

Grading Scheme

Table of Contents

1. Governing Policy
2. Purpose
3. Final grades
 - 3.1. Determining a final grade
 - 3.2. Topic grades
 - 3.3. Work Integrated Learning (WIL) grades
 - 3.4. Honours classifications
4. Notations
 - 4.1. Interim notations
 - 4.2. Final notations
 - 4.3. Use of topic grades for individual assessment activities
 - 4.4. Recording and amendment of assessment grades
 - 4.5. Use of the Incomplete Assessment (I) notation
 - 4.6. Recording on academic transcript
 - 4.7. Administrative notations
5. Calculation of Grade Point Average (GPA)
6. Authorities

1. Governing Policy

[Assessment Policy](#)

2. Purpose

To document the grading/classification and notation process used for all coursework topics and Honours courses at Flinders University.

3. Final grades

3.1. Determining a final grade

- a. Students will be awarded a final grade in each topic, or a final classification in each Honours course, on the basis of work completed.
- b. If the assessment is incomplete, the final grade/classification will be in the form of an interim notation, with the appropriate conversion within the time period prescribed in s.4.5 below.
- c. Informed academic judgements will be used to determine:
 - i. how and how well students' work meets topic/Honours course learning outcomes and performance standards, and
 - ii. the appropriate final grade/classification for a student's academic performance in a topic/Honours course (consistent with Principle 3.d. of the [Assessment Policy](#)).
- d. A group of people, including external examiners, may be allocated responsibility for:
 - i. awarding grades for components of the course, and

- ii. recommending a final grade for the total course based on the criteria and standards of performance described in s.3.4 below

—only in respect of Honours courses, or where this has been explicitly approved by the College Dean (Education).

3.2. Topic grades

- a. Topic grade descriptors identify the generic standards to be demonstrated for a particular grade to be awarded.
- b. These standards must be interpreted and applied with appropriate consideration to:
 - i. the level of study, and
 - ii. the conventions and practices of the discipline.
- c. The grade awarded must represent the student's level of performance across all elements of the descriptor.

Final grade (and symbol)	Descriptor
High Distinction (HD)	Awarded where there is evidence that a student has: <ul style="list-style-type: none"> i. achieved all topic learning outcomes ii. satisfactorily completed all hurdle requirements directly related to safe practice and professional practice/registration if required iii. consistently demonstrated knowledge skills and application at the highest level expected of a student at a given topic level iv. consistently demonstrated a high level of application of a range of major academic debates, approaches, methodologies and conceptual tools relevant to the discipline v. demonstrated an ability to combine knowledge of the subject matter of the topic with original, critical and creative thinking relevant to the discipline, and vi. nominally achieved an aggregate mark in the range 85-100.
Distinction (DN)	Awarded where there is evidence that a student has: <ul style="list-style-type: none"> i. achieved all topic learning outcomes ii. satisfactorily completed all hurdle requirements directly related to safe practice and professional practice/registration if required iii. produced work which shows a developing capacity for original, critical and creative thinking over and above the essential requirements of the learning outcomes iv. demonstrated a broad familiarity with and application of academic debates, approaches, methodologies and conceptual tools relevant to the discipline, and v. nominally achieved an aggregate mark in the range 75-84.
Credit (CR)	Awarded where there is evidence that a student has: <ul style="list-style-type: none"> i. achieved all topic learning outcomes ii. satisfactorily completed all hurdle requirements directly related to safe practice and professional practice/registration if required iii. demonstrated knowledge, skill and application over and above the essential requirements to achieve learning outcomes, and iv. nominally achieved an aggregate mark in the range 65-74.
Pass (P)	Awarded where there is evidence that a student has:

	<ul style="list-style-type: none"> i. achieved all topic learning outcomes ii. satisfactorily completed all hurdle requirements directly related to safe practice and professional practice/registration if required, and iii. nominally achieved an aggregate mark in the range 50-64.
Non-Graded Pass for Satisfactory Performance (NGP)	<ul style="list-style-type: none"> i. Awarded in a topic that is assessed only on a pass or fail basis without recognising variations between satisfactory and outstanding performance. ii. Awarded where the student has: <ul style="list-style-type: none"> • achieved all topic learning outcomes, and • satisfactorily completed all hurdle requirements directly related to safe practice and professional practice and/or registration if required. iii. A mark is not assigned, and the topic is not counted for the purposes of applying a Grade Point Average.
Fail (F)	<p>Awarded when a student:</p> <ul style="list-style-type: none"> i. has not achieved all learning outcomes for the topic, or ii. has not achieved an aggregate mark of 50, or iii. has not satisfactorily completed all hurdle requirements directly related to safe practice and professional practice/registration if required, irrespective of the aggregate mark achieved.

3.3. Work Integrated Learning (WIL) grades

The grades awarded must reflect the level of student performance during the WIL experience.

