

**Assessment Schedule – Grades and Administrative Codes**

# Section 1 - Background and Purpose

This schedule provides:

1. the official record of the current grading scheme used by the University to report on student performance in personal records, academic transcripts, graduate statements or other official statements of results such as for Tertiary Admissions Centres
2. grades for calculating overall indicators of student academic performance such as Weighed Average Mark (WAM)
3. the official record of grades that is to be reproduced annually in the *University Handbook*.

**Section 2 - Scope**

1. This schedule applies to all award courses and non-award credentialed courses, regardless of mode or location.

**Section 3 -**

**La Trobe University Higher Education Assessment Grades**

|  |  |
| --- | --- |
| **Coursework Only** – Undergraduate or Postgraduate Coursework | |
| 1. (80%-100%) 2. (70%-79%) 3. (60%-69%) 4. (50%-59%)   P  NC | A Grade Pass  B Grade Pass  C Grade Pass  D Grade Pass  Ungraded Pass  Conceded Pass |
| N (0%-49%)  F | Fail  Ungraded Fail |

|  |  |
| --- | --- |
| **Honours** |  |
| H1 (80%-100%)  H2A (70%-79%)  H2B (60%-69%)  H3 (50-59%)  P | First Class Honours  Second Class Honours – Division A  Second Class Honours – Division B  Third Class Honours  Ungraded Pass |
| N (0%-49%)  F | Fail  Ungraded Fail |

|  |  |
| --- | --- |
| **Research** –Masters Degree by Research Thesis; Doctoral Thesis (other than Higher Doctorate) | |
| PASS | Thesis Passed |
| FAIL  FDWN | Thesis Failed  Thesis Failed – Downgraded to Masters (applies to doctoral thesis) |

|  |  |
| --- | --- |
| **External Studies** – where a student undertakes studies at another institution | |
| EXTP | External Pass |
| EXTF | External Fail |

|  |  |
| --- | --- |
| **Administrative Codes** (all of the codes below apply to Coursework and Honours only except where otherwise indicated) | |
| \*\* | Missing Result *applies to Coursework, Honours, Research, External Studies* |
| EX | Exemption |
| KN | Withdrawn Late (counted as fail) *applies to Coursework, Honours, Research* |
| NC | Conceded Pass |
| NRA | No Result Available *applies to Coursework, Honours, External Studies* |
| NS | Nothing Submitted (counted as fail) |
| SAHA | Supplementary Assessment Hurdle Alternative (not central examination) |
| SAHE | Supplementary Assessment Hurdle Examination (central examination) |
| SPA | Special Assessment Alternative (not central examination) |
| SPE | Special Assessment Examination (central examination) |
| W | Withheld (for academic misconduct, late results, results unavailable due to placement) |
| WD | Withdrawn Without Academic Penalty |
| XC | Allowed to Continue (for thesis subjects to indicate that a student is successfully progressing) |
| X | Continuing Pass (for thesis subjects that have been XC when the final subject result is finalised) |

**La Trobe University Registered Training Organisation 3899**

**Vocational Educational and Training (VET) Grades**

|  |  |
| --- | --- |
| C | Competent |
| CT | Credit Transfer |
| NYC | Not Yet Competent |
| NC | Not Competent |
| NA | Not Available (i.e. work not handed in or not fully completed) |

**APESMA Grades**

|  |  |
| --- | --- |
| HD  DI  CR  P  PX  EX | High Distinction (80%-100%)  Distinction (70%-79%)  Credit (60%-69%)  Pass (50%-59%)  Graded to Pass Only  Exemption Granted |
| N  DNS  N\*  NRA | Fail (0%-49%)  Did Not Sit Examination  Fail – Pass all components other than a hurdle requirement  No Result Available |
| \*\* | Missing Result |
| X | Not Yet Competent |

**WEIGHTED AVERAGE MARK**

The Weighted Average Mark for a progression period is calculated as follows:

WAM = the sum of (Numeric mark for a subject x Credit Points for that subject) of each subject attempted / Total Credit Points

For example:

|  |  |  |
| --- | --- | --- |
| **Numeric mark** | **Credit points** | **Product** |
| 83 | 15 | 83 x 15 = 1245 |
| 69 | 15 | 69 x 15 = 1035 |
| 75 | 30 | 75 x 30 = 2250 |
| 95 | 15 | 95 x 15 =1425 |
| 74 | 15 | 74 x 15 = 1110 |
| 67 | 30 | 67 x 30 = 2010 |
| **Total** | 120 | 9075 |

WAM is 9075 (the sum of the numeric mark for a subject x credit points for that subject) divided by 120 (total credit points for those subjects), which is 75.63.

1. If an assessment outcome has no numeric mark, then it cannot be used in the total WAM calculation except for an NS (Did Not Sit) or KN (Late Withdrawal with Academic Penalty) grade, where the default numeric mark value of zero will be used in the calculation.
2. A WAM cannot be calculated if a student has one or more incomplete grades (e.g. X or W) within the progression period.

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