



Australian Graduate School of Leadership

Policy register

Policy name	Grading		
Version	1.0	Status	Approved by Board of Directors
Communication	To all staff, students and prospective students	Date	21 January 2013

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1. Preamble

The purpose of grading is to indicate the level of a student's performance in a subject. This policy sets out the grades available in various circumstances and the procedures associated with the award, review and amendment of grades.

2. Scope

The Grading policy applies to all students enrolled in subjects.

3. Definitions

Term	Definition
Grade	An indicator of the level of a student's performance in a subject
Mark	A percentage score in the range 0 – 100; the sum out of a maximum possible total mark of 100 of the marks in the individual assessment items in the subject.
Assessment item	See Assessment policy.

4. Principles

The Executive Dean determines, on the recommendation of the subject lecturer, the final results of students in individual subjects by awarding a grade for each subject and, in certain subjects, a mark. The Executive Dean may amend the grade or the mark (or both) awarded to a student in a subject in accordance with the procedure set out below."

There is a range of grades available to indicate the level of a student's performance in a subject.

A grade must be awarded at the end of each teaching period for every subject in which a student is enrolled.

The distribution of the grades awarded to students in a subject is to reflect accurately the differences in performance of the students. There is no expectation that there will be a normal distribution.

Table of available grades

Grade	Mark range	Grade description	P - Passing/ F - Failing	Final/ continuing/ temporary
HD	85 – 100	High Distinction	P	Final
DI	75 – 84	Distinction	P	Final
CR	65 – 74	Credit	P	Final
PS	50 – 64	Pass	P	Final
FL	0 – 49	Fail	F	Final
FW	N/A	Fail withdrawn (no assessments submitted)	F	Final
SY	N/A	Satisfactory	P	Final
US	N/A	Unsatisfactory	F	Final
FA	N/A	Further assessment required	N/A	Temporary
AW	N/A	Withdrawn without failure	N/A	Final
GP	N/A	Grade pending	N/A	Temporary
IP	N/A	In progress	N/A	Continuing
SX	N/A	Supplementary examination	N/A	Temporary
WD	N/A	Withheld for administrative reasons	N/A	Temporary

N/A – not applicable

The grades of SY and US are used for dissertation results. The grade IP is used for subjects that continue over more than one teaching period, such as a dissertation. A Final grade is awarded in the last teaching period.

Temporary grades may be finalised as follows -

Temporary grade	Finalisation method
FA	The student may attempt a further assessment item, either an assignment or a final examination. If their performance in the further assessment item is satisfactory, they may be awarded a Final grade of PS. If their performance is not satisfactory, or they do not attempt the further assessment, they will be awarded a Final grade of FL
GP	The student is to submit the one or more assessment items that remain outstanding. Any Final grade may be awarded.
SX	The student may attempt a supplementary examination. If their performance in the supplementary examination is satisfactory, they may be awarded a Final grade of PS. If their performance is not satisfactory, or they do not attempt the supplementary examination, they will be awarded a Final grade of FL
TA	The subject is yet to be assessed and a final grade to be awarded. Any Final grade may be awarded.
WD	Resolution of the administrative matter causing the result to be withheld, such as fees due. Any Final grade may be awarded.

A student who has been permitted to defer sitting for an examination may be awarded any of the grades available for the original examination.

If a temporary grade is not converted to a substantive grade within 12 months following the end of the session in which the temporary grade was awarded, the grade is converted to a FL grade where assessment items have been submitted or a FW grade where no assessment items have been submitted for that subject. The Executive Dean or Registrar may grant an extension to the 12 month time limit on finalising temporary grades should circumstances warrant.

5. Procedures

Determination of grades and marks

The Executive Dean determines grades and marks based on the recommendations of subject lecturer or supervisors.

Notification of Grades

The only official grades are those transmitted to students with the authority of the Registrar. Students will have access to the final grades for a subject as soon as possible after the end of the examination period or after a change of grade has been

implemented. Grades will either be made available online, sent by email or mailed by regular post.

Review of Grades for Specific Assessment Tasks

Where possible, a student seeking a review of a grade awarded for an assessment task should discuss the situation with their subject lecturer in the first instance. Where the subject lecturer is unavailable, or following a discussion with the subject lecturer, a student may request that the Executive Dean conduct a review of the grade awarded for an assessment task.

Requests for review of an assessment item grade must be made in writing to the Executive Dean within 7 days of the grade being issued, stating the grounds on which the review is sought. The Executive Dean shall decide whether a re-mark of the assessment item is warranted, giving consideration to the information presented. A re-mark of an assessment item may result in the awarding of a lower grade. The outcome of the request for the review of grade will be notified to the student in writing, normally within 7 days.

Review of Final Grades

A student may request that the final grade determined by the Executive Dean in respect of their performance in a subject be reviewed. In this section, 'grade' includes 'mark'.

The request may only be made on one or more of the following grounds –

- that no subject outline was available or that the subject outline made available lacked the detail of the assessment of the subject
- that the assessment of the subject concerned was not in accordance with the subject outline
- that the assessment was unfairly or unreasonably applied to the student
- that the subject lecturer or supervisor did not take sufficient account of the special circumstances of the student advised to the co-ordinator during the teaching period concerned
- that there was a calculation error in the computation of the mark and grade.

A request for the review of a grade must be made in writing setting out the grounds for the request and sent to the Registrar. If the request is for the review of a passing

grade, it must be accompanied by the fee payable; the fee will be refunded if the review results in the award of a higher grade.

The request must arrive with the Registrar not later than 14 days after notification of the grade to the student.

Amendment of grades

The Academic Board, on the recommendation of the subject lecturer or supervisor concerned, may amend a grade awarded to a student, either –

- arising from the student's request for a review of the grade, or
- on the initiative of the subject lecturer or supervisor or the Executive Dean.

The Executive Dean, on the recommendation of the subject lecturer or supervisor concerned, may amend a grade awarded to a student, either arising from the student's request for a review of the grade, or on the initiative of the subject lecturer or supervisor. In such cases, the Executive Dean is to report the circumstances of the review of the grade and the amendment of the grade, and the reason why the amendment was not referred to the Academic Board for decision, to the Academic Board at its next meeting.

Transcripts

A transcript will be issued to students free of charge when they withdraw, graduate or are excluded from a course. Official transcripts may be purchased at any other time by contacting the Registrar.

Withholding Grades

The official academic transcript provided to a student at the end of a session may be withheld in the case of students who are indebted to AGSL for any fee or charge and may be withheld until the debt has been paid or satisfactory payment arrangements agreed with the student. If a debt remains unpaid after written requests for payment have been sent to the student, the Registrar may notify the student that, unless the debt is paid by a specified date, re-enrolment will be refused or graduation will be withheld.

Escalation

If a student feels that they have been treated unfairly by AGSL, they may request that the NSW Ombudsman becomes involved. Please see <http://www.ombo.nsw.gov.au> for further information regarding this option.

AGSL will abide by recommendations made by the Ombudsman.

6. Responsibilities

The following committees are responsible for the application of the policy -

- Academic Board
- Registrar
- Executive Dean