**Crucial Information For Higher Education Students**

**Effective from Semester 1 2013**

**New Grading, Examination and Academic Assessment and Moderation Policies  
Revised Higher Education Academic Progression Procedures**

**GRADING POLICY:** Effective from Semester 1 2013, CDU has implemented a revised higher education grading scheme. This revised scheme is in line with many other Australian universities and may make it easier for students transferring between universities. Changes (highlighted) include:

<table>
<thead>
<tr>
<th>Notation</th>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD</td>
<td>High Distinction</td>
<td>85 to 100%</td>
</tr>
<tr>
<td>D</td>
<td>Distinction</td>
<td>75 to &lt;85%</td>
</tr>
<tr>
<td>C</td>
<td>Credit</td>
<td>65 to &lt;75%</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>50 to &lt;65%</td>
</tr>
<tr>
<td>PC</td>
<td>Pass Conceded</td>
<td>May be used for a mark 45 to ≤50%</td>
</tr>
</tbody>
</table>

A PC grade may only be awarded by the Faculty Assessment Review Panel on the recommendation of the School Assessment Review Panel.

A PC grade may be awarded in lieu of a composite mark in the range 45 to ≤50% when, in the view of the Faculty Assessment Review Panel and taking into consideration the student’s overall academic performance, the student falls short of satisfying all basic requirements for a Pass but can be granted concession for the deficiencies through:

- Having compensating strengths in some aspects of the unit; or
- Having compensating strengths in other units; or
- Other evidence of achievement in relation to the learning objectives of the program of learning.

The grade of PC is not awarded in any AQF Level 5, 8, 9 or 10 qualification i.e. Diploma, Honours, postgraduate course work or research degrees, nor in any capstone units and may not be available in all AQF level 6 or 7 qualifications i.e. Associate Degree, Advanced Diploma or Bachelor.

In programs of learning where a PC is available, a student must have received no more than 10 credit points in a Level 6 qualification or 20 credit points in a Level 7 qualification with the grade of PC in order to be eligible to be awarded the relevant degree. No more than 10CP PC may be received at the highest level of the program of learning. No PC will be offered if any of these limits would be breached.

A PC is deemed to satisfy prerequisites for higher-level units.

- DNS | Did not submit | ≤50% |
- DNS | Did not complete 50% or more of the assessment | |

**Transition Plan for PC grades:** Students enrolled prior to Sem 1 2013 in a course leading to a level 5 (Diploma), level 6 (Associate Degree/Advanced Diploma) or Level 7 (Bachelor) qualification, and whose enrolment has not lapsed or been discontinued, will remain under the current Rules i.e no more than 10 credit points per 80 credit points with the grade of PC. The new policies will apply to students commencing their courses from Sem 1 2013.

**Honours Class:** Consistent standards for calculating Honours class have been introduced for students entering Honours in or after Sem 1 2013. Honours Class is based on the mean (average) percentage over the total number of graded credit points attempted in the Honours degree. Where the Honours degree is embedded in a four (4) year
degree, only the Honours degree units will be included in the Honours Class calculations. The Honours Class ranges will be:

<table>
<thead>
<tr>
<th>Notation</th>
<th>Grade</th>
<th>Mean percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1</td>
<td>Honours First Class</td>
<td>80 to 100%</td>
</tr>
<tr>
<td>H2A</td>
<td>Honours Second Class Group A</td>
<td>70 to &lt;80%</td>
</tr>
<tr>
<td>H2B</td>
<td>Honours Second Class Group B</td>
<td>60 to &lt;70%</td>
</tr>
<tr>
<td>H3</td>
<td>Honours Third Class</td>
<td>50 to &lt;60%</td>
</tr>
</tbody>
</table>

**Transition Plan for Honours Classes**: Students enrolled prior to Sem 1 2013 in a course leading to a level 8 (Bachelor Honours) qualification (ie the one year add-on Honours course or the Honours year of an embedded Honours course), and whose enrolment has not lapsed or been discontinued, will remain under the current School-based procedures. The new CDU-wide policy will apply to students commencing their Honours course (ie the one year add-on Honours course or the Honours year of an embedded Honours course) from Sem 1 2013.

**HIGHER EDUCATION EXAMINATION POLICY**: The new HE Examination Policy:
- removes Supplementary Examinations
- removes provisions for ‘special on special’ examinations
- clarifies the special circumstances under which Special Examinations or Special Consideration may be granted
- clarifies granting of Reasonable Adjustment including introduction of an Aegrotat grade
- clarifies the procedures for External Examinations

**HIGHER EDUCATION ACADEMIC PROGRESSION PROCEDURES**: The revised Progression Procedures:
- extends the Under Review and Unsatisfactory Progress procedures to students who have repeatedly failed a single unit
- includes a statement to indicate that maintaining good academic status does not automatically make the student eligible for professional registration
- clarifies the special circumstances under which deadlines may be extended
- clarifies consideration of the student response to the Unsatisfactory Progress Notice.

**ACADEMIC ASSESSMENT AND MODERATION POLICY**: clearly sets out the purposes of academic assessment at the University and the principles on which academic assessment is founded at CDU.

**To see the full versions of the**
- Academic Assessment and Moderation Policy
- Grading Policy
- Higher Education Examination Policy
- Higher Education Academic Progression Procedures

**visit the CDU Governance website** [http://www.cdu.edu.au/governance/index.html](http://www.cdu.edu.au/governance/index.html) **and look for 'by Audience' under 'Document Library' in the right hand column.**

Professor Sandra Dunn
Chair, Academic Board
17/12/2012