

## Purpose and Scope

Provide the procedure and responsibilities to identify and clarify the roles and responsibilities of staff and students in implementing the [Grades Policy](#).

To provide transparent and accountable process in the awarding of grades at the University.

This procedure applies to all staff students, and the public

### Objectives

- Support the *Grades Policy*.
- Provide a uniform approach to grading and Notations for the evaluation and assessment of all coursework offerings at the University.

## Overarching Policy

[Grades Policy](#)

## Procedure

1. In this procedure, the following terms have the following meanings:
  - 1.1. “Academic Transcript” is defined in the *Grades Policy*.
  - 1.2. “Final Grade” is defined in the *Grades Policy*.
  - 1.3. “Final Mark” is defined in the *Grades Policy*.
  - 1.4. “Notation” is defined in the *Grades Policy*.
  - 1.5. “Supplementary Assessment” is defined in the [Student Assessment Support Procedure](#).
  - 1.6. “Grade Points” means the Grade Value for a Grade multiplied by the number of credit points for the Unit.
  - 1.7. “Grade Value” means the value assigned to a Grade as defined in the Grade Value Table in this procedure.

### Procedure

Refer to the [Results Procedure](#) regarding submission, approval and finalisation of Notations, Final Marks and Final Grades.

### *Finalising Marks and Assigning Grades*

2. Unit Coordinators collate marks and assign final grades within the Learning Management System by the due date for the teaching period.
3. Marks for individual Assessment items are not to be rounded prior to calculating the final mark for the Unit.
4. Where the Final Mark is not a whole number, final marks up to 0.4 are rounded down to the nearest whole number while marks between 0.5 and a whole number are rounded up to the nearest whole number.

### *Finalising Grades*

5. Where Interim Notations are allocated and approved by the Chair of the Results Committee, the Director Student Administration ensures that all Interim Notations are converted to Final Grades no later than six weeks after the final date of the teaching period (excluding public holidays, limited service periods and other related official University non-work times).
  - 5.1 Interim Notations where Assessment items are to be completed must be completed with Final Marks and Grades determined in the time frame identified in the [Student Assessment Support Procedure](#). These notations are SA, SX, DX.
  - 5.2 Where all reasonable attempts to resolve the Grade have been addressed with the student and a resolution cannot be reached, then the Grade will convert to N (Fail). Where the Grade remains unresolved for reasons other than the student's actions, then the Head of Discipline will make an academic decision to assign a Final Grade based on the student's performance in the unit overall. This refers to the notations GP, SX, and DX.
  - 5.3 For Supplementary Assessments, the Unit Coordinator must determine the final grade within 7 days of the assessment due date or examination date and submit the final mark and grade of P or N to the Chair of the Results Committee.
  - 5.4 A Deferred Examination must be held within 5 University Working Weeks of the release of Final Grades and Marks to students, and the Final Mark and Grade submitted to the Chair of the Results Committee within 5 University Working Days of the examination date.

### *Early Release of Grades*

6. The Director Student Administration is responsible for the early release of Final Grades.
7. The early release of Final Grades may be granted to enable a student's enrolment in:
  - 7.1 a new course, where the old course will not be completed prior to enrolment.
  - 7.2 a unit delivered in a teaching period where the enrolment deadline is prior to the results release date.
  - 7.3 Cross institutional study.

8. Requests are made using the means determined by the Director Student Administration.

#### *Academy Safety Net Notations*

9. The President of Academic Council approves the use of the Academy Safety Net notation. The Academic Safety Net notation is approved for cohorts of students and identified by the University as needed for student(s) results in a particular teaching period(s).
10. The Academic Safety Net notation provides protection against Fail Grades only. The Academic Safety Net notation is excluded from the Grade Point Average.
11. The Deputy Vice Chancellor Education and Equity notifies staff when the Academic Safety Net is applied for specific teaching periods.
12. Where the Academic Safety Net has been approved, and a student receives a Final Grade of N, the grade is then converted to a Final Notation of AS.
13. The Results Committee verifies Academic Safety Net notations (excluding interim notations) to students' results.

#### *Amending a Final Grade, Final Notation or Final Mark after release to students*

14. The Chair of the relevant Results Committee approves amendments to Final Grades, Final Notations and Final Marks. Refer to Results Procedure.
15. A Grade, Final Notation or Mark (excluding interim notations) may only be amended after it has been publicly released in the following circumstances:
  - 15.1 an administrative error
  - 15.2 a computational error
  - 15.3 a successful review or appeal by the student.

#### *Amending an Interim Notation*

16. When an Interim Notation is ready to be converted to a Final Grade or Final Notation, the Unit Coordinator notifies the Chair of Results Committee. The Chair approves the conversion.
17. Heads of Discipline have overall responsibility for ensuring Final Grades are determined and Interim Notations are submitted to the Chair of Results Committee to be converted within the required time frame.
18. The Director Student Administration approves conversion of unresolved Interim Notations to Fail after the time period has lapsed and all attempts have been made to finalise the Grade with the relevant Unit Coordinator or Head of Discipline if Unit Coordinator not available.
19. The Director Student Administration ensures Interim Notations are finalised and results published biannually.

#### *Student Request for Review of a Final Grade and Mark After Release to Students*

20. Students may request a review of a Final Grade and Final Mark where:
  - 20.1 an error may have occurred in calculation of the Final Mark and/or allocation of the Final Grade.

