

# Award of Grades Policy

## Table of Contents

|     |   |   |
|-----|---|---|
| 1.  | Purpose.....                                    | 2 |
| 2.  | Scope .....                                     | 2 |
| 3.  | Grading Scheme.....                             | 2 |
| 3.1 | Final Grades .....                              | 2 |
| 3.2 | Interim Grades.....                             | 3 |
| 3.3 | Administrative Grades .....                     | 3 |
| 4.  | Grade Approval, Publication and Amendment ..... | 3 |
| 5.  | Appeals .....                                   | 4 |
| 6.  | Grade Point Average (GPA).....                  | 4 |
| 7.  | Related Documents .....                         | 5 |
| 8.  | Related Legislation.....                        | 5 |
| 9.  | Version Control.....                            | 5 |

## 1. Purpose

This Policy describes the award of grades for units of study at the Higher Education Leadership Institute (HELI), including Final, Interim, and Administrative grades, the grading nomenclature used at HELI, and the calculation and application of Grade Point Average (GPA).

This policy aims to ensure consistency, fairness, and transparency in the grading process across all units and courses.

## 2. Scope

This policy applies to all units of study offered by HELI. All academic staff, registrar staff, and the Board of Examiners shall follow this Policy in assessing and assigning grades.

## 3. Grading Scheme

All units in which students are enrolled at the census date require a result. HELI applies final, interim and administrative grades to units as described below.

### 3.1 Final Grades

| Notation | Grade                                 | Mark Range | Description  |
|----------|---------------------------------------|------------|--|
| HD       | High Distinction                      | 85 to 100  | Outstanding achievement towards all assessment criteria in the unit of study.  |
| D        | Distinction                           | 75 to 84   | Superior achievement towards assessment criteria in the unit of study.   |
| C        | Credit                                | 65 to 74   | Good achievement towards assessment criteria in the unit of study.   |
| P        | Pass                                  | 50 to 64   | Satisfactory achievement towards assessment criteria in the unit of study.   |
| PS       | Pass –<br>Supplementary<br>Assessment | 50         | Passing grade achieved after successful completion of an approved supplementary assessment, as recommended by the Board of Examiners.  |
| F        | Fail                                  | 0 to 49    | Unsatisfactory achievement of essential assessment criteria in the unit of study. Students with a final mark of 45-49 may be eligible for supplementary assessment, subject to approval by the Board of Examiners. |
| FI       | Fail Incomplete                       | 0 - 100    | Student has not completed all requirements necessary to pass a unit as identified in the Unit Study Guide.   |
| AF       | Absent Fail                           | 0          | No assessments completed and no formal withdrawal from the unit.   |
| NGP      | Non-graded<br>pass                    | N/A        | Indicates successful completion of a unit assessed on a pass/fail basis, without numerical grading. NGP grades are not included when calculating GPA.  |

### 3.2 Interim Grades

An interim grade will be recorded when a student's final grade and mark in a unit cannot be finalised at the time of the Board of Examiners meeting for the relevant semester.

All Result Pending grades will be finalised within three months following the Board of Examiners meeting for the relevant teaching semester.

| Notation | Grade          | Description  |
|----------|----------------|--|
| RP       | Result Pending | Interim grade used when final marks are not yet finalised for reasons such as granted extensions, marking delays, ongoing academic integrity investigations, or pending supplementary assessments. |

### 3.3 Administrative Grades

Administrative grades are final grades but are awarded as a result of an administrative process rather than an assessment and are not accompanied by any mark.

| Notation | Grade                                     | Description  |
|----------|---|--|
| CRPL     | Conditional Recognition of Prior Learning | Provisional RPL granted, subject to fulfilment of specific additional requirements set by the institution.                                     |
| RPL      | Recognition of Prior Learning             | Credit granted based on formal learning through credit transfer or other recognised prior learning mechanisms.                                 |
| WNP      | Withdrawn No Penalty                      | Student withdrew after the census date due to compassionate, compelling, or special circumstances. No academic or financial penalties applied. |
| WF       | Withdrawn Fail                            | Student formally withdrew after the census date. Academic penalty applies, and the student remains liable for unit fees.                       |

## 4. Grade Approval, Publication and Amendment

All grades are reviewed and approved by the Board of Examiners.

