

# Conversion of Temporary Grades Policy

## Section 1 - Background and Purpose

(1) The University uses a number of Administrative Codes which are converted to Assessment Grades normally through action taken by professional and/or academic staff.

## Section 2 - Scope

(2) This Policy applies to:

- a. all coursework and cross-institutional subjects except exchange subjects and those graded externally
- b. all academic staff and general staff involved in the assignment or processing of results

## Section 3 - Policy Statement

(3) Subject Coordinators are responsible, together with Student Administration, for ensuring that subject results are finalised in the student information system in a timely manner.

(4) When results are not finalised within the specified timeframe, temporary Administrative Codes will be converted to Assessment Grades, as defined in the [Assessment Schedule - Grades and Administrative Codes](#), in accordance with these procedures.

## Section 4 - Procedure

(5) Results of all subjects are submitted in accordance with timelines outlined in the [Assessment Procedure - Assurance of Results](#), however delays may occur due to ordinary administrative processes.

(6) Temporary Administrative Codes are used to record the reason for the delay (for example SPE means the student has been given an exam scheduled in the special exam period) while Assessment Grades are under determination.

(7) Administrative Codes must be replaced by an Assessment Grades when the result for the subject is finalised, and results must be finalised by the end of the third progression period following the progression period in question.

(8) Extensions to the deadline for applying an Assessment Grade may only be granted by the College Associate Pro Vice-Chancellor Coursework or nominee.

(9) Administrative Codes still in place after the third progression period without an approved extension will be converted by Student Administration into Assessment Grades in accordance with the Conversion Chart:

Administrative Code	Assessment Grade	Numerical Result
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SPA, SPE	Original grade	Original result
SAHA, SAHE	F	No result
W	NS	No result
**	NS/EXTF	No result

(10) A student who wishes to seek a review of an Assessment Grade assigned through the conversion process may do so by contacting the relevant Subject Coordinator.

## Section 5 - Definitions

(11) For the purpose of this Policy and Procedure:

- a. Administrative Code: a meaningful code that is attached to a subject on a temporary basis pending receipt of the final Assessment Grade.
- b. Assessment Grade: any of the letter grades, and the associated numerical ranges, formally used by the University to assess students' results and as outlined in Assessment Schedule - Grades and Administrative Codes.
- c. Progression Period: the period of study at the end of which a student's academic progress is formally assessed. There are three Progression Periods within an academic year, defined as follows:
  - i. Progression Period 1: 1 March - 30 June;
  - ii. Progression Period 2: 1 July - 30 November; and,
  - iii. Progression Period 3: 1 December - 28 (or 29) February

## Status and Details

<b>Status</b>	Current
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