3.4. Honours classifications

- a. The criteria for determining the class of Honours awarded to a student, including expected standards of performance for the various classifications as set out in the table below, must be approved by the relevant College Dean (Education) in conjunction with relevant Teaching Program Directors.
- b. The criteria for assessment of Honours programs must include, but are not limited to:
 - i. originality and creativity of thinking or performance
 - ii. evidence of ability to undertake independent research
 - iii. critical awareness of scholarship within the discipline, and
 - iv. achievement of course learning outcomes.
- c. Honours Coordinators must ensure that all students and examiners, particularly external examiners, are provided with a clear statement of the criteria and standards.

Classification	Descriptor
Honours First Class (H1)	<ol style="list-style-type: none"> a. Awarded where there is evidence of: <ol style="list-style-type: none"> i. outstanding achievement of sustained excellence in quality of written, oral and, where relevant, performative work, judged against stated criteria, and ii. advanced scholarship within the discipline and a high level of ability to undertake independent research. b. This classification nominally requires achievement of an aggregate mark in the range of 85-100.
Honours Second Class Division A (H2A)	<ol style="list-style-type: none"> a. Awarded where there is evidence of: <ol style="list-style-type: none"> i. achievement of an overall high level of scholarship judged against stated criteria, which may include excellence in some areas, and

	<ul style="list-style-type: none"> ii. an ability to undertake independent research. <p>b. This classification nominally requires achievement of an aggregate mark in the range of 75-84.</p>
Honours Second Class Division B (H2B)	<p>a. Awarded where:</p> <ul style="list-style-type: none"> i. there is evidence of achievement of a substantial level of scholarship judged against stated criteria, and ii. the student is assessed as competent within the discipline, while showing some variability in performance. <p>b. This classification nominally requires achievement of an aggregate mark in the range of 65-74.</p>
Honours Third Class (H3)	<p>a. Awarded where:</p> <ul style="list-style-type: none"> i. there is evidence of achievement of a satisfactory level of scholarship judged against stated criteria, and ii. the student has demonstrated the minimum requirements for the award. <p>b. This classification nominally requires achievement of an aggregate mark in the range of 50-64.</p>
Fail (F)	<p>a. Awarded when a student:</p> <ul style="list-style-type: none"> i. is unable to demonstrate a satisfactory level of scholarship judged against stated criteria, and ii. has not met the minimum requirements for the award. <p>b. The student has not achieved an aggregate mark of 50 or more.</p>

4. Notations

4.1. Interim notations

Interim notations do not appear on final transcripts.

Notations (and symbols)	Indicates that:
Incomplete (I)	<ul style="list-style-type: none"> • no final grade has been decided by the due date, and • an extension of time has been allowed for completion of the assessment in accordance with 4.5 below.
Incomplete – Deferred Assessment (IDA)	<ul style="list-style-type: none"> • the student is offered a deferred assessment, facilitated by the relevant College, in accordance with Procedure 4.3 of the Assessment Variation Procedures.
Incomplete – Deferred Examination (IDE)	<ul style="list-style-type: none"> • the student is offered a centrally administered deferred assessment examination, in accordance with Procedure 4.3 of the Assessment Variation Procedures.
Supplementary Assessment (SA)	<ul style="list-style-type: none"> • the student is offered a supplementary assessment, facilitated by the relevant College, in accordance with Procedure 7 of the Assessment Variation Procedures.
Supplementary Examination (SE)	<ul style="list-style-type: none"> • the student is offered a centrally administered supplementary assessment examination, in accordance with Procedure 7 of the Assessment Variation Procedures.
Continuing (CO)	<ul style="list-style-type: none"> • a result is not yet due because: <ul style="list-style-type: none"> - the topic extends beyond the deadline for results, or - the topic is contingent on the result(s) of other topic(s).

4.2. Final notations

Notation (and symbols)	Indicates that:
Withdraw, Not Fail (WN)	<ul style="list-style-type: none"> the student withdrew from the topic without academic penalty¹ prior to the withdraw-not fail date² for that topic. <p>[¹For Commonwealth supported students who from 1 January 2022 are subject to the Low Completion Rate (LCR) requirements of the <i>Higher Education Support Act (HESA) (2003)</i> (see Study Assist – Low completion rate), a WN notation will be included when calculating a student's completion rate. In accordance with HESA requirements, a student who has a LCR may no longer be eligible to receive Commonwealth Government assistance.</p> <p>[²In special circumstances a student may be awarded a WN after the withdraw-not-fail date; refer to Policy on Refund of Student Contribution Amounts and Tuition Fees, and Remission of Higher Education Loan Program (HELP) Debts. Note, for Commonwealth supported students who are subject to the LCR requirements of the HESA, a WN awarded in special circumstances will not be included when calculating a student's completion rate.]</p>
Withdraw, Fail (WF)	<ul style="list-style-type: none"> the student withdrew from the topic after the withdraw-not fail date* for that topic.
Credit Granted for Prior Study (CPS)	<ul style="list-style-type: none"> credit has been granted for that topic on the basis of previously completed studies or work experience

*This date will be the Friday of the ninth week of a single semester topic and will be the Friday of the ninth teaching week in second semester for a full year topic.

