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1 PURPOSE

- 1.1 This policy establishes a consistent and transparent grading system used to record student academic achievement or other outcomes relating to assessment. The policy also includes the rules for calculating a student's grade point average (GPA).

2 SCOPE

- 2.1 This policy applies to student assessment in the following CQUniversity courses and units: undergraduate and postgraduate higher education (coursework and research); vocational education and training (VET); and non-award enabling education (i.e. STEPS, TEP¹).
- 2.2 This policy does not apply to student assessment in CQUniversity English language or other non-award short courses (i.e. professional development).

3 POLICY STATEMENT

Graded and non-graded units

- 3.1 CQUniversity units are graded or non-graded.
- 3.2 In higher education and enabling courses, graded units are marked on the basis of student academic performance in a unit against a range of numerical marks that equate to a particular grade, e.g. Pass, Credit, Distinction. Graded units may also contain pass/fail elements within their assessment structure.
- 3.3 In higher education and enabling courses, non-graded units are marked on a pass/fail basis.

¹ 'STEPS' refers to Skills for Tertiary Education Preparatory Studies; 'TEP' refers to Tertiary Entry Program.

- 3.4 In VET courses, non-graded units are marked on a competent/not competent basis.

Interim results

- 3.5 Interim results indicate the outcome of a student's attempt at assessment in a unit and are used to record a result until a final grade is awarded.
- 3.6 An interim result may be based on academic or competence achievement, e.g. a supplementary assessment (SA) in higher education, or a final grade or assessment is to be completed, e.g. result outstanding (RO) in higher education, or reassessment to be undertaken (R) in VET.
- 3.7 All interim results must be converted as soon as possible to a final grade.
- 3.8 Higher education and enabling course interim results outstanding three terms after the certification of grades date will be converted automatically to a Fail (F) grade or Not Sat (NS), unless the Dean of School or nominee confirms a valid reason not to do so.
- 3.9 Interim results CQUniversity uses to indicate a student's attempt at assessment in a unit and the rules for their use are in [Appendix 1: Interim results](#).

Grades

- 3.10 Grades are used to record the formal marks awarded for a student's academic achievement in a unit. A grade will only be awarded to a student for a unit if the student is correctly enrolled in that unit.
- 3.11 Grades in higher education and enabling courses and units are criterion-referenced and are decided by the extent to which the assessment criteria have been met.
- 3.12 Grades in VET courses and units are competency-based. Assessment is based on national benchmarks (competency standards) for the occupation or industry in which the student is training. A successful grade is recorded as 'competent' according to industry standards.
- 3.13 Moderation is undertaken to ensure that marks and grades are as valid, reliable and fair as possible for students. In vocational education and training, moderation is known as validation.
- 3.14 Grades that CQUniversity awards for assessment in a unit, the rules for their use, and the range of marks applicable to specific grades are in [Appendix 2: Grades](#).
- 3.15 The range of marks specified for particular grades in Appendix 2 apply to all graded units in higher education and enabling courses.
- 3.16 Overall pass requirements that differ from the range of marks specified for particular grades in Appendix 2 may only be applied to non-graded (pass/fail) units in higher education and enabling courses.
- 3.17 A designated grade is recorded for exemptions resulting from cross-institutional study completed within the Regional University Network (for higher education units only).

Grade point average (GPA) calculation

- 3.18 GPA calculation is applicable only to students enrolled in higher education coursework courses and units. GPA calculation may also apply when deciding scholarships and/or prizes.
- 3.19 A GPA is a number representing the average value of a student's final grades earned in units over time. It is calculated by term and for the overall course of study, and is the average of all grades obtained by the student.
- 3.20 A student's GPA will be recorded on their final official academic transcript and be used when deciding a student's eligibility for the award of Degree with Distinction, Bachelor Honours Degree, Research Training Program and Research Higher Degree Scholarships, University medals, prizes and alumni awards.

