

Awarding of Grades Policy and Procedure

Policy Category	Academic		
Policy Owner	Dean		
Responsible for Implementation	Registrar		
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Relevant to	IGI Students and Staff		
Related Documents	Academic Integrity Policy Assessment Policy Complaints and Appeals Policy and Procedure		
Version	Authorised by	Approval Date	Effective date
1.1	Academic Board	10 Oct 2023	10 Oct 2023

1. Purpose

This Policy describes the award of grades and marks for assessment tasks in a unit of study within a course of study. It identifies the nomenclature used and how the International Graduate Institute (IGI) calculates the Grade Point Average (GPA).

2. Definitions

Definitions	
Census Date	The Census date is the last day to make any changes to a student's enrolment. The date is published via the IGI website for each study period.

3. Scope

This Policy applies to the determination and declaration of all IGI students' final marks and grades achieved in all units of study at IGI.

4. Policy

4.1. Policy Principles

IGI is committed to ensuring its implemented grading system provides an accurate assessment of students' learning achievements that are valid and reliable representations of individual students' capabilities in relation to the articulated unit learning outcomes, assessment criteria, and grading system.

- 4.1.1. Marks and grades awarded for all assessments are determined by explicit and pre-determined criteria and standards.
- 4.1.2. All IGI units of study will use the grading system presented below in *Figure 1: IGI Grading System*.
- 4.1.3. Students' final results will include a numerical mark (percentage - %) and a grade.
- 4.1.4. The grades awarded will be consistent across IGI and national benchmarks. IGI will regularly review and moderate the marks and grades awarded through its Academic Progression Committee.
- 4.1.5. A final grade may be amended if an administrative or computational error has occurred or there has been a successful review of the grades awarded.

- 4.1.6. If students wish to query assessment grades awarded, they must contact their lecturer in the first instance. If they wish to take the matter further, the student must refer to the Complaints and Appeals Policy and follow the designated process.
- 4.1.7. Students may apply for assessment Special Consideration as outlined in the Assessment Policy.
- 4.1.8. IGI may postpone or reschedule assessments due to unforeseen circumstances.
- 4.1.9. If a student has been found to have breached the Academic Integrity Policy, then their grades may be adjusted, revoked, or not awarded.

4.2. IGI Grading System

Figure 1 below identifies the IGI grading criteria used for all units.

Notation	Nomenclature	Mark	Additional information
HD	High Distinction	85 to 100	The student has demonstrated outstanding performance towards meeting the relevant assessment criteria and the unit learning requirements specified in the unit of study.
D	Distinction	75 to 84	The student has demonstrated superior performance towards the achievement of the relevant assessment criteria and the unit learning requirements specified in the unit of study.
C	Credit	65 to 74	The student has demonstrated better than satisfactory or adequate or capable performance towards the achievement of the relevant assessment criteria and the unit learning requirements specified in the unit of study.
P	Pass	50 to 64	The student's performance has satisfied all the basic learning requirements specified in the unit's assessment and unit learning requirements.
F	Fail	0 to 49	The student's performance fails to satisfy the unit's assessment and unit learning requirements.
WH	Withheld	N/A	A student's grades may be withheld as not all assessment tasks and/or the grades associated with the tasks have been finalised.
I	Incomplete	N/A	The student has not completed all the unit of study elements, which may occur when special consideration or an extension has been granted beyond the due date of submission of the final grade.
AF	Absent Fail	0	The student has not submitted any assessments or completed any unit's assessed requirements and has not formally withdrawn from the unit.
RPL	Recognition of Prior Learning	N/A	The student has been awarded credit for a specific unit through credit transfer, articulation, or other recognition of prior learning. The credit may be specified credit or unspecified credit.
W	Withdrawn	N/A	The student has withdrawn from the unit of study before Census Date, OR the student has withdrawn from the unit after the Census date due to compassionate, compelling, or special consideration approval. The student is not liable for the unit fee.
WF	Withdrawn with Fail	0	The student has withdrawn from the unit of study after Census Date. The student is liable for the unit fee.

5. Grade Point Average

The Grade Point Average (GPA) is a numerical calculation that summarises a student's academic performance during a designated study period for the duration of their enrolment in a course. It is an important measure that can be used within the higher education sector when a student wishes to continue their study in a higher degree, scholarship awards, entry into other institutions or courses, and when applying for employment positions.

- 5.1. IGI's GPA is calculated on a 7-point grading scale where seven (7) is the highest and 0 is the lowest level of achievement.

Figure 2: GPA Scale

Nomenclature	Grade Points
High Distinction (HD)	7
Distinction (D)	6
Credit (C)	5
Pass (P)	4
Fail (F)	0
Fail Incomplete (I)	0
Absent Fail (AF)	0
Withdrawn Fail (WF)	0
Withdrawn No Penalty (WNP)	0

- 5.2 The GPA will be calculated on all relevant units undertaken as part of a course of study, leading to a higher education award.
- 5.3 Recognition of Prior Learning is not included in the GPA calculation. When credit is granted for a unit and appears on the student record, the grade received in the previous study at another institution will not be included in calculating the GPA for that award.
- 5.4 When a student attempts a unit more than once, all attempts contribute to the GPA Calculation.
- 5.5 GPA is reported on a cumulative basis on the statement of results.
- 5.6 GPA is calculated as follows:

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

The GPA will be rounded to three decimal places.

6. Procedure

6.1. Assessment Grade and Marks

- 6.1.1. All unit assessment task criteria are presented in the unit outline available to all students enrolled in the unit at the commencement of the relevant study period.
- 6.1.2. All assessments will be marked and graded using the IGI Grading System presented in *Figure 1* above.
- 6.1.3. Students will be awarded a final unit grade if they are:
- enrolled in the specific unit and have not withdrawn or been excluded from the unit during the study period
 - have completed all elements of the unit of study, as required.

7. Responsibilities

- 7.1. The Academic Board approves this Policy and is responsible for ensuring the Academic Progression Committee implements this Policy and all associated procedures appropriately.
- 7.2. The Academic Progression Committee moderates and approves all student grades.
- 7.3. The Registrar approves all academic transcripts issued to students.
- 7.4. The Dean is responsible for reviewing all grades for consistency and transparency before presenting them to the Academic Progression Committee.
- 7.5. Academic staff are responsible for ensuring appropriate marks are awarded fairly and consistently aligned with the pre-determined assessment criteria and providing students with timely feedback on their assessment, including a percentage mark and grade. Consistency of grading will be monitored through the implemented moderation process, and all Academic Staff are required to engage with this process and follow the IGI moderation guidelines.
- 7.6. It is the responsibility of the Registrar's administration team to ensure all student marks are recorded accurately and maintained in a safe and secure manner in accordance with regulatory and legislative requirements.

8. References

- Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2021
- 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)
- Higher Education Support Act 2003 (Cth)

9. Document History

Version	Date	Author	Reason	Sections
1.0	Jun 2022	PBL Education	New policy	All
1.1	Oct 2023	IGI	Rebrand and review	All