4.3. Use of topic grades for individual assessment activities

Topic grades may be used to represent the overall quality of an individual completed assessment activity.

4.4. Recording and amendment of assessment grades

a. The Director, Student Administration Services, in consultation with Colleges, will approve a schedule for the processing of assessment grades, including the deadlines for submission and certification of final topic grades and notations and the publication of results.

b. In the case of standard semester topics, results are to be published no later than:

topics completed at the end of Semester 1, Semester 2, or summer teaching period:	10 University business days from the end of the assessment period
Semester 1 topics completed at the end of the supplementary assessment period:	5 University business days from the end of the supplementary assessment period
Semester 2 topics completed at the end of the supplementary period:	the end of December

c. The assessment of student performance in all topics must be entered in the learning management system as a grade or notation represented by the relevant symbol and, where a mark is given in accordance with [s.3.2](#) above, as a mark.

d. Final grades and notations for topics will not be deemed official until they have been approved for release by the College Dean (Education).

e. After they have been approved for release, final grades and final notations may only be altered with the further approval of the College Dean (Education).

4.5. Use of the Incomplete Assessment (I) notation

a. The incomplete assessment notation (I) may be approved by the College Dean (Education) where:

- i. an extension of time for a student to complete the assessment requirements has been granted by the Topic Coordinator

- ii. a marker has not been able to complete the assessment of a student's work in time for the certification of topic grades
 - iii. the assessment requirements of the topic require that the student be granted further time to achieve competency requirements
 - iv. a student's result submitted by the Topic Coordinator is questioned by the College Dean (Education) and requires clarification before final approval, or
 - v. a student's result is the subject of a formal review, appeal or misconduct process.
- b. When an incomplete assessment notation is assigned, the relevant Topic Coordinator must, where appropriate, specify the work to be completed and the new assessment deadlines.
- c. Incomplete assessment notations must be converted to a final grade or final notation as soon as possible and no later than six months after the completion of the topic to which the notation applies, unless there are exceptional circumstances approved by the College Dean (Education). If a final grade or final notation cannot be resolved, the incomplete notation will be converted to a Fail grade unless:
- i. a particular result is subject to a request for a review in accordance with s.7 of the [Assessment Practice Procedures](#), or
 - ii. a particular result is subject to the outcome of a supplementary assessment arrangement.
- d. If the duration of the extension precludes the conversion of the interim notation within the required time, the Topic Coordinator must seek approval for a variation of the deadline from the College Dean (Education).
- e. The Topic Coordinator is responsible for advising the College Dean (Education) of the appropriate final topic grade by the appropriate date.

4.6. Recording on academic transcript

- a. The student's result for each individual topic enrolment, including repeat attempts, will be recorded on academic transcripts.
- b. Only the final grade symbols set out in [s.3.2](#) and [s.3.4](#) above will appear on academic transcripts.
- c. Percentages which appear on topic assessment sheets will be recorded but will not appear on academic transcripts.

4.7. Administrative notations

- a. Administrative notations may be used for internal purposes only to assist with the tracking of students' assessment progress and/or providing additional information about grade outcomes.
- b. Only the administrative notations approved by the [delegated authority](#) may be used.

5. Calculation of Grade Point Average (GPA)

- a. Values ranging from 0 to 7 are assigned to each grade and GPA is calculated to two decimal places:

High Distinction = 7	Pass = 4
Distinction = 6	Fail = 1.5
Credit = 5	Withdraw Fail = 1.5

- b. The following grades are not counted in the calculation:
 - Non-Graded Pass for Satisfactory Performance (NGP)
 - Withdraw, Not Fail (WN).
- c. The value of the grade achieved for each topic is multiplied by the number of units for that topic. This product is totalled for all topics undertaken and averaged by dividing the total number of units:

$$\text{GPA} = \frac{\text{sum of (value for each grade } \times \text{ topic unit value)}}{\text{total units undertaken}}$$

- d. For the purposes of calculating GPA for study undertaken before 1993 or at other institutions, the conversion table published annually by the South Australian Tertiary Admissions Centre is used.

6. Authorities

Delegate	Authority
Pro Vice-Chancellor (Learning and Teaching Innovation)	Approve administrative notations.

Approval Authority	Academic Senate
Responsible Officer	Pro Vice-Chancellor (Learning and Teaching Innovation)
Approval Date	18 November 2020
Effective Date	1 January 2021
Review Date*	January 2024
Last amended	Deputy Vice-Chancellor (Students), 28 September 2022
CM file number	CF20/741

* Unless otherwise indicated, this procedure will still apply beyond the review date.

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