

TEACHING & LEARNING OPERATIONAL GUIDE No 5

Topic: ASSESSMENT GRADES

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Attention: All staff involved in the assessment process

It is important that assessment grades are used in a consistent fashion across all Schools in the Faculty.

At a meeting early in January 2004, the Academic Senate accepted guidelines for the use of the Terminating Pass with Permission to Enter a Supplementary (TS) and Failure with Permission to Enter a Supplementary (NS) grades. The guidelines are based on what has been the practice in this Faculty for many years.

The action of the Academic Senate in relation to TS and NS grades provides an opportunity to codify all grades to be used in the unit and Honours assessment process. Schools will make a substantive recommendation for the award of a supplementary grade (TS or NS) on a unit by unit basis for a student. They should not take into account the student's overall performance. The Faculty Assessors' Committee will determine if the recommended supplementary passes are to be confirmed; the current practice is that a student will usually have to gain clear passes in 50% of the units being assessed to retain the recommended supplementary passes.

Close attention should be given to students with a final mark just below a grade boundary. There will always some students who just miss out on a higher grade; a review at the unit-level moderation stage should confirm, or otherwise, the final mark and grade for these students.

Code	Description	Explanation
HD	Higher Distinction	Pass with High Distinction (80-100%)
DN	Distinction	Pass with Distinction (70-79%)
CR	Credit	Pass with Credit (60-69%)
PP	Pass	Pass grade (50-59%)
UP	Ungraded Pass	Pass awarded in units where the student can only pass or fail.
TS	Terminating Pass, supplementary exam granted	The mark range for a TS is 45-49% and the student has satisfied the assessors in the coursework requirements but not the examination component.

TP	Terminating pass	The mark range for a TP is 45-49%, and the student has not satisfied the assessors in the coursework requirements.
NS	Failure, supplementary exam granted	An NS will only be awarded where exceptional circumstances are demonstrated, and where the mark is less than 45%.
NN	Failure	Failure (0-45%)
AN	Absent deemed failed	Student did not attend examination or complete major assessment, or withdrew after the commencement of the relevant examination period.
FP	Faculty Pass	Pass granted at Faculty discretion, in exceptional circumstances, and beyond the circumstances in which supplementary or deferred examination might be considered.
WT	Withheld	Result withheld - has not been submitted by School. To be finalised by following Deferred/Supplementary examination period.
NE	Not eligible	Not eligible to sit examination in unit due to non-completion of internal assessment – a failure result. Advice is sent to students 2 weeks prior to the start of the exam period.
ND	Non-degree	Used when a student does not study a unit to count towards a degree, but for interest only.
NC	Unit not completed	Used for result in first semester of enrolment when student is enrolled in same subject over two semesters or calendar years. Should not be used when there is no further enrolment in the same unit; i.e. not <i>in lieu</i> of WT.
DO	Deferred ordinary	Student granted permission by Examinations Office to defer an examination due to personal circumstances. Used only for ordinary, not supplementary, examinations.
Supplementary Grades		
SP	Pass	Pass after supplementary examination (no higher grade of pass is awarded from supplementary examinations)
ST	Terminating Pass	Terminating Pass granted after supplementary examination; unit cannot be used as a pre-requisite
SF	Faculty Pass	Pass granted by Faculty following supplementary examination and taking exceptional circumstances into consideration
SC	Not complete	Unit not complete following supplementary assessment
SA	Absent deemed failed	Absent from a supplementary examination (used when original grade is NS)
SN	Failure	Failure after supplementary examination (used when original grade is NS)
TA	Absent deemed failed	Absent from a supplementary examination (used when original grade is TS)
TN	Failure	Failure after supplementary examination (used when original grade is TS)

Honours Grades		
HF	Honours – first class	Highest pass grade in Honours with mark 80 -100%
HU	Honours – second class upper division	Honours pass grade with mark 70-79%
HL	Honours – second class lower division	Honours pass grade with mark 60-69%
HT	Honours - third class	Honours pass grade with mark 50-59%
HN	Honours – failure	Honours fail grade with mark 0-49%

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