



THE UNIVERSITY
of ADELAIDE

Coursework Grading Guidelines

February 2012

www.adelaide.edu.au

TABLE OF CONTENTS	Page
1. GENERAL INFORMATION	1
2. AUDIT TRAIL.....	1
3. GRADING	1
3.1. Grades	1
3.2. Fail Grades	1
3.3. Other Grades.....	2
3.4. Non-standard Grades	2
3.5. Marks Outside of Grade Range.....	2
3.6. Grade Data Entry.....	2
3.7. Grade Data Entry for Masters by mixed coursework and research	3
4. OFFER OF REPLACEMENT / ALTERNATIVE ASSESSMENT EXAMS (FORMERLY SUPPLEMENTARY ASSESSMENT)	3
4.1. <i>Modified Arrangements for Coursework Assessment Policy</i>	3
4.2. Replacement Examinaitons / Additional Assessment –.....	3
4.3. Description of Modified Arrangements Offered.....	4
5. NOTIFICATION TO STUDENTS	4
5.1. Official Results.....	4
5.2. Unofficial Results	5
5.3. Offers of Replacement / Additional Assessment tasks.....	5
6. REPLACEMENT/ADDITIONALASSESSMENT (R/AA) EXAMINATION GRADES.....	6
7. CHANGES TO RESULTS	6
8. APPENDIX A - GRADING BASES.....	7
9. APPENDIX B – REPLACEMENT/ADDITIONAL ASSESSMENT CODES	8

1. GENERAL INFORMATION

The information in these guidelines is a supplement to the details provided in the *Modified Arrangements for Coursework Assessment Policy*, *Assessment for Coursework Programs Policy*, 'Enter and Amend Grades' and 'Approve and Post Grades' training manuals provided at compulsory training sessions.

All results should be processed in accordance with the PeopleSoft Business Processes. Responsibility for entering, approving and posting results rests with Schools and Faculties.

All enquiries in relation to submission of results should be directed to the Systems Expert in each School.

Student Administration (Examinations) will oversee the grading process and will maintain the guidelines.

2. AUDIT TRAIL

An audit trail is maintained for certain functions online, e.g. posting date and changes made on the enrolment request panel. For manual processes, where delegated approval and posting is provided, Schools will be required to maintain hard copies of results at both the approved and posted stages, signed and dated by authorised staff.

Under the current disposal policy, these documents must be kept for a minimum of 1 year within the School or Faculty.

3. GRADING

3.1. Grades

There are six grading bases (refer Appendix A) currently used for coursework enrolments within the University. Those titled 'Grading Scheme' list only the grade while the 'Mark Scheme' lists both a mark and grade. Each course is assessed using only one of these bases.

All Replacement or Additional Assessment examination results are assessed and graded in accordance with the grading basis used in assessing the primary examination results for the course and in conjunction with the *Assessment for Coursework Programs Policy* and the *Modified Arrangements for Coursework Assessment Policy*.

3.2. Fail Grades

(i) FNS Fail No Submission

Fail No Submission (FNS) is to be used in situations where there has been no engagement at all with assessment on the part of the student, i.e. no submission of written or online assessment, non attendance at seminars in which participation is assessed, non attendance at examinations etc.

(ii) Fail (Mark 1-49)

When using Mark Scheme 10, a mark in the range 1-49 must be entered and will result in a grade of Fail. Note that on the Official Academic transcript only the grade (ie Fail) will be reported, although the mark will be available on the Unofficial Transcript and in Access Adelaide.

3.3. Other Grades

The following results may already be pre-recorded on the grade roster:

CMP	Completed
WDN	Withdrawn
WF	Withdraw Fail - course drop
WNF	Withdraw Not Fail – course drop

If a student should have one of these grades, but it is not yet recorded, contact the School or Faculty Office.

3.4. Non-standard Grades

There is one non-standard grade that can be used in particular circumstances:

RP – Result Pending

An interim grade of Result Pending (RP) is to be used in accordance with the *Assessment for Coursework Programs Policy*, procedures Clause 4a where students have been granted an extension to specified assessment deadlines. It is anticipated that in most cases a Result Pending will be granted for short periods of time (e.g. up to 4 weeks).

In circumstances where there are no extenuating circumstances, and extensions have not been formally approved, a Fail (F) grade should be entered.

Note: An automatic Grade Lapse process will be developed during 2012 that will convert RP to F. However in the interim, the Examinations office will follow up any RP results that remain outstanding and convert them to a Fail (F) after:

- 30 April for Summer Semester courses
- 31 August for semester 1 courses
- 31 January for semester 2 and Full Year (Pt1/Pt2) courses

3.5. Marks Outside of Grade Range

For courses that require students to successfully complete certain compulsory components to pass a course, the formula used to calculate students' marks should be designed to ensure that they do not receive a passing grade without having completed compulsory components.

