

Grading Descriptor Policy

Policy

This policy establishes the principles by which Macleay College will assign a grade to reflect a student's achievement in a unit of study.

Scope

This policy applies to all units of study in a course of study at Macleay College.

Related Policies

This policy should be read in conjunction with the following college policies:

- Assessment Policy
- Grievance & Appeals Policy

All documents referenced in this policy can be accessed via the [Forms & Policies](#) section at the bottom of the Home Page of the college website and the Handbook section of the Moodle Student Portal via www.mymacleay.edu.au/.

Principles

Grade descriptors will be used in all units of study where qualitative assessment is required.

Descriptors are relative to the unit level, the criteria applied more vigorously against work at higher levels.

All grades for student achievement in a unit are recommended by lecturers appointed to deliver units in a given trimester and are delivered to the Head of Faculty at the end of the trimester by the advertised due date. The Head of Faculty is responsible for the first review of results for all units within their programs of study.

Grades can only be released to students after confirmation by the Moderation Committee at a meeting called for the purpose of moderation and grade ratification. Final assessment results will then be recorded and reported as a Grade on the academic transcript.

A summary of all grading descriptors is provided at Schedule A to this policy (overleaf on pages 2-3).

Approvals:

Next Policy Review Cycle: October 2018

As part of the college Policy Review Cycle, this policy was approved by the Teaching & Learning Committee at their meeting of 24 August 2015 and ratified by the Academic Board at their meeting of 15 September 2015.

Grading Descriptors

Grade	Key	Percentile	Description
High Distinction	HD	85-100	Outstanding or exceptional work in terms of understanding, interpretation and presentation. Displays genuine originality and sophistication of thought. Informed, up-to-date, also highly independent and persuasive.
Distinction	DN	75-84	A very high standard of work which demonstrates originality and insight. Informed, up-to-date, sustains a clear, cogent and persuasive argument. Shows evidence of wide reading or listening which has been effectively assimilated. Highly competent in conceptual, discursive and interpretive areas. Evidence of insight into topic and material. Evidence of thinking which goes beyond lectures and tutorial discussion.
Credit	CR	65-74	Demonstrates a high level of understanding and presentation and a degree of originality and insight. Can organise material but argument may lack clarity, or be very derivative, or be poorly structured. Alternatively, it may be good work which goes astray at crucial points. Generally dependent upon lecture and tutorial material.
Pass	PP	50-64	Satisfies the minimum requirements. Adequate and passable. Lacks sophistication but has some understanding of the material and basic skills of argumentation and interpretation. Expression at an acceptable level but not always grammatically correct. Presentation weak.
Conceded Pass	CP	50	Where a student received a mark between 48% and 49.5% for the unit and recommendation was made to the Moderation Committee that the student should be awarded a Conceded Pass of 50%. In making such a recommendation the Head of Faculty will consult with the lecturer to assess the student's mastery of the learning outcomes and their capacity to progress in the program. Where a key assessment component has been undertaken at such a poor level that there is reason to believe an important learning outcome has not been mastered, then there are grounds for the result to stand, and a Fail grade awarded. Only two Conceded Passes are permitted in any award.
Fail	NN	0-49	Did not achieve minimum requirements of the unit. Very poor quality work. Little or no evidence of effort or of basic academic or technical skills. Negligible grasp of the material or of relevant issues.
Withheld	WW	n/a	Results may be withheld where students have fees outstanding or have failed to return materials on loan from the library. Results and academic transcripts will not be available until items are returned. This may also delay the eligibility of a student to graduate. Once items have been returned results will be made available.
Advanced Standing	AS	n/a	Credit awarded based on Recognition of Prior Learning (RPL).

Grade Descriptors (con'td)

Grade	Key	Percentile	Description
Withdrawn without Penalty	WD	n/a	Withdrawal from a unit before trimester census date or approved withdrawal after trimester Census Date without incurring debt for unit and no academic penalty. This grade is awarded by the Appeals Committee or nominee if a student has submitted written advice of withdrawal from the unit prior to census date for the trimester.
Withdrawn with Penalty	WN	n/a	Withdrawal from a unit after trimester Census Date incurring debt for unit and academic penalty (equivalent to a grade of Fail).
Academic Credit	XC	n/a	Academic credit for studies completed in other Macleay College subjects where subjects were: <ul style="list-style-type: none"> Completed at Macleay College in 2011 or earlier recorded a grade of Pass (PP) or higher; Deemed to be composite equivalent to a unit in 2012 listed in the 'Equivalence Subjects & Units' document