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

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

For Example:

$$\begin{array}{rclclcl} \text{ACCT11056} & 6 \text{ credit points} & \times & 7 \text{ grade points (HD)} & = & 42 \\ \text{ACCT11057} & + \underline{6} \text{ credit points} & \times & 6 \text{ grade points (D)} & = & + \underline{36} \\ & 12 \text{ credit points} & & & & 78 \end{array}$$

$$\text{Then: } \frac{78}{12} = \text{GPA} = 6.5$$

3.22 Grade points are assigned as follows:

| | | | | | | |
|-------------|----|---|---|---|---|----|
| Grade | HD | D | C | P | F | WF |
| Grade point | 7 | 6 | 5 | 4 | 0 | 0 |

3.23 Grade points no longer assigned are as follows:

| | | | |
|-------------|----|----|----|
| Grade | SP | PC | PT |
| Grade point | 3 | 3 | 2 |

3.24 Grade points resulting from study in non-graded units, where the only possible outcomes are Pass Non-Graded (PN) or Fail (F), do not contribute to a student's GPA.

3.25 Credit for prior learning² does not contribute to a student's GPA, unless the student received credit for a graded unit/s from:

- a) previous study at CQUniversity, or
- b) approved cross-institutional study³ at another tertiary educational institution where a formal partnership agreement,⁴ or CQUniversity policies or procedures⁵ specifically allow such credit to contribute to the student's GPA.

Reviews and appeals

3.26 Students in higher education and enabling courses may apply for a review of grade in accordance with the [Review of Grade Procedure](#).

3.27 Students in VET courses may apply for a re-evaluation of assessment items in accordance with the [Student Rules Policy \(TAFE\)](#).

3.28 Students may challenge the final outcome of a review of grade or other decisions made relating to this policy and procedure in accordance with the [Academic Appeals Policy and Procedure](#).

4 RESPONSIBILITIES

Compliance, monitoring and review

4.1 The Pro Vice-Chancellor (Learning and Teaching) is responsible for monitoring compliance University-wide, and reviewing this policy to ensure it continues to achieve its intended purpose.

4.2 All staff with responsibility for managing, implementing or otherwise administering processes in relation to grades and results are responsible for complying with this policy.

² For details, see the [Credit for Prior Learning in Higher Education Policy and Procedure](#).

³ For details, see the [Cross-Institutional Study Policy and Procedure](#)

⁴ For example [CQUniversity–RUN agreement](#). For details, see the [CQUniversity cross-institutional study website](#).

⁵ CQUniversity policies or procedures that encourage or allow students to undertake cross-institutional study for defined reasons may include GPA-related provisions, e.g. outbound mobility program.

- 4.3 Compliance monitoring will occur through exception reports generated after certification of grades date each term.

Reporting

- 4.4 No additional reporting is required.

Records management

- 4.5 Staff must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping system.
- 4.6 Grades and results records must be retained for the minimum period specified in the University Sector Retention and Disposal Schedule, accessible on the [Queensland State Archives website](#).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

6 RELATED LEGISLATION AND DOCUMENTS

[Academic Appeals Policy and Procedure](#)

[Assessment Policy and Procedure \(Higher Education Coursework\)](#)

[Awards Policy and Procedure](#)

[Bachelor Honours Degree Policy](#)

[Credit for Prior Learning in Higher Education Policy and Procedure](#)

[Cross-Institutional Study Policy and Procedure](#)

[CQUGlobal Outbound Program Policy and Procedure](#)

[Degrees with Distinction Procedure](#)

[Elite Athlete, Coach and Performer Policy and Procedure](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015 \(CwIth\)](#)

[Research Training Program and Research Higher Degree Scholarships Policy and Procedure](#)

[Review of Grade Procedure](#)

[School Medals Procedure](#)

[Student Feedback – Compliments and Complaints Policy and Procedure](#)

[Student Rules Policy \(TAFE\)](#)

[University Medals Procedure](#)

