

PF Grade –Process for Application

Under clause 35 of the Assessment Policy (*Table of Grades – Part B, Ungraded assessments/unit*), the Practicum Fail (PF) grade is to be applied where a student has failed to satisfy standards for practicum assessment and will not progress further in the unit and course if the unit is compulsory.

The consequences of a PF grade for a student are significant as they will not be allowed to re-enrol in the unit or its equivalent and therefore may be unable to meet the requirements of the course. The grade is therefore used on rare occasions – examples are provided in the Associated Information to the Assessment Policy (*Guidance on Application of Grades*).

While the number of PF grades are few, it is necessary to ensure that there is clarity and appropriate documentation to support its application. The application of a PF grade should not be taken lightly and should be supported through the follow-up and counselling of a student during enrolment in the unit and following the application of the grade.

Special approval is required to award the PF grade and the below process and record keeping requirements applies:

1. The School must prepare a document that presents the rationale, summary and documentary evidence for the application of the PF grade.
2. The Dean must approve the document, along with the request for the application of the PF grade.
3. The SAC must formally approve the PF grade.
4. The School should forward the Dean's approval and supporting document to the Assessment & Graduation Manager.
5. The Assessment & Graduation Unit will then apply the PF grade.
6. The Assessment & Graduation Unit will place the Dean's approval, supporting document and evidence on the student's TRIM file – the supporting document and evidence will be filed with restricted access due to the potentially sensitive nature of the information that may appear in the documentation.
7. The SAC Chair should forward a copy of the approval, supporting document and evidence to the relevant academic program or unit head
8. The relevant academic program or unit head then meets with the student to discuss the implications of a PF grade and counsel the student regarding options (e.g. early exit award, transfer of course etc.).

Application of PF Grade – Process

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The flow chart below details the steps and record keeping requirements that apply.