3.6. Grade Data Entry

- (i) All grades entered on the Grade Roster should appear exactly as they are listed in the grading bases.
- (ii) A grade must be entered for every student on the Grade Roster (ie there should be no blank grades)
- (iii) All students should have a grade entered before results are posted. If a grade not available then a Fail (F) grade should be entered, unless an RP has been approved
- (iv) Grade rosters are to be posted by the Schools by the Results Due date as published by the Examinations Office

- (v) The Examinations Office will run a Mass Post process on the day after the results due date to post any outstanding results.

3.7. Grade Data Entry for Masters by mixed coursework and research

- (i) Regardless of the result obtained, except where the result is a Fail grade, the notation RP is to be entered for the coursework component for students enrolled for mixed coursework/research awards. In these cases the RP will not be converted to F as part of the grade lapse process.
- (ii) Schools should advise students informally of their coursework results as they are achieved.
- (iii) Schools should forward final results to the Adelaide Graduate Centre to be stored on the student's TRIM record.
- (iv) When the research component has been completed the Examinations Office on the advice of the Adelaide Graduate Centre will then enter the official result in PeopleSoft.

4. OFFER OF REPLACEMENT / ALTERNATIVE ASSESSMENT EXAMS (FORMERLY SUPPLEMENTARY ASSESSMENT)

4.1. Modified Arrangements for Coursework Assessment Policy

Refer to the *Modified Arrangement for Coursework Assessment Policy and associated Procedures* on the web at <http://www.adelaide.edu.au/policies/3303/>

4.2. Replacement Examinations / Additional Assessment –

The grounds on which modified arrangements may be offered are:

- S Additional Assessment
 - R Replacement Assessment on Medical/Compassionate grounds
- Where a student is eligible for both Replacement Examination and an Additional Assessment, the Replacement Examination takes precedence (*Modified Arrangements for Coursework Assessment Policy 3.3.c*). A student who sits a Replacement Examination will not be eligible for an Additional Assessment, even if their grade for the course, following the Replacement Examination, meets the eligibility requirements.

Additional Assessment

This provides a second opportunity for eligible students who obtain a Fail grade in a course to demonstrate the required skills, knowledge and other outcomes. The maximum mark/grade for a course where Additional Assessment is granted is 50 P or Non-Graded Pass.

Replacement Examination (RE) granted on medical or compassionate grounds

For eligible students whose capacity to demonstrate their true level of competence in a final examination was, is or will be seriously impaired because of medical, compassionate or extenuating circumstances. The mark for a RE is counted in full towards the final grade. In the case where a student has sat the Primary Examination (PE), this applies whether the mark is higher or lower than the mark for the PE, or if the mark for a RE results in a Fail grade. A student's attendance at a RE constitutes acceptance that the mark for the RE will replace the mark for the PE.

4.3. Description of Modified Arrangements Offered

Categories:

- First paper
- Second paper
- Third paper
- All papers
- Examination arranged by Department
- Essay/Assignment
- New paper - whole course
- Practical/project work
- All papers - eligible to sit all papers
- Consult Department

Categories ranging from 1st to 3rd paper should only be used if there is no ambiguity for students about the part of the course that will be re-examined.

Some additional categories are available for specific purposes such as the "Annual Examination" courses in Dentistry and Medicine where further explanation is required.

5. NOTIFICATION TO STUDENTS

5.1. Official Results

Official results will only be available to students through Access Adelaide.

(i) Primary Results

Semester one results are due **10 days** from the last day of the exam period. Semester two results are due on the date specified by Academic Board and published on the calendar of Academic Year dates each year at <http://www.adelaide.edu.au/student/dates/>.

Students will only receive one result for each course.

(ii) **Replacement / Additional Assessment (R/AA) Work**

All R/AA results will be posted as soon as possible after R/AA has been completed. There will be no indication on a student's official transcript of any R/AA assessment or examination. Offers of R/AA work remain a component of the unofficial record and are not to be removed.

Results not provided by the Fully Graded dates will appear as 'not yet available' on Access Adelaide. Students will be advised to contact the relevant School or Faculty if they have any queries in relation to results.

5.2. Unofficial Results

Where unofficial results are released to students, Schools may wish to display this information online on MyUni to maintain security of information rather than display hard copies on noticeboards. If hard copies of unofficial results are displayed, students must only be identified by Student ID.

5.3. Offers of Replacement / Additional Assessment tasks

July and December R/AA Examinations

Schools wishing to conduct R/AA examinations soon after the primary examination should advise the relevant students of the offers. Students **WILL NOT BE** notified of the R/AA offer by the Examinations Office. Schools or Faculties must notify students in writing. Offers of R/AA tasks must be recorded in PeopleSoft.

Schools will be expected to have advised students of the timing of the R/AA examination or tasks and of the method of official notification when the assessment procedures for the course are set out at the beginning of the teaching period.

The advice needs to provide the following detail:

- (a) Clearly identify the course using the subject area and catalogue number, and the course title. The period for which the R/AA task is being offered, i.e. July for semester 1 and December for semester 2 should be stated.
- (b) The nature of the R/AA task, e.g. 3-hour examination covering the semester's work; or an essay on the topic xxx to be submitted by dd/mm/yy.
- (c) For centrally organised examinations, refer to Access Adelaide or the Examinations webpage for date, time and venue.
- (d) For 'In-Department' arrangements, provide details of date, time and venue.
- (e) Any other instructions, e.g. what materials may be brought into the examination, etc. These arrangements will be the responsibility of the School.

