

Grading Guidelines – Russo Business School

1. These Grading Guidelines are to be read in conjunction with the Russo Business School's Assessment Policy and Procedures.
2. The Dean, Academic Operations or their delegate shall chair the Russo Business School's Assessment Sub-Committee's Examiner's Meeting.
3. The Russo Business School's Associate Dean/s role/s prior to, during, and after the Russo Business School's Examiners' Meeting are as follows:
 - a) Review applications for deferred exams, if approved implement the process of administering deferred examinations;
 - b) Where possible subject lecturers are to include the results of the deferred exams on their final subject results spread sheets
 - c) In the final allocation of grades, ensure the subject lecturers make a judgment based on the natural cut-offs for a subject;
 - d) Review final grade cut offs prior to attending Examiners' Meeting, (in consultation with the Dean, Academic Operations if required);
 - e) Ensure the assessment task marks are calculated correctly, especially the final assessment task items for students close to cut off points;
 - f) Ensure the clear delineation between grades (see Grade Range below);
 - g) Prepare and circulate the finalised subject result spread sheets and subject reports to all participants of the Examiners meeting in an approved format;
 - h) Attend the meeting or nominate a delegate as approved by the Dean, Academic Operations;
 - i) Present, and when required, discuss the grade cut offs, grade distribution and awarding of deferred exams for each subject at the meeting, noting where moderation may arise in conferring final grades;
 - j) Make full notations of any Examiner's meeting decisions about any change of grade/results or awarding of supplementary assessments;
 - k) To inform all relevant subject lecturers in their course regarding approved changes;
 - l) Implement the process of administering supplementary exams/assessments, (including in the process, where necessary, the relevant subject lecturer) and;
 - m) Sign off on final grade report within 24 hours of Examiners Meeting.

4. Grade range

Grade	Range
High Distinction (HD)	85% - 100%
Distinction (D)	75% - 84%
Credit (C)	65% -74%
Pass (P)	50% - 64%
Fail (N)	<50%
Supplementary Assessment (NS)	47% - 49% **

** Guide only. Supplementary assessments can only be awarded at the Examiners meeting

5. Final Grades

The following final grades are awarded for coursework subjects:

HD	Pass with High Distinction
D	Pass with Distinction
C	Pass with Credit
P	Pass
S	Satisfactory (a passing level in an ungraded subject)
N	Failure
U	Unsatisfactory (failed to reach a passing level in an ungraded subject)
W	Withdrawn (withdrew from subject without academic penalty)
WN	Withdrawn Fail (withdrew from subject with academic penalty)
X	Failure (did not sit for compulsory major assessment task(s), or deferred examination not granted.)
SX	Failure (did not sit for a supplementary assessment task)

- a) The letter 'S' does not precede any final grade/result awarded after sitting a supplementary assessment on an official Russo Business School Transcript or Record of Results, except where a student did not sit for a supplementary assessment. However, the letter 'S' will precede all final grades/results awarded after sitting a supplementary assessment for the Russo Business School's internal records only.
- b) Students who are awarded a fail for a subject as a result of being proven guilty of academic misconduct will be awarded an 'X'.

6. Interim grades

The following grades are interim grades awarded for coursework subjects, pending the award of a final grade:

RW	Result Withheld (assessment requirements are outstanding)
AI	Assessment Incomplete (the School's assessment process is incomplete)
NS	Supplementary assessment granted see Item 7
ED	Deferred examination granted.

Note: Russo Business School requires appropriate documentation or justification to support all interim grades to be provided the relevant Associate Dean.

7. Granting of supplementary results (NS)

- a) Where a student has achieved greater than or equal to 47% and less than 50%; the student *may* be awarded a supplementary grade (NS) and be required to submit a supplementary assessment task.
- b) A student who has achieved greater than or equal to 45% and less than 50% *may* be awarded a supplementary grade (NS) and be required to submit a supplementary assessment task, if special circumstances warrant this decision. The Associate Dean/s can make an assessment based on the individual student's effort in a subject and make a recommendation to the examiner's meeting.
- c) The awarded supplementary assessment task will be based on the major assessment task that has been failed (*The Examiner's Meeting will nominate the required supplementary assessment*).

- d) The supplementary assessment result is added to the results of previous assessment and is included in a recalculation of the student's grade.
- e) A student who has breached Russo Business School's academic misconduct requirements (e.g. plagiarism, academic misconduct) in a particular subject shall not be entitled to supplementary assessment for that subject.
- f) A student who has failed a single subject towards an award in their final teaching period and who gained 40% or more of the marks for that subject, may be granted a supplementary examination in that subject. However if that subject is required for accreditation, then the criteria specified by that accreditation will apply.
- g) A supplementary examination paper will be an alternate exam paper developed for the purpose of supplementary exams.

8. Other Grades

Credit	Subjects granted as credit from another Institution
Exemptions/RPL	Subjects granted as credit based on work experience
Course Transfer	Transferring to another course or major within Russo Business School

9. Grade Point Average (GPA)

The grade point average (GPA) is a simple numerical index which summarises the student's academic performance in a course and over the duration of the student's enrolment in the course.

GPA =	sum of (credit points of unit X numeric value of grade for that unit)
	sum of credit points of unit(s)

The GPA calculation includes all attempts at units which are awarded a numeric grade or the result "WN" (Withdrawn-Fail), X (Failure), SX (Failure) (refer to legend below), which is converted to a 1.

The following grades are not included in the GPA calculation

- Results that have not been finalised
- Final grade of "S" (Satisfactory) or "U" (Unsatisfactory)
- Final grade of "W" (Withdrawn from subject without academic penalty).
- Units undertaken at another institution including credit, exemptions and RPL

GPA Table

Grade	Grade description	Grade Point
HD	Pass with High Distinction	7
D	Pass with Distinction	6
C	Pass with Credit	5
P	Pass	4
N	Failure	2
WN	Withdrawn Fail (withdrawn from subject with academic penalty)	0
X	Failure (did not sit for compulsory major assessment task(s), or deferred examination not granted.)	1
SX	Failure (did not sit for a supplementary assessment task)	1

