

GRADES AND RESULTS

PURPOSE

This document specifies interim results and grades available to students at CQUniversity.

EFFECTIVE DATE 11 December 2014

PROCEDURES

CQUniversity has two types of courses; graded and non-graded. Non-graded courses are marked on a pass/fail basis. Graded courses must be marked as per [Section 2](#) of these procedures. Graded courses may contain pass/fail elements within their assessment structure.

1 Interim Results

Interim results are used to show the outcome of the student's attempt at a course of study. The result may be a grade based on academic achievement or an outcome determined on other grounds (e.g. course withdrawal with or without academic penalty). Interim results used by CQUniversity are:

AF – Absent Fail

The student has completed none or insufficient of the various assessment items and further submission of work will not be accepted. This is an interim outcome and for the purpose of calculation of progress counts as a Fail (this means that if the requirements of the course profile are not met, an AF will be awarded).

AF interim results will appear as Fails on a student's official academic record.

DA – Deferred Assessment

Assessment (other than a formal examination administered by the Academic Registrar) given when a student, through illness, special consideration, or some other acceptable circumstances, has been prevented from taking one or more of the assessments, or has been disadvantaged during the assessment. This includes students who have been granted extensions on final assessment items.

DE – Deferred Examination

A formal examination (administered by the Student Centres) given when a student, through illness, special consideration, or some other acceptable circumstances, has been prevented from sitting for a formal examination held in the official examination period, or has been disadvantaged during the examination. Students who apply to sit a deferred examination will usually be granted only one opportunity to complete this examination. Applications for deferred examinations are to be approved by the relevant Division as per the requirements of the [Assessment of Coursework Policy and Procedure](#). Students can appeal a decision regarding a deferred examination application in accordance with the [Academic Appeals Procedures](#) and [Student Complaints Policy](#) and [Procedures](#).

NS – Not Sat

An interim result which can be assigned by examiners and Assessment Committees to courses where completion of a formal examination is a requirement specified in the course profile for the successful passing of the course, but the student has not sat the examination or been granted a deferred examination. "Not Sats" will count as Fails for progress purposes and will appear as Fails on a student's official academic record, but they will be retained in the Student Records System as a result in the result tabulation for the course as a whole so the Divisions are better able to judge actual class performance in the course.

PO – Practicum Outstanding

This grade is only awarded when the student has completed all other assessment tasks for the course (including an

examination if applicable), but has either not been able to undertake the practicum or work placement component of the course, or will undertake the practicum or work placements components outside of normal term dates. The full range of results is available to students when finalised within the deadlines set by the Course Coordinator.

RO – Result Outstanding

Assigned when all assessable items have been submitted by the student but the Division is still to determine an appropriate grade at the time of Certification of Grades. This interim result may be an outcome from a number of circumstances including, but not limited to, assessment still to be marked due to late submission resulting from an extended submission date requiring marking time to be extended, a request for a review of grade or while investigation of a plagiarism or academic misconduct case is undertaken.

SA – Supplementary Assessment and SE – Supplementary Examination

An interim result of Supplementary Assessment or Supplementary Examination is awarded to a student to undertake further assessment or examination, where the student has:

- achieved a minimum of 45% of the available marks for the course overall;
- submitted all items of assessment, including addressing the assessment criteria;
- has the potential to achieve a passing grade as outlined in the Course Profile, including achieving any required minimum marks, by either repeating a single assessment, or repeating the examination.

A Supplementary Assessment or Supplementary Examination is only awarded by Program Committee assessment meetings in cases where a student meets the above criteria, and cannot be requested by the student. Normally, in situations where:

- The student has no potential to achieve a passing grade by repeating either one assessment or the examination, the student will receive a fail grade;
- the student fails to score 50% (or a minimum mark, as specified in the Course Profile) in more than one of the assessment tasks for the course, a supplementary assessment/exam will not be granted and the student will receive a fail grade;
- the student fails a non-graded (pass-fail) component of the course, a supplementary assessment will not be granted and the student will receive a fail grade
- the student passes the final examination for the course, and fulfils the above criteria, a Supplementary Assessment will be awarded;
- the student fails a final examination, a Supplementary Examination will be awarded;
- a course is wholly assessed by assessment tasks and the student fulfils the above criteria, a Supplementary Assessment will be awarded; and
- a course is wholly assessed by examination and the student fulfils the above criteria, a Supplementary Examination will be awarded.

Students who are awarded a Supplementary Assessment or Supplementary Examination are unable to defer their assessment or examination any further except in extenuating circumstances.

An appropriate Supplementary Assessment task or Supplementary Examination will be provided to assess the student's ability to demonstrate the attainment of the appropriate learning outcomes for the course. Academic judgement and discretion will be employed by the Course Coordinator in the determination of a Supplementary Assessment or Supplementary Examination in unclear cases.

