

Assessment Policy – Criteria and Standards-based Assessment

Guidance on Application of Grades

(CF, FNS, PF, I, N and R grades, and on attendance requirements)

Grade		Guidance
CF	<p>Compulsory Fail</p> <p>Student has failed a threshold requirement of the unit, but has achieved a total mark of 50 or more for the unit.</p>	<p>This grade indicates where a student has achieved a total unit mark above 50% but has failed an assessment item identified in the approved Unit Template and Learning Guide as a mandatory hurdle or threshold requirement and will need to re-enrol in the unit to pass.</p> <p>Apply this grade where attendance is identified as a mandatory threshold and the student fails to meet the requirements.</p> <p>Examples of application:</p> <p>Student achieves a mark of 65 in theoretical work but fails skills assessments such as laboratory sessions.</p> <p>Student fails a clinical placement that is a threshold requirement but achieves a mark above 50 in the unit.</p> <p>Student achieves 50% or more in assessments but does not achieve the required threshold pass mark for an examination, which may be above 50%, as provided in the Learning Guide.</p> <p>Student does not meet attendance requirements identified as mandatory.</p> <p>If a student achieves less than 50 marks for the unit they will receive an F grade.</p>
FNS	<p>Fail Non Submission</p> <p>Student has not officially withdrawn from the unit and has not completed one or more of the mandatory assessment requirements for the unit, as specified in the Learning Guide.</p>	<p>This grade has replaced the previous AF (Absent Fail) grade with the aim of achieving greater consistency within and across schools in its use.</p> <p>Clause 9 of the policy provides that unless otherwise specified (in the Unit Proposal Form, Unit Outline and the Learning Guide) all assessment tasks are considered mandatory. An implementation period is being allowed to enable schools to review units and clarify the requirements. The new grade will apply from Autumn/1H and Quarter 1 2016.</p> <p>Examples of application:</p>

		<p>Student remained enrolled in the unit but did not submit any assessment tasks or attend exams.</p> <p>Student did not submit one or more of the mandatory assessment tasks as listed in the approved Unit Template and Learning Guide.</p> <p>Student did not sit the mandatory final exam.</p> <p>Student did not submit the required number of (perhaps low value) formative assessment items as identified in the approved Unit Template and Learning Guide.</p> <p>Note: This grade may be awarded irrespective of whether the student achieves 50 or greater overall in the unit, for example a student may achieve a grade of FNS with a mark of 35 or 55.</p>
<p>PF</p>	<p>Practicum Fail</p> <p>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 student will not be allowed to re-enrol in the unit or its equivalent and therefore will be unable to meet the requirements of the course.</p> <p>A PF grade must be approved by the Dean and submitted with supporting documentation.</p>	<p>Definition of practicum assessment:</p> <p>The term ‘Practicum’ covers clinical, practical, and professional placement units. Usually the placement itself comprises a compulsory core Unit of study for the course. It may however be a discrete part or assessment component of a unit.</p> <p>This grade is rarely used and is only appropriate in circumstances when it is clear to the academic staff supervisor (the assessor) that the student has not developed the required professional or interpersonal attributes to be successful in the professional environment in which they are working.</p> <p>Before reaching this stage, the student should have been given feedback from an assessor that their performance does not meet the required standards, and the opportunity to improve and reach the required standard. Usually it is only after several attempts at the practicum or placement that this grade would be applied, and the student counselled that they should withdraw from the course.</p> <p>PF Grade – Process for Application</p> <p>Examples of application:</p> <p>Student has failed repeatedly to satisfactorily complete practicum requirements regardless of the final grade for the unit.</p> <p>Student has engaged in unprofessional, unsafe, unethical, or illegal conduct which damages or potentially damages the reputation of the University.</p>

		<p>Student performs at the borderline or at an unsatisfactory level and has a history of withdrawal after census date for this unit.</p> <p>Note: Special approval is needed to award this grade which may lead to exclusion and schools should follow the prescribed process and record keeping requirements.</p> <p><i>Inappropriate application</i></p> <p>When a student fails a professional or clinical placement in their first semester or first year.</p> <p>When a student has not previously been counselled about their poor performance and given the opportunity to reach the required standard.</p>
I	<p>Incomplete</p> <p>Assessment tasks incomplete due to approved evidence of illness or misadventure, as defined in the <i>Special Consideration Policy</i>.</p>	<p>Clause 38 provides that this temporary grade may be given if assessment items are incomplete because of a student's illness or misadventure, as defined in the <i>Special Consideration Policy</i>.</p> <p>The I grade should only be used where it is not possible to finalise an individual student's result at the time of submission of results due to outstanding assessments or placements, and a special consideration application has been approved by the School.</p> <p>The I grade should also be used where the result has not been finalised due to a Request for Extension request.</p>
N	<p>Result Pending</p> <p>Grade still to be finalised.</p>	<p>Clause 39 provides that this temporary grade may be given if the academic staff member has not finalised the result, for whatever reason.</p> <p>The N grade should only be used where it is not possible to finalise an individual student's result at the time of submission of results due to delays caused by the University and not the student.</p> <p>N grade should be used where it is not possible to finalise an individual student's result at the time of submission of results and a special consideration application has NOT been submitted.</p> <p><i>Examples of application:</i></p> <p>When there is a delay in the finalisation of a result by an academic staff member. This may be due to an academic staff member illness, or the approval for assessment tasks to be submitted late providing insufficient time for marking prior to the submission of results.</p>