- (f) Schools should advise those students who intend to accept their R/AA, and who have applied to graduate in the next ceremony, that they will not be able to graduate in the next ceremony, but at the next available ceremony.

However, those students who have applied to graduate in the next ceremony should advise their School or Faculty if they do not intend to accept their R/AA offer. This will enable their application to be processed.

6. REPLACEMENT/ADDITIONALASSESSMENT (R/AA) EXAMINATION GRADES

Replacement Examinations: Regardless of whether or not a student's result improves after a Replacement Examination, the original result is overwritten and the new result entered and submitted, even if the Replacement Exam results in a Fail grade.

Additional Assessment: Where a student's result changes after a Additional Assessment examination the better of the two results will apply up to a 50 Pass or Non-Graded Pass (depending on the grading base).

Where a student is eligible for both a Replacement Examination and an Additional Assessment the Replacement Examination takes precedence (*Modified Arrangements for Coursework Assessment Policy 3.3.c*). A student who sits a Replacement Examination will not be eligible for an Additional Assessment, even if their grade for the course, following the Replacement Examination, meets the eligibility requirements.

Only one final result is recorded for each course. Any change to results must be in accordance with the *Modified Arrangements for Coursework Assessment Policy* and the *Assessment for Coursework Programs Policy*.

Academic areas must not delete R/AA offers from PeopleSoft after the R/AA assessment is complete. This ensures that there is a permanent record, on unofficial academic transcripts of the R/AA offer. This information is not displayed on official transcripts.

For R/AA codes please refer to Appendix B.

7. CHANGES TO RESULTS

Changes to results may be required after the result has been finalised. These are processed through an Enrolment Request in PeopleSoft.

- If the student is currently enrolled then the authorised School or Faculty representative changes the result in accordance with *Assessment for Coursework Programs Policy*.
- If the student has completed, graduated, discontinued or is on Leave of Absence (LOA) then the authorised change of result pro forma must be sent to the Examinations Officer for processing.

8. APPENDIX A - GRADING BASES

Grading Schemes (GS): show only grade

Mark Schemes (M): show mark and grade

Grade Base	Formal Description	Grade In	Description	Convert Grade
GS5	Grade Scheme 5 – Honours	1	First class	80 + %*
		2A	Second class div. A	70 - 79 %*
		2B	Second class div. B	60 - 69 %*
		3	Third class	50 - 59 %*
		CN	Continuing	
		NAH	Not awarded	
		NFE	No Formal Examination	
		WH	Withheld	
M10	Mark Scheme 10	FNS	Fail No Submission	FNS
		1 - 49	Fail	F**
		50 - 64	Pass	P
		65 - 74	Credit	C
		75 - 84	Distinction	D
		85 - 100	High Distinction	HD
		RP	Result Pending	
		CN	Continuing	
GS8	Grade Scheme 8	FNS	Fail No Submission	FNS
		F	Fail	1-49
		P	Pass	50-64
		C	Credit	65-74
		D	Distinction	75-84
		HD	High Distinction	85-100
		NGP	Non Graded Pass	
		RP	Result Pending	
		CN	Continuing	
NFE	No Formal Examination			
NOG	No grade associated	CN	Continuing	
SYS	System Allocated Grades	CMP	Completed	
		F	Fail	
		WDN	Withdrawn	
		WF	Withdraw Fail	
		WNF	Withdraw No Fail	
TRN	Transfer Grading Basis	NGP	Non Graded Pass	
		T	Transfer Credit	

* The numerical value for the Honours grade will not appear on an Academic Transcript, ie only the honours class will appear.

** The grade will not appear on the Official Transcript, only the Fail mark.

9. APPENDIX B – REPLACEMENT/ADDITIONAL ASSESSMENT CODES

Note ID	Modified Arrangements	Category
US01	Additional Assessment	First paper
US02	Additional Assessment	Second paper
US03	Additional Assessment	Third paper
US10	Additional Assessment	All papers
US11	Additional Assessment	Exam by Dept
US12	Additional Assessment	Essay/assignment(s)
US13	Additional Assessment	New paper, whole subject
US14	Additional Assessment	Practical/Project work
US15	Additional Assessment	Consult Dept

UR01	Replacement Exam Medical/Compassionate	First paper
UR02	Replacement Exam Medical/Compassionate	Second paper
UR03	Replacement Exam Medical/Compassionate	Third paper
UR10	Replacement Exam Medical/Compassionate	All papers
UR11	Replacement Exam Medical/Compassionate	Exam by Dept
UR12	Replacement Exam Medical/Compassionate	Essay/assignment(s)
UR13	Replacement Exam Medical/Compassionate	New paper, whole subject
UR14	Replacement Exam Medical/Compassionate	Practical/Project work
UR15	Replacement Exam Medical/Compassionate	Consult Dept