

## Guidance on Application of Grades

(CF, FNS, PF and Z grades, and on attendance requirements)

Grade		Guidance
<b>CF</b>	<p><b>Compulsory Fail</b></p> <p>Student has failed a threshold requirement of the subject but has achieved over 50% for the subject.</p>	<p>This grade indicates where a student has achieved a total subject mark above 50% but has failed an assessment item identified in the approved Subject 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><b>Examples of application:</b></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 subject.</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 subject they will receive an F grade.</p>
<b>FNS</b>	<p><b>Fail Non Submission</b></p> <p>Student has not officially withdrawn from the subject but has not submitted an attempt at one or more of the mandatory assessment requirements for the subject, as specified in the Learning Guide.</p>	<p>This grade indicates that the student has not submitted an attempt at the mandatory assessments as listed in the Learning guide for the subject. <b>Examples of application:</b></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><b>PF</b></p>	<p><b>Practicum Fail</b></p> <p>Student has failed to satisfy standards for practicum assessment and will not progress further in the subject and program if the subject is compulsory. The student will not be allowed to re-register in the subject or its equivalent and therefore will be unable to meet the requirements of the program.</p> <p>A PF grade <b>must be approved by the Dean</b> or by relevant Authorised Officers / committee under the <a href="#">Student Misconduct Rule</a> and submitted with supporting documentation.</p>	<p>Definition of practicum assessment:</p> <p>The term ‘Practicum’ covers clinical, practical, and professional placement subjects. Usually, the placement itself comprises a compulsory core subject of study for the program. It may however be a discrete part or assessment component of a subject.</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><b>Examples of application</b></p> <ul style="list-style-type: none"> <li>• Student has failed repeatedly to satisfactorily complete practicum requirements regardless of the final grade for the subject.</li> <li>• Student has engaged in unprofessional, unsafe, unethical, or illegal conduct which damages or potentially damages the reputation of the University</li> <li>• Student performs at the borderline or at an unsatisfactory level and has a history of withdrawal after census date for this subject.</li> </ul> <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><a href="#">PF Grade – Process for Application</a></p>

		<p><b><i>Inappropriate application</i></b></p> <ul style="list-style-type: none"> <li>• When a student fails a professional or clinical placement in their first semester or first year.</li> <li>• When a student has not previously been counselled about their poor performance and given the opportunity to reach the required standard.</li> </ul>
<b>Z</b>	<b>Aegrotat Pass</b>	<p>Awarded where it is considered that a student would have been able to satisfactorily complete a subject but was unable to, due to permanent disability or incapacity (including death).</p> <p><b>Examples of application</b></p> <ul style="list-style-type: none"> <li>• Student successfully completed initial assessments in the subject and subject coordinator considers that they would have passed the subject had they not been incapacitated.</li> </ul> <p><b>Inappropriate application</b></p> <ul style="list-style-type: none"> <li>• An aegrotat grade cannot be given for a core subject in professionally accredited programs.</li> <li>• An aegrotat grade cannot be given where a student is temporarily incapacitated. The provisions of the Disruption to Studies Policy apply.</li> </ul>

## Attendance requirements

### Clause 35

Marks cannot be given solely for attendance, except if attendance is required (for example, for professional accreditation), in which case it will be recorded but no marks assigned. See Clause (44). Where this is a mandatory assessment task, the minimum required attendance (e.g., 80%, 100%) should be specified as a threshold requirement. In those circumstances attendance requirements can be an **ungraded essential component of the subject (a threshold requirement)**. (Clause 44) Participation in in-class and online activities can be encouraged with a 10% maximum mark. Participation must be more than just attendance (see Clause (35)) and expectations will need to be defined by the Subject Coordinator (or equivalent) and included in the Subject Learning Guide.

Where subjects have attendance requirements it is the responsibility of the Subject Coordinator to maintain accurate attendance records.

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.

The grade which should be applied if a student has passed the subject but did not meet mandatory attendance requirements is a CF.

Appd by DVCA 8 Dec 2022. Future amendments to be approved by PVC LF