		<p>When professional placement reports are not available by the time of submission of results. This may be due to approval for a placement close to the submission of results providing insufficient time for grading.</p> <p>Where an allegation of student academic misconduct/inappropriate behaviour is being investigated.</p>
<p>R (Re-assessable Fail) grade</p>		
<p>Re-assessable fail has the provision for a further assignment or other work, and must be converted to Pass or Fail.</p>	<p>The R grade is a temporary grade to be used when the Unit Coordinator considers that the student should receive an additional opportunity to demonstrate they have met the learning outcomes being assessed.</p> <p>The additional opportunity is usually called a supplementary assessment.</p> <p>Provisions in the policy covering use of the R grade:</p> <p>Clause 40 provides that the R grade (Re-assessable fail) may be approved by the Deputy Dean or nominee* in the following circumstances.</p> <ol style="list-style-type: none"> a. When a special consideration application has been approved by a school for a student who suffers illness or misadventure. b. In adverse circumstances that the DAP considers should be taken into account. Note the following: <ul style="list-style-type: none"> • This should be a rarely used provision for when a student has missed an assessment task, or performed poorly in an assessment task, and for some reason has not submitted a special consideration application. If the DAP considers that there are extenuating or mitigating circumstances and that the student’s overall performance in other assessments and units warrants them being given another assessment opportunity, they may recommend this grade. • The DAP will make a recommendation to the Deputy Dean to apply this grade. This is to facilitate consistency of decision making across schools and across programs within schools. c. In the final unit of a student’s course when there are mitigating circumstances. Criteria are set out in clauses 44 to 49 of the policy. Note the following: <ul style="list-style-type: none"> • the Dean or nominee* decides whether to grant a supplementary assessment; • if the supplementary is completed successfully the final grade will be Pass with a mark of 50%; • only one attempt at a supplementary task is permitted; 	

- in the final unit, the supplementary assessment will take the form, as closely as possible, of the assessment that was failed. Where the marks for the supplementary assessment is lower, the original mark will stand;
- the grade for the supplementary assessment must be finalised in accordance with the timeline developed annually by the Academic Registrar's Office for the processing of grades of potential graduands and for the student to be eligible to graduate with the same cohort.

Where indicated with an asterisk () the Deputy Dean and the Dean may only nominate one person in the school to approve on their behalf a supplementary assessment. This is to ensure consistency across programs and schools.

Further guidance

Other than in the final unit of a program the R grade is normally only used where a special assessment task has been approved under the provisions of the *Special Consideration Policy* or *Assessment Policy*. However the Deputy Dean has been given discretion to consider all of the student's circumstances.

Any supplementary assessment that a student undertakes pursuant to an R grade (including where they have failed the final unit which would enable them to graduate) must cover all the unit learning outcomes or at least those that the student has not otherwise satisfied by other assessment in the unit.

Supplementary assessment in the final unit

If the supplementary assessment item is a Final Examination which is a threshold item, the student will pass the unit if they pass the exam.

If there is no exam threshold, the marks should be added to the marks of other assessment items to determine whether the student has passed the unit.

The policy clause provides that if the outcome of a supplementary assessment item is more than a passing mark the student will not get the benefit of that.

Complex scenarios may emerge in the application of this grade and DAPs should discuss practice with the Deputy Dean to resolve a common approach in the school.

Examples of application:

As an outcome of a successful special consideration application where a further assignment or other work is to be completed after the submission of results. This would include where a student has been unable to attend a final deferred exam, and provides evidence of continuing special, mitigating, documented circumstances. The special assessment task is to be completed before the census date for the next

	<p>semester. Where the student is unable to complete the task within this timeframe, a Withdrawal Without Academic Penalty application is to be considered.</p> <p>In special, mitigating, documented circumstances where the student has submitted all assessment tasks and has adverse circumstances that the DAP considers should be taken into account.</p> <p>As provided in clauses 44 to 49 of the <i>Assessment Policy</i> (when the assessment item is a component of the final unit in a student's course).</p> <p>Upon successful completion of a special or supplementary assessment task(s), the maximum final grade awarded for the unit will be "Pass" with a mark no greater than the minimum for a pass standard. Where the marks for the supplementary assessment task(s) is / are lower, the original mark will stand.</p>
<p>Attendance requirements</p>	
<p>Clause 15</p>	<p>Marks may not be awarded for attendance alone but in certain circumstances (eg. professional accreditation requirements) it can be identified as an essential component of a unit and can be recorded.</p> <p>In those circumstances attendance requirements can be an ungraded essential component of the unit (a threshold requirement).</p> <p>Where units have attendance requirements it is the responsibility of the Unit Coordinator to maintain accurate attendance records.</p> <p>Participation in class can be marked in a way that is consistent with assessment principles. Explicit criteria must be provided in the Learning Guide. No more than 10% of marks can be given for this activity.</p> <p>Which grade should be applied if a student has passed the unit but did not meet the attendance requirement? Clause 11 covers this, and it should be a CF.</p>

Approved by
Senate Education Committee 8 March 2016
Secretariat, Office of Governance Services