Assessment Schedule - Grades and Administrative Codes

Section 1 - Background and Purpose

(1) This Schedule provides:

a. 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;
b. the methodology for calculating overall indicators of student academic performance such as Weighted Average Mark (WAM).

Section 2 - Scope

(2) This Schedule applies to all award courses and non-award credentialed courses, regardless of mode or location.

Section 3 - Schedule

Grades

La Trobe University Higher Education Assessment Grades

Coursework Only – Undergraduate or Postgraduate	
A (80%-100%) B (70%-79%) C (60%-69%) D (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

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to La Trobe's Policy Library for the latest version.

Research – Masters by research Thesis (Graded)	
PG (50%-100%)	Graded Thesis Passed
PF (0%-49%)	Graded Thesis Fail

Research – Doctoral Thesis/Masters by research Thesis	
PASS	Thesis Passed
FAIL	Thesis Failed
FDWN	Thesis Failed – Downgraded to Masters(applied to doctoral thesis)

Research – Higher Doctorate	
PASS	Thesis Passed
FAIL	Thesis Failed

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KN	Withdrawn Late (counted as fail) (applies to Coursework, Honours, Research)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)
V	No result was recorded due to extenuating circumstances
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 passed)

Vocational Educational and Training (VET) Grades

(La Trobe University Registered Training Organisation 3899)

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)

Alternative 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(WAM)

(3) 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	Calculation
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

The WAM in this example 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.

(4) If an assessment outcome has no numeric mark, then it cannot be used in the total WAM calculation except for an NS (Nothing Submitted) or KN (Late Withdrawal with Academic Penalty) grade, where the default numeric mark value of zero will be used in the calculation.

(5) A WAM cannot be calculated if a student has one or more incomplete grades (e.g., X or W) within the Progression Period.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to La Trobe's Policy Library for the latest version.

Allocation of Temporary Administrative Codes

(6) Where a temporary Administrative Code is to be awarded pending the outcome of a supplementary assessment the Subject Coordinator will allocate a mark and/or Administrative Code as follows:

a. in the case of an approved Special Consideration Application:
    i. SPE (with no mark), if the additional assessment is to take the form of a centrally conducted examination, or
    ii. SPA (with no mark), if the additional assessment is to take the form of a non-centrally managed examination or other assessment, or
    iii. W if the grading schema for a subject is an ungraded pass or fail.
b. in the case of a failed hurdle, where a mark of 50 or above was obtained:
    i. SAHE, with the relevant mark, if the additional assessment is to take the form of a centrally conducted examination, or
    ii. SAHA, with the relevant mark, if the additional assessment is to take the form of a non-centrally managed examination or other assessment, or
    iii. W if the grading schema for a subject is an ungraded pass or fail
c. in the case of a failed final subject:
    i. SPE, if the additional assessment is to take the form of a centrally conducted examination, or
    ii. SPA, if the additional assessment is to take the form of a non-centrally managed examination or other assessment.

Grade Conversion for Missing Results

(7) Administrative Codes must be replaced by Assessment Grades when the result for the subject is finalised and according to key dates published by Student Administration.

(8) Extensions to the deadline for applying an Assessment Grade may only be granted by the Dean or nominee or, in the case of centrally managed courses or subjects, an equivalent senior academic staff member.

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

Administrative Code	Assessment Grade	Numerical Result
SPA, SPE	NRA	No result
SAHA, SAHE	F	No result
W	NRA	No result
**	NRA	No result

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to La Trobe's Policy Library for the latest version.

Status and Details

Status	Current
Effective Date	7th September 2022
Review Date	7th September 2025
Approval Authority	Academic Board
Approval Date	7th September 2022
Expiry Date	Not Applicable
Responsible Manager - Policy	Sue Bennett Deputy Vice-Chancellor (Academic)
Enquiries Contact	Quality and Standards

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to La Trobe's Policy Library for the latest version.