners may direct staff to undertake moderation of assessment in instances that lead to approval of norm-referenced or scaled grades.

6. PRINCIPLES

- 6.1. Provide a framework for grading and resulting to maintain consistency of understanding and application for staff.

7. RELATED DOCUMENTS

- 7.1. *Board of Examiners Policy*
7.2. *Board of Examiners Procedure*

8. OWNERSHIP and CONTACTS

Policy Owner	General Manager Training Services 1
Contact	Manager of Higher Education
	Phone: 9202 4792
	Email: susan.jacobs@nmtafe.wa.edu.au
Approval Authority	Academic Board
Review Date	Maximum 3 years following approval

9. REVISION HISTORY

Version No.	Approved/ Amended/ Rescinded	Date	Approval Authority	
1			HE SC	
2	Approved	19 Aug 2016	HE Standing Committee	Removed from Supplementary requirements: <i>and is the last unit needed to complete a qualification.</i>