7 FEEDBACK

- 7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

| 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 | 5/07/2021 |

| Approval and Amendment History | Details |
|--------------------------------------|---|
| Original Approval Authority and Date | Academic Board 26/07/2000 |
| Amendment Authority and Date | Academic Board 30/05/2001; Academic Board 25/09/ 2002; Academic Board 28/05/2003; Academic Board 30/06/ 2003; Academic Board 24/09/2003; Executive of Academic Board 25/05/2004; Academic Board 29/09/ 2004; Academic Board 20/09/2006; Academic Board 29/11/2006; Executive of Academic Board 21/02/2007; Academic Board 28/03/2007; Academic Board 30/05/2007, effective Term 2, 2007; Academic Board 13/07/2011; Academic Registrar 19/09/2011; Academic Registrar 15/05/2012; Academic Board 17/04/2013, effective Term 2, 2013; Academic Board 28/05/ 2014; Academic Board 26/11/2014; Pro Vice-Chancellor (Learning and Teaching) 17/03/2015; Academic Board 6/07/2016, effective Term 2, 2016; Academic Board 15/11/2017, effective Term 1, 2018; Executive Committee of Academic Board 5/07/2018, effective Term 2, 2018. |
| Notes | This policy replaced the Grades and Results Policy (effective date Term 1, 2018, 5/03/2018). |

9 APPENDICES

Appendix 1: Interim results

Part 1: Interim results in higher education and enabling courses (unless otherwise specified)

| Result | Result descriptor and rules for use |
|-----------|---|
| AF | <p>Absent Fail</p> <p>Indicates the student has completed insufficient or no assessment tasks and further submission of work will not be accepted. This is an interim outcome and for the purpose of calculating academic progress counts as a Fail, i.e. an AF will be awarded if the requirements of the unit profile are not met. An AF interim result appears as a Fail (F) grade on the student's official academic transcript.</p> |
| DA | <p>Deferred Assessment</p> <p>Indicates a student who, through illness or some other acceptable exceptional circumstances, was unable to undertake one or more assessment tasks, or was disadvantaged during the assessment and has been granted an opportunity for a deferred assessment (other than a formal exam administered by the Student Governance Centre). DA results are decided based on procedures and criteria in the Assessment Policy and Procedure (Higher Education Coursework).</p> |
| DE | <p>Deferred Examination</p> <p>Indicates a student who, through illness or some other acceptable exceptional circumstances, was unable to sit (attend) a scheduled formal exam during the standard exam period or was disadvantaged during the exam, and has been granted an opportunity to attend a formal deferred exam (administered by the Student Governance Centre). DE results are decided based on procedures and criteria in the Assessment Policy and Procedure (Higher Education Coursework).</p> |
| NS | <p>Not Sat</p> <p>Indicates a student has not sat (attended) a scheduled exam or has not been granted a deferred exam in a unit for which the unit profile specifies that a formal exam must be completed to pass the unit. An NS result will count as a Fail (F) for the purpose of calculating academic progress and will appear as a Fail (F) grade on the student's official academic transcript.</p> <p>NS results will be retained in the Student Records System in the result tabulation for the course as a whole to enable Schools to judge a student's actual class performance in the unit.</p> |
| PO | <p>Practicum Outstanding</p> <p>Indicates a student has completed all other assessment tasks for the unit, but:</p> <ol style="list-style-type: none"> has been unable to complete the required residential school or work-integrated learning component (e.g. practicum, work placement) in the unit and/or the associated assessment within the normal term dates, or will complete the required residential school or work-integrated learning component (e.g. practicum, work placement) in the unit and the associated assessment outside the normal term dates. <p>A grade will be awarded for the unit when the student completes the outstanding assessment within the timeline set by the Unit Coordinator (or delegate).</p> |
| RO | <p>Result Outstanding</p> <p>Indicates a student has completed and submitted all assessable tasks for a unit and the University has not yet decided the grade by the certification of grades date.</p> <p>An RO 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</p> |

| Result | Result descriptor and rules for use |
|----------------|---|
| | date and requires extended marking time, or an academic misconduct investigation is still to be completed. |
| SA / SE | <p>Supplementary Assessment / Supplementary Exam</p> <p>Indicates a student has been granted an opportunity to undertake a supplementary assessment task or formal exam to resolve doubt about the student's academic performance and whether the student has attained the learning outcomes for the unit. SA and SE results are decided by the Education Committee at the end of the current term. Students cannot request an SA or SE result. SA and SE results are decided based on procedures and criteria in the Assessment Policy and Procedure (Higher Education Coursework).</p> |