- 20.2 the student alleges that the Assessment Procedures have not been followed.
21. Students requesting a review must notify the Unit Coordinator in writing no later than ten University working days after their final grade and final mark have been released, stating
    - 21.1 reason for the request
    - 21.2 evidence including examples (where possible).
  22. The Unit Coordinator must acknowledge the review request within three University Working Days.
  23. The Unit Coordinator must provide an outcome to the student with 10 University Working Days of the date the original request review was received.
  24. The outcome of the review must be one of the following:
    - 24.1 leave the original result unchanged
    - 24.2 amend the result.
  25. If the student is unsatisfied with the response to their request for a review of result, the student may submit a review of grade application to the relevant Head of Discipline.
  26. If the Unit Coordinator does not acknowledge receipt of the review request within three University Working Days of submission the student may contact the Head of Discipline.
  27. When contacting the Head of Discipline the student must provide:
    - 27.1 a copy of their original request
    - 27.2 evidence of their attempts to contact the Unit Coordinator
    - 27.3 the details that support their request.
  28. The Head of Discipline receiving the request will communicate to the Unit Coordinator the need to respond to the student, and if the Unit Coordinator is not available will make and communicate a decision to the student and inform the Unit Coordinator within five University Working Days of the receiving the student's email.
  29. The Head of Discipline will make a decision based on the verifiable information provided by the student, and the criteria for review stated above (clause 19). In the decision, the Head of Discipline can:
    - 29.1 uphold the outcomes of the initial review outcomes
    - 29.2 request an independent review in relation to the student request and amend or uphold the initial review outcomes taking into account the independent reviewer's response. An independent reviewer is not one who has been involved in the unit assessment process, the final grade and mark review process, has an appropriate experience and role for the task, and may be internal or external to the Discipline, College or University.
  30. Students may seek a formal appeal if all avenues of final result review are exhausted, and they can meet the requirements of the Appeals Policy and Procedures.

### *Calculation of a Grade Point Average (GPA)*

31. A Student's Course GPA is determined by:
- 31.1 selecting the Grade Value for each included Unit based on the Grade awarded for that unit and the Grade Value table below (see Included Units for GPA calculation and Units Excluded from GPA Calculation – below)
  - 31.2 multiplying the Grade Value for each included Unit by the credit points for that Unit to create Grade points for each included Unit
  - 31.3 totalling the Grade points for all included Units in the Student's course and dividing by the total credit points for the included Units.
32. GPAs will be calculated to the second decimal place.

#### *Included Units for GPA calculation*

33. All Units with the following grades (see table below) are included in the calculation of GPA. This includes Units with fail grades that have subsequently been undertaken at a later date, and for which passing grades have been awarded.

#### *Grade Value Table*

Code	Grade	Grade Value
HD	High Distinction	4
D	Distinction	3
C	Credit	2.5
P	Pass	2
N	Fail	0

#### *Units excluded from GPA calculation*

34. The following units are not included in the calculation of a GPA:
- 34.1 Units for which credit transfer has been approved.
  - 34.2 Units with the following grades and grading notations.

<b>Grade/Notation</b>	<b>Type</b>
Ungraded Pass (UP)	Grade
Ungraded Fail (UF)	Grade
Recognition of prior learning (RPL)	Final Notation
Approved withdrawal (AW)	Final Notation
University withdrawal (UW)	Final Notation
Academic safety net (AS)	Final Notation
Grade pending (GP)	Interim Notation
Supplementary Assessment Item (SA)	Interim Notation
Supplementary Examination (SX)	Interim Notation
Deferred Assessment– Examination (DX)	Interim Notation
Forward credit (FCR)	Interim Notation

### Academic Transcripts

35. Students may request an interim transcript of completed units with Final Grades for any completed and approved units at any time during their studies.
36. The University provides a final transcript to all students at the completion of an Award Course or on withdrawal from a Course.
37. The University ensures that an academic transcript:
  - 37.1 correctly states the Grades and Final Notations for each unit, and, if applicable, for the course
  - 37.2 includes the mark for Final Grades and Honours classifications
  - 37.3 does not include a mark for Pass/Fail or Academic Safety Net graded units
  - 37.4 displays GPA
  - 37.5 includes all attempts at a unit, including all failed attempts, and
  - 37.6 includes an explanation of the University's grading system.

## Governance

<b>Approval Authority</b>	Deputy Vice Chancellor Education
<b>Owner</b>	Deputy Vice Chancellor Education
<b>Legislation mandating compliance</b>	
<b>Category</b>	Primarily academic
<b>Related University Legislation and Policy Documents</b>	<a href="#"><u>Assessment Procedure</u></a> <a href="#"><u>Coursework Regulations</u></a> <a href="#"><u>Fee Rules</u></a> <a href="#"><u>Honours Policy</u></a> <a href="#"><u>Results Procedure</u></a> <a href="#"><u>Non-award Study Procedure</u></a> <a href="#"><u>Student Integrity Regulations</u></a> <a href="#"><u>Student Assessment Support Procedure</u></a>
<b>Date effective</b>	20/05/2026
<b>Review date</b>	20/05/2029

## External Documents

- The Higher Education Standards Framework (Threshold Standards) 2021
  - Student Participation and Attainment - 1.4 Learning Outcomes and Assessment

## Revision History

Approved/Amended	Date Approved	Resolution No. (if applicable)
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