

**Grading Scales and Administrative Codes**

This document is an appendix to the Course Management and Assessment Manual.

**1. Grading Scale – Coursework (Except for Bachelor Honours)**

<b>Range of Marks</b>	<b>Grade</b>	<b>Attributes of Grading Scale</b>
85-100	High Distinction (HD)	Outstanding standard indicating comprehensive knowledge and understanding of the relevant materials; demonstration of an outstanding level of academic achievement; mastery of skills*; and achievement of all learning outcomes.
75-84	Distinction (D)	Excellent standard indicating a very high level of knowledge and understanding of the relevant materials; demonstration of a very high level of academic ability; sound development of skills*; and achievement of all learning outcomes.
65-74	Credit (C)	Good standard indicating a high level of knowledge and understanding of the relevant materials; demonstration of a high level of academic achievement; reasonable development of skills*; and achievement of all learning outcomes.
50-64	Pass (P)	Satisfactory standard indicating an adequate knowledge and understanding of the relevant materials; demonstration of an adequate level of academic achievement; satisfactory development of skills*; and achievement of all learning outcomes.
0-49	Fail (F)	Failure to satisfactorily achieve learning outcomes. If all compulsory course components are not completed the mark will be zero. A fail grade may also be awarded following disciplinary action.
	Ungraded Pass (UP)	A grade awarded in a course for which only a pass or fail is available. No marks are provided.

\* Skills are those identified for the purposes of assessment item(s).

**2. Grading Scale – End-on Honours**

<b>Overall Mark</b>	<b>Honours Class Awarded</b>
85% or above	Honours Class I
75% to 84%	Honours Class II Division 1
65% to 74%	Honours Class II Division 2
50% to 64%	Honours Class III
0% to 49%	Fail

For end-on Bachelor Honours degrees, the class of Honours degree to be awarded each student will be determined by combining the percent results awarded for each Honours course including the

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final honours research component (total 80 units), taking account of the unit weighting of each course/component.

**3. Grading Scale – Embedded Honours**

<b>WAM</b>	<b>Honours Class Awarded</b>
77 – 100	Class I
72 – 76	Class II Division 1
67 – 71	Class II Division 2
< 67	Ungraded

**4. Attributes of Classes of Bachelor Honours**

Honours class I	Outstanding standard in research and reporting indicating comprehensive knowledge and understanding of the relevant field of study; demonstration of an outstanding level of academic ability; mastery of skills*; and achievement of all assessment objectives. In addition, if embedded Honours, an outstanding performance throughout the program.
Honours Class II Division 1	Excellent standard in research and reporting indicating a very high level of knowledge and understanding of the relevant field of study; demonstration of a very high level of academic ability; sound development of skills*; and achievement of all assessment objectives. In addition, if embedded Honours, an excellent or outstanding performance throughout the program.
Honours Class II Division 2	Very good standard in research and reporting indicating a high level of knowledge and understanding of the relevant field of study; demonstration of a high level of academic ability; reasonable development of skills*; and achievement of all assessment objectives. In addition, if embedded Honours, a very good to excellent performance throughout the program.
Honours Class III Available only to students in End-On Honours.	Satisfactory standard in research and reporting indicating an adequate knowledge and understanding of the relevant materials; demonstration of an adequate level of academic ability; satisfactory development of skills*; and achievement of most assessment objectives.

\* Skills are those identified as required to meet the AQF level 8 program learning outcomes.

## 5. Administrative Codes

Code	Short description	Long description
I	Incomplete	<p>Used where:                      - a student has not completed all aspects of the course and the result in the course is yet to be finalised.</p> <p>Unless resolved, Incomplete (I) results will become Fail (F) grades 90 calendar days after the fully graded date of a term for which the result was entered.</p>
IP	Incomplete Placement	<p>Used where a placement or practicum does not align with the term dates and is continuing at the fully graded date.</p> <p>Unless resolved, Incomplete Placement (IP) results will become Fail (F) grades 180 days after the fully graded date of a term for which the result was entered.</p>
<p>For courses which have been identified as practicum/placement courses, Incomplete (I) results will become Fail (F) grades 365 calendar days after the fully graded date of a term for which the result was entered.</p>		
S	Special Consideration	<p>Used where:                      - a student has been granted special consideration under the <a href="#">Adverse Circumstances Affecting Assessment Items Policy</a>.</p> <p>Unless resolved, Special Consideration (S) results will become Fail (F) grades 90 calendar days after the fully graded date of the term for which the result has been entered.</p>
NA	Not Applicable	Used only for some components of Research Higher Degrees and multi-term sequence courses.
W	Withdrawn	<p>Used where:                      - a student withdraws from a course after census date; or                      - a student is permitted to withdraw by the College Pro Vice-Chancellor and/or the Academic Senate in accordance with the relevant University policy or procedure; or                      - a student is permitted by the Head of School to withdraw due to an administrative error.</p>
WS	Withdrawn Special Circumstances	Used where a student withdraws after the census date and satisfies the special circumstances provisions determined by the Department of Education.
EX	Credit Awarded	Indicates that credit has been approved and added to the student's record in accordance with the University policy.
CF	Component Fail	Used when student has failed one or more compulsory components of a course. Note: the CF grade will appear on internal transcripts only. An FF grade will appear on external/official transcripts.