A student's mark in the supplementary assessment/supplementary exam will be added to the original marks achieved in their other assessments for the course and a revised overall mark will be recalculated using the percentage weightings described in the Course Profile, to enable a decision on whether a student has passed or failed to be based on the same criteria, weightings and requirements as were applied to the original assessments.

The only passing grade available to a student who passes the Supplementary Assessment or Supplementary Examination is Pass (P). This grade will be based on the revised overall mark for the course, recalculated as described above, and cannot be subsequently converted to a grade higher than Pass (P).

WF – Withdrawn Fail

A result given where a student has withdrawn from a course after the census date for enrolments with academic penalty. (The result of WF only applies to course enrolments withdrawn prior to the commencement of a formal examination period.)

W – Withdrawn

The result given where a student has withdrawn from a course after the census date for enrolments, and has been successful in an application for withdrawal without academic penalty.

W results are for administrative purposes only, and withdrawn courses do not appear on the student transcripts.

Interim grades should be converted at the earliest possible opportunity to one of the grades detailed below. All interim grades that remain outstanding three terms after certification will be converted automatically to a Fail grade (F), unless the Dean of School, or nominee, confirms that there is a valid reason not to do so.

2 Grades

The grade awarded for a course reflects a judgement of academic achievement by a student enrolled in a course. No grade for a course can be awarded to a student who is not correctly enrolled in that course. Grades are criterion referenced and are determined by the extent to which the criteria have been met.

The following ranges apply to all graded courses at CQUniversity (note: any course that wishes to set overall pass requirements that differ from the numerical marks outlined below must do so as a non-graded (pass/fail) course). There may be pass/fail assessment within a graded course:

HD – High Distinction

Used for a composite mark in the range 84.5 and above (85 – 100 when rounded to the nearest integer).

Demonstrates imagination, originality or flair, based on proficiency in all the learning outcomes of the course; work is interesting or surprisingly exciting, challenging, well read or scholarly.

D – Distinction

Used for a composite mark in the range of 74.5 – 84.4 (75 – 84 when rounded to the nearest integer).

Demonstrates awareness and understanding of deeper and less obvious aspects of the course, such as ability to identify and debate critical issues or problems, ability to solve non-routine problems, ability to adapt and apply ideas to new situations, and ability to invent and evaluate new ideas.

C – Credit

Used for a composite mark in the range of 64.5 – 74.4 (65 – 74 when rounded to the nearest integer).

Demonstrates ability to use and apply fundamental concepts and skills of the course, going beyond mere replication of content knowledge or skill to show understanding of key ideas, awareness of their relevance, some use of analytical skills, and some originality or insight.

P – Pass

Used for a composite mark in the range (49.5 – 64.4 (50 – 64 when rounded to the nearest integer).

Demonstrates the learning outcomes of the course, such as knowledge of fundamental concepts and performance of basic skills; demonstrates sufficient quality of performance to be considered satisfactory or adequate or competent or capable in relation to the learning outcomes of the course.

PN – Pass Non-Grade

Used to indicate a pass in a course for which a full range of grades is not available. That is, the only possible outcomes are pass or Fail (F), or Pass Non-Grade (PN).

S – Successful

Used to indicate the successful completion of a research only course.

U – Unsuccessful

Used to indicate the unsuccessful completion of a research only course.

F - Fail

Fails to demonstrate the learning outcomes of the course. Used for a composite mark below 50 or where overall pass requirements approved for a course are not met. Pass requirements for each course are stated in the Course Profile.

Denotes an in-progress grade and is assigned to Part A of a full year course combination.

First Class Honours

Awarded to students in a Degree with Honours or an Honours Degree who have achieved results in the range 84.5% – 100% (or GPA 6.0 and above for those programs which do not correlate with the percentage based calculations).

Second Class Honours, Division A

Awarded to students in a Degree with Honours or an Honours Degree who have achieved results in the range 74.5% – 84.4% (or GPA 5.5 – 5.9 for those programs which do not correlate with the percentage based calculations).

Second Class Honours, Division B

Awarded to students in a Degree with Honours or an Honours Degree who have achieved results in the range 64.5 – 74.4% (or GPA 5.0 – 5.4 for those programs which do not correlate with the percentage based calculations).

Third Class Honours

Awarded to students in a Degree with Honours or an Honours Degree who have achieved results in the range 49.5 – 64.4% (or GPA 4.0 – 4.9 for those programs which do not correlate with the percentage based calculations).

DEFINITIONS

All terminology used within this procedure is consistent with definitions in the [CQUniversity Glossary](#).

RESPONSIBILITIES

Overall responsibility lies with the Pro Vice-Chancellor (Learning and Teaching) and Deputy Vice- Chancellor (Higher Education). Division and Student Centres' staff are responsible for complying with these procedures and compliance monitoring occurs through exception reports generated after Certification of Grades each term.

RECORDS

All records relevant to this procedure are to be maintained in a recognised University recordkeeping system.

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Learning and Teaching Committee
Administrator	Pro Vice-Chancellor (Learning and Teaching)
Next Review Date	26/11/2017

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