Assessment Procedure - Grades and Administrative Codes

Section 1 - Key Information

Policy Type and Approval Body	Academic – Academic Board
Accountable Executive – Policy	Deputy Vice-Chancellor (Academic)
Responsible Manager – Policy	Pro Vice-Chancellor (Learning and Teaching)
Review Date	15 April 2029

Section 2 - Purpose

(1) This Procedure provides:

a. the official record of the current grading scheme for subjects 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; and
b. the methodology for calculating overall indicators of student academic performance such as Weighted Average Mark (WAM).

Section 3 - Scope

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

Section 4 - Key Decisions

Key decision making	Role
Extensions to the deadline for applying an assessment grade	Dean or Nominee

Section 5 - Policy Statement

(3) This Procedure forms part of the Assessment Policy which governs its application.

Section 6 - Procedures

(4) Parts A and B provide the range of grades and Administrative Codes used for results for La Trobe University and La Trobe RTO subjects and the appropriate circumstances for their use.

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Part A - Higher Education

Assessment Grades

Coursework Only – Undergraduate or Postgraduate	
A (80%-100%) B (70%-79%) C (60%-69%) D (50%-59%) P	A Grade Pass B Grade Pass C Grade Pass D Grade Pass Ungraded 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 – Master's by Research Thesis (Graded)	
PG (50%-100%)	Graded Thesis Passed
PF (0%-49%)	Graded Thesis Fail

Research – Doctoral Thesis/Master's by Research Thesis (Ungraded)	
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

Temporary Administrative Codes

(5) Temporary Administrative Codes are awarded by the Subject Coordinator in the circumstances outlined below. This includes circumstances where the outcome of a supplementary assessment is pending following an approved Special Consideration application, a failed hurdle or a failed final subject. The Subject Coordinator will allocate a mark and/or Administrative Code as outlined in the following table.

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(6) The Administrative Codes below apply to Coursework and Honours only, except where otherwise indicated.

Code	Name	Application
**	Missing Result	Used for Coursework, Honours, Research, External Studies. Automatically generated at the point of result release if results are not submitted.
PL	Placement	A temporary code applied while the outcome of a placement subject is pending.
SAHA	Supplementary Assessment Hurdle Alternative (not central examination)	In the case of a failed hurdle, where a mark of 50 or above was obtained, SAHA is awarded, with the relevant mark, where the additional assessment is to take the form of a non-centrally managed examination or other assessment (see Assessment Procedure - Adjustments).
SAHE	Supplementary Assessment Hurdle Examination (central examination)	In the case of a failed hurdle, where a mark of 50 or above was obtained, SAHE is awarded, with the relevant mark, if the additional assessment is to take the form of a centrally managed examination (see Assessment Procedure - Adjustments).
SPA	Special Assessment Alternative (not central examination)	SPA is awarded (with no mark), if the additional assessment is to take the form of a non-centrally managed examination or other assessment.
SPE	Special Assessment Examination (central examination)	SPE is awarded (with no mark), if the additional assessment is to take the form of a centrally conducted examination.
W	Withheld	For academic misconduct, late results, and where the grading schema for a subject is an ungraded pass or fail.
XC	Allowed to Continue	This code is used for thesis subjects to indicate that a student is successfully progressing - it should never have a mark applied. XC becomes an X once the entire thesis is complete.

Permanent Administrative Codes

Code	Name	Application
EX	Exemption	Used when a student is granted credit towards coursework courses from previous studies or activities (see Admissions Standard - Credit).
KN	Withdrawn Late	Counted as fail. Applies to Coursework, Honours, Research. This is an automatically generated code determined by the timing of the subject withdrawal and cannot be awarded by an academic.
NC	Conceded Pass	See Assessment Procedure - Adjustments
NRA	No Result Available	Used for Coursework, Honours, Research, External Studies. Used when temporary administrative codes are replaced via the grade conversion process (see Grade Conversion for Missing Results section below). Also used for non-completed attempts of LTU0AIM and ABS0WOM.
NS	Nothing Submitted	Counted as Fail.
V	No result was recorded due to extenuating circumstances	This code was introduced during the COVID pandemic and is reserved for similar extenuating circumstances.
WD	Withdrawn Without Academic Penalty	This is an automatically generated code determined by the timing of the subject withdrawal and cannot be awarded by an academic.
X	Continuing Pass	This code is used for thesis subjects that have been XC (see Temporary Administrative Codes table above) when the final subject result is passed - it should never have a mark applied.

Alternative Grades

(7) These grades are used in specific circumstances (eg, in courses run in association with particular partners).

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)

(8) 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.

(9) If an outcome for a subject has no numeric mark, such as in a subject that is based entirely on competency-based assessment, 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.

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

Grade Conversion for Missing Results

(11) 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.

(12) 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.

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(13) 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

Part B - Vocational Educational and Training (VET) Grades

(La Trobe University Registered Training Organisation 3899)

Grade Code	Grade Description	Standard Grade
C	Competent	Pass
CT	Credit Transfer	Pass
CRPL	Competent – RPL	Pass

Section 7 - Definitions

(14) For the purposes of this Procedure:

a. Administrative Code: a code applied against a subject on a student's record and/or academic transcript to indicate the status of a student's completion of subject requirements rather than to indicate actual academic performance. Temporary Administrative Codes are converted to a grade after the student has met the subject requirements.
b. RPL: Recognition of Prior Learning – the process by which prior learning is identified and assessed for relevance and value against the requirements of a course to determine the credit that may be granted towards that course.

Section 8 - Authority and Associated Information

(15) This Policy is made under the La Trobe University Act 2009.

Status and Details

Status	Current
Effective Date	4th May 2026
Review Date	15th April 2029
Approval Authority	Academic Board
Approval Date	4th May 2026
Expiry Date	Not Applicable
Responsible Manager - Policy	Sarah Midford Pro Vice-Chancellor (Learning and Teaching)
Enquiries Contact	Quality and Standards

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