



Grading Policy

Effective Date: 2025.10.21

Last Reviewed: 2025.10.01

Version: v2.2 2026.02.12

1. Purpose

The purpose of this policy is to provide a uniform grading scale for outcomes of individual assessments and overall subjects or units, as well as procedures for notification of those results. Grades are awarded to enable AC to provide a final statement for the student and the wider community of the student's achievement of the learning outcomes and graduate attributes in a subject or unit.

2. Scope

This policy applies to all students enrolled in, and all staff involved in the delivery of coursework subjects or units in both Higher Education (HE) and Vocational Education and Training (VET).

3. Definitions

For the purpose of this policy, the following definitions apply:

- 3.1. **Academic Integrity:** Adherence to ethical principles and standards in academic work, including honesty, fairness, and responsibility in assessment and grading.
- 3.2. **Assessment:** The process of evaluating a student's achievement of learning outcomes using evidence collected from various tasks or activities.
- 3.3. **Assessment Validation (VET):** A quality review process that involves checking that assessment tools, processes, and judgements produce valid, reliable, sufficient, current, and authentic evidence in line with training product requirements.
- 3.4. **Australian Qualifications Framework (AQF):** The national policy for regulating qualifications in Australian education and training. It provides the standards for educational qualification levels and outcomes across Higher Education (HE) and Vocational Education and Training (VET).
- 3.5. **Credit Transfer (VET):** A process that provides learners with credit for units of competency previously completed when these are equivalent to the current training product requirements, as confirmed through Training Package or accredited course mapping.
- 3.6. **Criterion-Referenced:** An approach where a student's performance is judged against explicit criteria and standards.
- 3.7. **Final Grade:** The overall grade awarded to a student for a subject or unit after all assessment tasks have been completed and moderated.
- 3.8. **Grade:** A descriptor representing the standard of performance a student has demonstrated in meeting the learning outcomes of a subject, unit, or assessment task.
- 3.9. **Higher Education (HE):** Education that leads to the award of a qualification at AQF Level 5 (Diploma) or above, accredited under the Higher Education Standards Framework (Threshold Standards) 2021.
- 3.10. **Internal Monitoring of Grades Committee:** An AC committee responsible for overseeing grade moderation, endorsing final grades, and ensuring consistency and fairness in assessment outcomes.
- 3.11. **Learning Management System (LMS):** The digital platform used by AC to manage the delivery of teaching, learning resources, assessment submission, and student communication.
- 3.12. **Moderation:** The process of reviewing and comparing assessment judgements to ensure consistency, fairness, and alignment with learning outcomes and grading criteria.



- 3.13. **Pass Conceded (PC):** A grade that may be awarded where a student has not achieved a passing mark but has demonstrated performance close to that standard. It may only be awarded at the discretion of AC in accordance with the Grading Policy.
- 3.14. **Recognition of Prior Learning (RPL):** An assessment process that determines whether a learner's existing skills, knowledge, or experience meet all or part of the requirements of a subject, unit of competency or qualification.
- 3.15. **Student Management System (SMS):** The system used by AC to record, manage and report student data, including enrolments, results, and progression.
- 3.16. **Subject:** A subject refers to a single component of a higher education course that focuses on a specific topic or area of study. Students complete multiple subjects as part of their course requirements, each typically assessed through assignments, exams, or projects.
- 3.17. **Training Packages:** Training packages specify the knowledge and skills required by individuals to perform effectively in the workplace, expressed in units of competency. Training packages also detail how units of competency can be packaged into nationally recognised and portable qualifications that comply with the Australian Qualifications Framework (AQF).
- 3.18. **Unit of competency:** A unit of competency is the specification of the skills, knowledge, and performance requirements that a learner must demonstrate to meet industry-defined standards within a VET qualification or training product.
- 3.19. **Unique Student Identifier (USI):** A national identifier required for all VET learners that enables access to a secure online record of their training outcomes and qualifications.
- 3.20. **Vocational Education and Training (VET):** Education and training that leads to the award of a vocational qualification accredited under the National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025 and related legislative instruments.

4. Policy Statement

4.1. Awarding grades

- 4.1.1. A student's grade for a subject or unit undertaken is determined by assessment of performance. Students must be informed of the expectations and learning outcomes related to each assessment task required for each subject or unit of study. Thus, the grade a student receives should reflect their overall performance in meeting learning outcomes.
- 4.1.2. The award of HE grades shall be a criterion-referenced process which requires the exercise of professional judgement in relation to transparent criteria and standards.
- 4.1.3. In awarding HE grades, due weight shall be given to the Australian Qualifications Framework (AQF) level at which the subject or unit is offered.

4.2. Amending a final grade

- 4.2.1. A final grade may only be amended if:
 - a. there has been an administrative error; or
 - b. there has been a successful review of appeal by the student according to the Complaint and Grievance Resolution Policy (HE);
 - c. the Unit of Competency has been re-assessed and now considered competent (VET).

4.3. Notification of Grades

- 4.3.1. HE
 - a. After the completion of each subject, the lecturer/trainer must lodge with Registry details of the marks and grades obtained by each student in each assessable component of the subject or unit, and the weighting attached to each component;
 - b. Interim subject or unit results are to be released informally to students as soon as possible, typically via the LMS;



- c. The Registry will notify HE students when their official results are published in the Enrolment Centre on a semester basis. Grades are not published until endorsed by Internal Monitoring of Grades Committee;
- d. Students may request a summary of studies from Registry.

4.3.2. VET

- a. Assessment feedback and Unit of Competency outcomes are recorded in the LMS;
- b. For outcomes no longer available in the LMS when content is archived students can request a summary of studies from Registry at any stage. A free USI VET Transcript is also accessible through the student's USI account. <https://www.usi.gov.au/usi-vet-transcripts>.