Final grades will be published within 3 weeks of the end of the study period. Students can access their results through the official Student Management System.

A final grade may only be amended if:

- There has been an administrative or computational error.
- There has been a successful appeal in accordance with the *Assessment and Moderation Procedures and Grievance and Appeals Policy and Procedure*.

Any grade change must be approved by the Dean (Academic) or delegate.

## 5. Appeals

Students have the right to appeal their grade if they believe an error has been made or proper procedures have not been followed. Appeals must be lodged in writing within 10 working days of the release of results. The appeals process will be conducted fairly and without prejudice. For detailed appeal procedures, refer to the *Assessment and Moderation Procedures* and *Grievance and Appeals Policy and Procedure*.

## 6. Grade Point Average (GPA)

The Grade Point Average (GPA) is the average of points assigned to grades achieved throughout a degree. The GPA is an important measure used across the higher education sector and can assist students applying for further coursework studies, a higher degree, scholarships, admission to other higher education providers, and entry into the employment market.

The HELI GPA is calculated on a 7-point grading scale where 7 is the highest and 0 is the lowest achievement. All types of 'Fail' grades (i.e., F, FI, AF, and WF) are included in the calculation. A Grade Point Average (GPA) is available to students who have completed one or more units whose grade contributes to the calculation of a GPA consistent with the table below.

- The GPA will be calculated on all relevant units undertaken as part of a course of study at HELI and are recorded as contributing to the award and are specific to the award.
- The GPA of all students is updated every term with the release of results for that term.
- If a student attempts a unit more than once, all the attempts contribute to the GPA calculation.
- The formula to calculate the GPA multiplies the scale value for the grade awarded by the unit's credit points. Therefore, there will be no other consideration or weight given for the year of the course or the level of the course.
- GPA is reported on a cumulative basis on the statements of results.
- Credits awarded through Recognition of Prior Learning (RPL) are not included in GPA calculations.
- Withdrawn No Penalty grades (WNP) are not included in GPA calculations.
- The grade points are as follows:

| Notation | Grade                           | Grade Point |
|----------|---------------------------------|-------------|
| HD       | High Distinction                | 7           |
| D        | Distinction                     | 6           |
| C        | Credit                          | 5           |
| P        | Pass                            | 4           |
| PS       | Pass – Supplementary Assessment | 3           |
| F        | Fail                            | 0           |
| FI       | Fail Incomplete                 | 0           |
| AF       | Absent Fail                     | 0           |
| WF       | Withdrawn Fail                  | 0           |

GPA is calculated as:

$$\text{GPA} = \frac{\sum (\text{Scale value} \times \text{unit credit points})}{\sum \text{unit credit points}}$$

The GPA will be rounded to three decimal places.

## 7. Related Documents

- Governance Charter
- Assessment and Moderation Policy
- Assessment and Moderation Procedures
- Credit for Prior Learning Policy
- Student Academic Grievances and Appeals Policy and Procedure

## 8. Related Legislation

- TEQSA Higher Education Standards Framework (Threshold Standards) 2021
- Education Services for Overseas Students (ESOS) Act 2000
- Australian Qualifications Framework (AQF).
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
- Higher Education Support Act 2003 (Cth)
- Privacy Act 1988 (Cth)

## 9. Version Control

|                       |                        |
|-----------------------|------------------------|
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| 1.0     | Document established and harmonised across ECA HE | Academic Board: 27 September 2024            | 27 September 2026 |
| 1.1     | 'Advanced Standing' grade removed.                | Chair of the Academic Board: 13 January 2025 | 13 January 2027   |