

## Context and Purpose

This Procedure prescribes the requirements for:

- the approval and publication of:
  - final course grades
  - honours program grades
  - final notations for research degree students
  - final notations for students who withdraw after census date
- interim notations

This Procedure applies to all coursework and research students and should be read in conjunction with the [Assessment Policy and related Procedures](#).

In this Procedure all references to Course Coordinator may be read to refer to UniSA Online Course Facilitator.

## Responsibility

The Provost and Chief Academic Officer is responsible for organisation-wide adherence to this Procedure.

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## Procedure

### A. Determination and approval of results

1. The Registrar and Director: Student and Academic Services will publish an annual schedule specifying the timelines for final assessments, review of assessments and finalisation of results for each study period. The schedule will also identify the census and withdrawal dates for each study period.
2. The Course Coordinator recommends the final mark and grade for each student after taking into account any variations to assessment made in accordance with the [Variations to Assessments Procedure](#). Recommended marks and grades must be entered into the student record system via the Moodle grade roster.
3. All courses must be graded according to the University's approved assessment grading schema. Where a final grade has not yet been determined approved interim notations and flags are to be used (see section B below).
4. The UniSA Online Academic Group, Academic Unit Board or delegated committee of the Academic Unit that administers the program will:

- a. review the recommended marks and grades, grade distribution reports and any other relevant documents, and moderate where applicable. This review should include, but is not limited to, consideration of the results of students:
    - i. within the same class
    - ii. across different classes within the same course
    - iii. within the same course across different programs, including onshore and offshore versions of a program.
  - b. Approve the final grades or notations for publication on the University's website.
5. Final grades must be approved by the Executive Dean, Dean of Programs, or delegate and reported to the relevant Academic Unit Board.
6. After grades and notations have been finalised, they can only be altered with the approval of the Executive Dean, Dean of Programs, or delegate, on advice from the Course Coordinator.
7. The Registrar and Director: Student and Academic Services is responsible for ensuring that final grades or notations are published on the University's website. Final grades may not be released by any other means, with the exception of students who do not have access to electronic communication. Results for these students will be sent to the postal address recorded on the student record system.
8. The University's formal reporting of a student's performance in a course is by the final grade only. Percentage marks that appear on grade rosters will be recorded on the student record system, but will not be published on the web, printed on a results notice or academic transcript, or communicated to students.

## **B. Interim notation**

9. If a student is enrolled in a course, but it is not possible to finalise their grade by the published timeline, the **Incomplete notation (I)** may be used so that the student's progress in the program can be accurately monitored.
10. An Incomplete (I) notation indicates that the marking of the final assessment has been delayed beyond the published deadline for finalising results in that study period. It may only be used in one of the following circumstances:
  - a. extenuating circumstances mean that the Course Coordinator has not been able to complete the assessment of a student's work by the deadline for finalising results
  - b. the student has an Access Plan that includes an agreed extension to one or more of the assessment tasks beyond the deadline for finalising results
  - c. the student's grade requires clarification because it was queried during [moderation](#)
  - d. the student's grade is pending the outcome of an academic integrity investigation
11. The Course Coordinator must inform the student about the reason for the Incomplete (I) notation.
12. All Incomplete (I) notations must be converted to a final grade by the relevant date in the schedule published by the Registrar and Director: Student and Academic Services. Any

Incomplete (I) notations or blank grades not converted within one year will be converted to the grade of Fail (F) for a non-graded course or Fail Level 2 (F2) for a graded course.