Part 2: Interim results in vocational education and training (VET) courses

| Result | Result descriptor and rules for use |
|---------------|--|
| CA** | <p>Competency achieved awaiting verification</p> <p>Indicates the underpinning knowledge and skills has been achieved, and is awaiting employer third party verification.</p> |
| R | <p>Reassessment to be undertaken</p> <p>Indicates student work is to be reassessed.</p> |

Appendix 2: Grades

Part 1: Grades in higher education and enabling courses (unless otherwise specified)

| Grade | Grade descriptor and rules for use | Range of marks |
|-----------|---|---|
| HD | High Distinction Demonstrates imagination, originality or flair, based on proficiency in all the learning outcomes of the unit; work is interesting or surprisingly exciting, challenging, well-read or scholarly. | Composite mark in the range 84.50% and above (85 – 100% when rounded to the nearest integer). |
| D | Distinction Demonstrates awareness and understanding of deeper and less obvious aspects of the unit, 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. | Composite mark in the range of 74.50 – 84.49% (75 – 84% when rounded to the nearest integer). |
| C | Credit Demonstrates ability to use and apply fundamental concepts and skills of the unit, 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. | Composite mark in the range of 64.50 – 74.49% (65 – 74% when rounded to the nearest integer). |
| P | Pass Demonstrates the learning outcomes of the unit, 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 unit. | Composite mark in the range 49.50 – 64.49% (50 – 64% when rounded to the nearest integer). |
| PN | Pass Non-Grade Indicates a pass in a unit for which the full range of grades is not available, i.e. the only possible outcomes are Fail (F) or Pass Non-Grade (PN). | Not applicable |
| S | Successful Indicates the successful completion of a research only unit. | Not applicable |
| U | Unsuccessful Indicates the unsuccessful completion of a research only unit. | Not applicable |
| F | Fail Indicates failure to demonstrate the learning outcomes of the unit or the student has not met the overall pass requirements for the unit as specified in the unit profile. | Composite mark below 49.50% (50% when rounded to the nearest integer). |
| # | Indicates an in-progress grade and is assigned to Part A of a full-year unit combination. | Not applicable |

| Grade | Grade descriptor and rules for use | Range of marks |
|---|--|--|
| W | Withdrawn Indicates a student has withdrawn from a unit after the census date for enrolments and their application for withdrawal without academic penalty is approved. W results are for administrative purposes only, and do not appear on the student's official academic transcript. | Not applicable |
| WD | Withdrawn Indicates academic withdrawal of a student from a research only unit after a date the University decides or is mutually agreed between the student and the University. | Not applicable |
| WF | Withdrawn Fail Indicates a student has withdrawn from a unit with academic penalty after the census date for enrolments. WF results only apply to unit enrolments withdrawn before the formal exam period begins. | Not applicable |
| Grades relevant only to Bachelor Honours Degrees | | |
| | First Class Honours Indicates students have achieved results in this range or specified grade point average (GPA). | 84.50% – 100.00% (or GPA 6.0 and above for those courses which do not correlate with the percentage-based calculations). |
| | Second Class Honours, Division A Indicates students have achieved results in this range or specified GPA. | 74.50% – 84.49% (or GPA 5.5 – 5.9 for those courses which do not correlate with the percentage-based calculations). |
| | Second Class Honours, Division B Indicates students have achieved results in this range or specified GPA. | 64.50 – 74.49% (or GPA 5.0 – 5.4 for those courses which do not correlate with the percentage-based calculations). |
| | Third Class Honours Indicates students have achieved results in this range or specified GPA. | 49.50 – 64.49% (or GPA 4.0 – 4.9 for those courses which do not correlate with the percentage-based calculations). |

Part 2: Grades in vocational education and training (VET) courses

| Grade | Grade descriptor and rules for use | Range of marks |
|-----------|---|----------------|
| CA | Competency Achieved Indicates sufficient evidence has been gathered that competency has been met/completed in relation to the relevant training package or learning outcomes of an accredited course. | Not applicable |
| NC | Not Competent Indicates the student has attempted all assessment requirements and has been assessed as competency not achieved in at least one form of assessment. | Not applicable |
| WD | Withdrawn with participation Indicates the student has engaged in some learning activity. | Not applicable |