Assessment for Learning - Management of Results and Grade Sets Procedure (HE)

Section 1 - Summary

(1) This Procedure provides the accepted grade set in use at Victoria University (VU) for all Higher Education (HE) coursework units, including HE Non-Award units where performance is being assessed by the University.

(2) This Procedure describes the process to be used in entering and managing student results and defines responsibilities within this process.

(3) This Procedure explains the use of Grade Point Average and Weighted Average marks at VU.

Section 2 - Scope

(4) This Procedure applies to courses offered within all HE coursework courses, including HE Non-Award courses.

(5) It does not apply to:

a. the research component of higher degree by research courses;
b. Vocational Education and Training courses; or
c. VET-based non-award courses.

Section 3 - Policy/Regulation

(6) See Assessment for Learning Policy.

Section 4 - Procedures

Part A - Roles and Responsibilities

Roles	Responsibilities
Colleges	Ensure student work is treated with confidentiality, including results and feedback on assessment. Ensure results are recorded in a systematic, timely and accurate manner. Ensure results of individual assessment tasks are communicated to students in a timely manner. Ensure final results are entered before the deadline.

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Roles	Responsibilities
Student Services and Administration	Set and communicate the deadlines for the submission of final unit results. Publish final results to students.
College Assessment and Student Progress Board	For offshore teaching, ensure moderation of student results occurs and confirm final results for entry into system.
Executive Dean, or nominee(s)	For onshore teaching, ensure moderation of student results occurs and confirm final results for entry into system.

Part B - Overview

(7) Recording of results

a. Colleges will ensure the confidentiality of any student work submitted for assessment as well as the results and feedback arising from that assessment.
b. Colleges will ensure that results of assessment are recorded in a systematic, timely and accurate manner.

(8) Communication of results

a. Colleges will ensure that they communicate results of individual assessment pieces to students in a timely manner.
b. Student Administration will ensure that processes and deadlines for college submission of final unit results, allowing time for moderation and verification by College Assessment and Student Progress Boards (ASPBs) for offshore teaching, or by the Executive Dean (or nominee) for onshore teaching, are communicated to Colleges in a timely manner.
c. College staff will ensure that final unit results are recorded in the appropriate system within the timelines provided.
d. Student Administration will publish final unit results to students via the Student Portal on dates advertised in advance each year.
e. Official results will not be released until after a formal moderation process undertaken by the College.

(9) Grading expectations

a. Assessment should be based on specified explicit criteria (criterion-referenced assessment). The use of graded or non-graded assessment will normally be determined at the time of course development or review. At that time a rationale for the choice will be provided.
b. Non-graded assessment (pass/fail or competency-based assessment) of a unit may be appropriate if it is
    i. not possible to define appropriate criteria to distinguish between levels of satisfactory performance; or
    ii. not practicable or meaningful to distinguish between levels of satisfactory performance; or
    iii. based on a competency model of assessment.
c. Where a combination of competency-based assessment and graded assessment is used, grades of pass and above may only be used when the required competency has been achieved.

Part C - Victoria University Grading Scheme

(10) Grades for units using graded assessment in undergraduate or postgraduate coursework programs are as follows:

Notation	Grade definition	Percentage range
HD	High Distinction	80%-100%

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Notation	Grade definition	Percentage range
D	Distinction	70%-79%
C	Credit	60%-69%
P	Pass	50%-59%
N	Fail	0%-49%

(11) Results for units using Pass / Fail assessment:

Notation	Grade Definition
S	Ungraded Pass
U	Ungraded Fail

(12) Grades for Honours Years, Honours Degrees and Degrees with Honours

Notation	Grade Definition	Percentage Range
H1	First Class Honours	80% - 100%
H2A	Second Class Honours, Upper	70% - 79%
H2B	Second Class Honours, Lower	60% - 69%
H3	Third Class Honours	50% - 59%
N	Fail	0% - 49%
S	Ungraded Pass	

(13) Additional Notations:

Notation	Definition	Notation
L	Not Yet Assessed — Special Cause (an L grade must be converted to a final result within one semester and prior to the commencement of the following academic year, otherwise assessment automatically lapses to a fail)	L
E	Supplementary assessment to be completed (an E grade must be converted to a final result within one semester and prior to the commencement of the following academic year, otherwise assessment automatically lapses to a fail)	E
PC	Conceded Pass	PC
PL	Not Yet Assessed – Placement (a PL grade must be converted to a final result within one semester and prior to the commencement of the following academic year, otherwise assessment automatically lapses to a fail)	PL
PRAC	Pending Practical Placement	PRAC
RO	Result Outstanding	RO
SE	Unit Exemption / Credit Transfer	SE
SPE	Special Examination	SPE
UM	Fail - unsatisfactory completion of a mandatory component of assessment	UM
WD	Withdrew — without academic penalty	WD
WN	Withdrew - failed	WN
X	Continuing Unit	X

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Part D - Victoria University Grade Point Average

(14) VU calculates a GPA for each HE course using a 7-point scale. The GPA is provided to students on their academic transcript if they choose to have it displayed.

(15) GPA may be used for a variety of selection purposes – such as course entry, scholarships, prizes and medals – in accordance with the relevant published selection criteria.

Section 5 - TEQSA/ASQA/ESOS Alignment

(16) HESF: Standard 1.4 Learning Outcomes and Assessment; 3 Teaching Design; 5.2 Academic and Research Integrity; 5.3 Monitoring, Review and Improvement; 7.2 Information for Prospective and Current Students.

Section 6 - Definitions

(17) Assessment: VU defines assessment as the methods and procedures by which a student's academic progress and standard, at a given time, are measured. Within this single definition, the University recognises three broad types of assessment:

a. diagnostic — assessment that identifies the level of competency/performance/ knowledge before commencing learning in a course/ program/ learning experience but does not contribute to the student's final grade;
b. formative — assessment that provides feedback to the student during the learning experience;
c. summative — assessment that is focused on the outcomes of the learning experience.

(18) Assessment and Student Progress Boards: ASPB can refer to:

a. A committee established by the Executive Dean responsible for the following tasks relating to offshore teaching:
    i. Reviewing and finalising student results;
    ii. Reviewing the overall progress of students;
    iii. Determining eligibility and offers of conceded passes and supplementary assessment;
    iv. Documenting all decisions and actions on the student file.
b. Where such a committee does not exist, the functions of the ASPB can be discharged by a nominee or nominees of the relevant Executive Dean.

(19) Course: The overall program of study in which the student is enrolled - referred to by the name of the expected terminal qualification arising from it (e.g. Bachelor of Business course, Graduate Diploma of Marketing course).

(20) Grade Point Average (GPA): a numerical calculation, weighted by credit points, of the mean of the grades received throughout a course. The GPA provides an overall view of student performance in a HE course and is an internationally recognised measure of a student’s performance.

(21) Moderation: A process of independent checking or verification of assessment decisions, including results, by an appropriately qualified person.

(22) Unit: An individual subject within a course.

(23) Validation: Validation is a process used to check that assessment tasks are aligned with and reflect unit learning outcomes, that content and standards are set at an appropriate level, and that the format, approach and criteria for

assessment are of an appropriate quality.

Status and Details

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