### C. Grading schemes and the use of Non-Graded Pass/Fail (NGP/F)

13. Two grading schemes are available for coursework programs: 'graded' and 'non-graded'.
14. The two grading schemes are only used for the final grade in the course.
15. Honours degree programs have a separate grading scheme (see section D below).
16. Each course must use either the graded or the non-graded scheme as approved during the course approval process.
17. Regardless of which grade scheme is used:
  - a. the course cannot contain a mix of graded and non-graded assessment items
  - b. a graded course must contain only graded assessment items
  - c. a non-graded course must contain only non-graded assessment items.
18. The non-graded scheme is most appropriate if the course:
  - a. involves practice-based learning activities, or
  - b. involves extensive project work/coursework in diverse settings external to the University, or
  - c. has a competency model of assessment.
19. If a student has been granted exemption for recognition of prior learning (RPL) in a course, the following applies:
  - a. if the overall grading scheme is non-graded, assessment pieces attracting RPL exemption are entered as an NGP
  - b. if the overall grading scheme is graded, no mark is entered for the assessment piece attracting RPL exemption. The Course Coordinator applies an overall grade to the course that reflects the grade average achieved for submitted assignments.

### D. Final grades and notations

20. *Final grades for coursework programs*

Grade	Notation	Mark	Descriptor	Grade Point
High Distinction	HD	85-100	Outstanding performance across the learning outcomes.	7

Distinction	D	75-84	Excellent performance across the learning outcomes.	6
Credit	C	65-74	High performance across the learning outcomes, OR excellent performance on the majority of the learning outcomes.	5
Pass Level 1	P1	55-64	Satisfactory performance across the learning outcomes, OR high performance on some learning outcomes which compensates for unsatisfactory performance on others, resulting in overall satisfactory performance.	4.5
Pass Level 2	P2	50-54	Satisfactory performance on the majority of learning outcomes.	4
Fail Level 1	F1	40-49	Unsatisfactory performance on a number of learning outcomes, OR failure to meet specified assessment requirements.	1.5
Fail Level 2	F2	Below 40	Unsatisfactory performance on the majority of learning outcomes.	1

21. *Final grades for non-graded courses*

Grade	Notation	Mark	Descriptor	Grade Point
Non-Graded Pass	NGP	50-100	Met specified assessment criteria to required standard.	See clause 29
Fail	F	Below 50	Failed to meet specified assessment criteria to required standard.	1.5

22. *Final grades for supplementary assessment and examination*

Grade	Notation	Mark	Descriptor	Grade Point
Supplementary Pass	SP	50	Satisfactory performance on a supplementary assessment.	3.5
Fail	F	Below 50	Unsatisfactory performance on a supplementary assessment	1.5

23. *Final grades for audit students*

Grade	Notation	Mark	Grade Point
Audit student	AU	Not applicable	Not applicable

24. *Final grades for honours*

Honours Grade and Notation	Notional Mark	Standard of work	Grade Point Average Range
First Class Honours (H1)	80 – 100%	Work of exceptional quality showing clear understanding of subject matter and appreciation of issues; well formulated; arguments sustained; figures and diagrams where relevant; appropriate literature referenced; strong evidence of creative ability and originality; high level of intellectual work.	6.5 - 7
Second Class Honours (H2A)	70 -79%	Work of high quality showing strong grasp of subject matter and appreciation of dominant issues though not necessarily of the finer points; arguments clearly developed; relevant literature referenced; evidence of creative ability and solid intellectual work.	5.5 – 6.49
Second Class Honours (H2B)	60 – 69%	Work of solid quality showing competent understanding of subject matter and appreciation of main issues though possibly with some lapses and inadequacies and with clearly identifiable deficiencies in logic, presentation or originality; some evidence of creative ability; well prepared and presented.	4.75 – 5.49
Third Class Honours (H3)	50- 59%	Adequate report, reasonable quality but showing a minimal understanding of the research area with major deficiencies in content or experimental rigour; little evidence of creative ability or original thought. Sufficient to merit only a pass mark.	4 - 4.74

Fail	≤ 49%	Fail grades are as per clause D 20.	< 4
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25. *Final grades for student withdrawal*

Grade	Notation	Descriptor	Grade Point
Withdraw – Not Fail	W	The student withdrew from the course (without penalty) on or before the date prescribed by the Registrar and Director: Student and Academic Services for withdrawal without a failure being recorded. No grade point is attributed to a W notation.	Not applicable
Withdraw Fail	WF	The student withdrew from the course <i>after</i> the date for withdrawal without penalty, as prescribed by the Registrar and Director: Student and Academic Services.  This grade is <b>not</b> applicable to OUA units delivered by UniSA.	1.5

