

AWARD OF GRADES POLICY

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References and Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code); and the Higher Education Support Act 2003 (Cth).		
Related Documents	APIC Charter		
Version	Change description	Approved	Effective Date
1.2		Academic Board 16 August 2016	August 2016
2.0	Updated format AS = Advanced Standing included GPA Section expanded	Academic Board 18 October 2018	30 October 2018

Purpose

This Policy describes the award of grades for units of study, including the application of final, interim and administrative grades, the nomenclature used at Asia Pacific International College (APIC) and the calculation of the Grade Point Average.

Scope

This Policy applies to the determination and declaration of student's final marks and grades in all units of study at APIC.

APIC Grading Scheme

All units enrolled at census are required to have a result. APIC applies final, administrative and interim grades as described below. APIC's grading scheme is presented below.

Final marks are rounded up at point five (.5) and above and rounded down at point four nine and below (.49).

GRADE NOTATION	NOMENCLATURE	MARK	ADDITIONAL INFORMATION
HD	High Distinction	85 to 100	The student has demonstrated outstanding achievement towards all the relevant assessment criteria and standards in the unit of study.
D	Distinction	75 to 84	The student has demonstrated superior achievement towards the relevant assessment criteria and standards in the unit of study.

C	Credit	65 to 74	The student has demonstrated good achievement towards the relevant assessment criteria and standards in the unit of study.
P	Pass	50 to 64	The student has demonstrated satisfactory achievement towards the relevant assessment criteria and standards in the unit of study.
PS	Pass – Supplementary Assessment	50	Awarded after passing an approved supplementary assessment.
F	Fail	0 to 49	The student has demonstrated unsatisfactory achievement towards the relevant assessment criteria and standards in the unit of study. In exceptional circumstances students who achieve a final mark of 45-49 may be granted a supplementary assessment at the recommendation of the Board of Examiners.
AF	Absent Fail	0	The student has not submitted any assessments or completed any assessed requirements of the unit and has not formally withdrawn from the unit.
AS	Advanced Standing		The student has been awarded credit for a specific unit either specified credit, unspecified credit or through recognition of prior learning

When the final grade is accompanied by a mark, the mark will be expressed as a mark out of 100 for the unit of study.

3.1 Administrative grades

Administrative grades are final grades but are awarded as a result of an administrative process rather than an assessment and are not accompanied by any mark.

GRADE NOTATION	NOMENCLATURE	ADDITIONAL INFORMATION
WF	Withdrawn fail	The student formally withdraws from the unit after census. The student is liable for the unit fees.

3.2 Interim grades

An interim grade will be recorded when a student's final grade and mark in a unit cannot be finalised at the time of the Board of Examiners meeting for the relevant semester.

All interim grades will be finalised within three months following the Board of Examiners meeting for the relevant teaching semester.

GRADE NOTATION	NOMENCLATURE	ADDITIONAL INFORMATION
RP	Result Pending	Used as an interim grade when a student's grade and mark (where appropriate) in a unit have not yet been finalised due to circumstances such as delay in marking, need for a deferred examination or granting of supplementary assessment by the Results Review Committee.

3.3 Change of Grade

All final and administrative grades are recommended by the Board of Examiners, presented to and approved by the Academic Board. They constitute part of a student's permanent record and can only be changed by approval of Academic Board.

4. Grade Point Average

The Grade Point Average (GPA) is the average of points assigned to grades achieved throughout a degree. The GPA is an important measure used across the higher education sector and can assist students applying for further coursework studies, a higher degree, scholarships, admission to other higher education providers, and entry into the employment market.

The APIC GPA is calculated on a 7-point grading scale where 7 is the highest and 0 is the lowest achievement respectively. All types of 'Fail' grades (i.e. F, AF and WF) are included in the calculation. A Grade Point Average (GPA) is available to students who have completed one or more units whose grade contributes to the calculation of a GPA consistent with the table below.

- 4.1 The GPA will be calculated on all relevant units undertaken as part of a course of study at APIC and are recorded as contributing to the award and are specific to the award.
- 4.2 Advanced standing is not included in the GPA calculation. When credit is granted for a unit and appears as Advanced standing on the student record, the grade received in the previous study at APIC in another course and/or at another institution will not be included in the calculation of the GPA for that award.
- 4.3 The GPA of all students is updated every term with the release of results for that term.
- 4.4 If a student attempts a unit more than once, all the attempts contribute to the GPA calculation.
- 4.5 The formula to calculate the GPA multiplies the scale value for the grade awarded by the credit points of the unit. Therefore, there will be no other consideration or weight given for the year of the course or the level of the course.
- 4.6 GPA is reported on a cumulative basis on the statements of results.
- 4.7 The grading scale is as follows:

GRADE NOTATION	NOMENCLATURE	GRADE POINTS
HD	High Distinction	7
D	Distinction	6
C	Credit	5
P	Pass	4
PS	Pass - Supplementary Assessment	3
F	Fail	0
AF	Absent Fail	0
WF	Withdrawn fail	0

GPA is calculated as:

$$\text{GPA} = \frac{\sum (\text{Scale value} \times \text{unit credit points})}{\sum \text{unit credit points}}$$

The GPA will be rounded to three decimal places. An example of GPA calculation is reported in the appendix.

Appendix 1.

Illustration of Grade Point Average Calculation

STEP #	EXAMPLE	CALCULATION	TOTAL
1: Multiply the total number of units studied by the number of credit points each unit is worth	12 units at 6CP each	12 x 6	72
2: Allocate weighting to each unit according to grade received.	3 units = 18CP, at HD = 7GP 5 units = 30CP, at D = 6GP 3 units = 18CP, at C = 5GP 1 unit = 6CP, at P = 4GP	18 x 7 30 x 6 18 x 5 6 x 4	126 180 90 24 420
3: Divide total at Step #2 by total at Step #1	420/72		5.833

In this example the GPA = 5.833.