26. *Final notations for research degree students*

Grade	Notation	Descriptor
Ongoing assessment	O	Indicates that the assessment for the course continues in a subsequent study period or academic year. Only to be used where the research component extends over two or more academic years or equivalent teaching period.
Failed	F	Indicates that a research degree student has: <ul style="list-style-type: none"> <li>a. submitted for examination and failed, as indicated in the assessments given by the examiners, or</li> <li>b. completed revisions, been re-examined, and the result is still judged to be a failure.</li> </ul> An appeal may also have been heard. No reinstatement is permitted.
	T	Indicates that a research degree student's progress has been deemed unsatisfactory, in accordance with the <a href="#">Research Degrees Student Progression Procedure</a> . No reinstatement is permitted.

Suspended – examined	SE	Indicates that a research degree student's thesis has been examined and revisions are required, but the student chooses not to complete. Within three years, the student may seek reinstatement and be re-admitted if appropriate support is available.
Suspended – not examined	SNE	Indicates that a research degree student has not completed the requirements for the award of the degree, and the student's enrolment lapsed prior to the examination process due to the student failing to withdraw, maintain contact with the supervisor(s), or make satisfactory progress. Within three years, the student may seek reinstatement and be re-admitted if appropriate support is available.
Non-Graded Pass	NGP	Met specified assessment criteria to required standard.

## E. Calculation of the grade point average

27. The grade point average (GPA) is calculated as follows:

$$\text{GPA} = \frac{\text{Sum of (grade points x course unit values)}}{\text{Sum of course unit values}}$$

Sum of course unit values

28. The grade points designated for each grade are indicated next to each grade in the tables above, where applicable.
29. Non-graded passes (NGP) do not contribute towards a GPA, unless the cumulative GPA for that student is less than 4.0. In these cases, the NGP will contribute to a grade point of 4.

## F. Student appeals against final grades

30. These procedures apply only to final grades in courses. Appeals against final grades in higher degrees by research are conducted in accordance with the [Research Degrees Policy](#).
31. Disputes about final grades will be resolved in accordance with the following procedures:
- a. A student who does not accept the final grade should consult the Course Coordinator within ten working days of the release of the final grade. Offshore students must lodge the prescribed form with the UniSA partner administration office within ten working days. The Course Coordinator will complete a review within ten working days from the date on which the request was lodged. The Course Coordinator will notify the student in writing of the outcome of the review.
  - b. If the dispute is not resolved through consultation with the Course Coordinator the student may request the Executive Dean responsible for delivery of the course, or delegate, to review the final grade. A request to the Executive Dean, or delegate, must

be lodged using the prescribed form within ten working days of the student being notified of the Course Coordinator's decision.

- c. The review by the Executive Dean, or delegate, will normally be completed within ten working days from the date on which the request was lodged. The Executive Dean is responsible for notifying the student in writing of the outcome of the review. If the review results in a new grade, this grade becomes the final grade.
  - d. If the dispute is not resolved through the review by the Executive Dean, or delegate, the student may lodge an appeal with the Student Appeals Committee. The appeal must be lodged using the prescribed form within 20 working days of being notified of the Executive Dean's decision. See the [Student Appeals Committee Procedure](#) for further information.
32. The outcome of any appeal process will be communicated to the student in writing, and a copy must be provided to Campus Central or UniSA partner administration office to be retained on the student's record.

## Further Assistance

[Exams and Results Enquiries](#)

[Student and Academic Services Policy Team](#)

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## Related Documentation:

[Assessment Policy](#)

**Officer Responsible for Update and Review:** Registrar and Director: Student and Academic Services

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**Review Date:** January 2026

**History:** This Procedure supercedes equivalent content in the 2022 Assessment Policies and Procedures Manual.