4.4. Review of grades

- 4.4.1. A student may request a review of their final grade in a subject on either of the following grounds:
 - a. assessment requirements stated in the subject outline were changed without consultation with students or applied without due process;
 - b. an administrative error occurred in the calculation, recording or publication of the grade.

5. Roles and Responsibilities

The following roles and responsibilities apply in relation to this policy:

- 5.1. **Chair, Learning and Teaching Committee (LTC):** The LTC Chair is responsible for overseeing the implementation, monitoring, and review of the Grading Policy; ensuring that grading processes align with the Higher Education Standards Framework and AQF requirements; and reviewing and endorsing proposed amendments to grading criteria, scales, or processes before approval by the appropriate governance body.
- 5.2. **Heads of School:** Heads of School are responsible for ensuring consistent application of grading criteria across all subjects and units within their School; overseeing moderation processes to confirm fairness and comparability of grading outcomes; approving grade changes following review or appeal, in accordance with the Grading Policy; and ensuring faculty adhere to assessment and grading timelines.
- 5.3. **Internal Monitoring of Grades Committee (IMGC):** The IMGC is responsible for reviewing grade distributions and moderation reports to ensure consistency and academic integrity across Schools; endorsing final grades prior to their official release to students; and identifying anomalies or trends that may indicate the need for further review or staff development.
- 5.4. **Lecturers / Trainers and Assessors:** Lecturers / Trainers and Assessors are responsible for applying approved assessment and grading criteria consistently and fairly; recording results accurately and within the required timeframes; providing constructive feedback to students aligned with subject learning outcomes; and participating in moderation, validation, and review of grades as required.
- 5.5. **Learning and Teaching Committee (LTC):** The LTC is responsible for providing strategic oversight of academic assessment and grading standards across the institution; reviewing reports from the Internal Monitoring of Grades Committee and recommending quality improvement actions; and approving grade-related procedural amendments and endorses systemic changes.
- 5.6. **Quality and Standards (Q&S) Department:** The Q&S Department is responsible for monitoring compliance of grading practices with regulatory and institutional requirements; and coordinating institutional quality assurance processes for assessment and grading, including internal audits.



- 5.7. **Registry:** Registry is responsible for administering the recording, storage, and publication of official student grades within the Student Management System; ensuring the integrity and confidentiality of grade data; and notifying students of official results and manages grade-related documentation, including transcripts.
- 5.8. **Students:** Students are responsible for submitting assessment tasks in accordance with assessment requirements and deadlines; seeking clarification and feedback regarding assessment outcomes where needed; and following the appropriate processes if seeking a review or appeal of a final grade.

6. Procedures

6.1. Grading of professional placements

- 6.1.1. Students required to undertake a professional placement as part of their course, will be awarded a non-graded pass/fail.

6.2. HDR Final Grades*

- 6.2.1. The grade of a student is recorded as follows:

Transcript Reference	Description
Research Continuing	'Research Continuing' denotes that a student's research is continuing and not yet completed.
These Examined and Approved	'These Examined and Approved' denotes that a student has completed the thesis.

*Some HE Final Grades may also apply to HDR candidates as relevant (refer 6.3)

6.3. HE Final Grades

- 6.3.1. The grade of a student is recorded as follows:

Transcript Reference	Description
High Distinction 85–100%	This grade denotes performance which meets all learning outcomes in such an exceptional way and with such marked excellence that it deserves the highest level of recognition.
Distinction 75–84%	This grade denotes performance which clearly deserves a very high level of recognition as an excellent achievement of learning outcomes.
Credit 65–74%	This grade denotes performance which is substantially better than would normally be expected of competent achievement of learning outcomes.
Pass 50–64%	This grade denotes performance which satisfies subject learning outcomes.
Satisfactory	This grade denotes a satisfactory level of achievement of learning outcomes. It is used when a subject is assessed on a pass or fail basis.
Fail <50%	This grade denotes performance which does not meet learning outcomes.



Unsatisfactory	This grade denotes an unsatisfactory level of achievement of learning outcomes. It is used when a subject is assessed on a pass or fail basis.
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6.3.2. In the event of the following results, the grade of a student is recorded as follows:

Reference	Description
Incomplete Fail	'Incomplete' due to non-submission of assessment, irrespective of the student's total score in the subject, which may be >50%
Late-Withdrawal	Withdrawn after census date - 'Late-Withdrawal' denotes that a student has been granted a retrospective withdrawal from a subject due to extenuating circumstances (compassionate/medical grounds). This is only used when the withdrawal has been approved by the Student Affairs Committee. This is NOT to be used for when a student notifies AC of withdrawing from a class AFTER the census date. In this situation the student would receive a fail grade. It is only used for special circumstances late withdrawals.
In Progress	'In Progress' denotes that the subject has not yet been completed - no final grade allocated This may be because the subject is still being taught, the grades are only partially reported, an approved extension is in place, or the subject extends over more than one teaching period (i.e. research project).
Transfer of Credit	Credit for Prior Learning/RPL - 'Transfer of Credit' is used when a student has had cross credits or RPL approved based on successful completion of equivalent study. A student does not need to enrol in these subjects.
Exempt without Credit	No credit for Prior Learning/RPL - 'Exempt without credit' is used when a student has met the learning outcomes of a subject, but no credit points allocated. Students are still required to complete the course credit points. A student does not need to enrol in these subjects.
Withdrawn Fail	A result given where a student has formally withdrawn from a subject after the census date (with academic penalty)
Pass Conceded	Where a student has not achieved a passing grade but demonstrated a level of performance that is close to that of a passing grade. A grade of Pass Conceded may be awarded to facilitate student progress through a program. A student cannot request a conceded pass; it is offered by AC. The student must have submitted all marked



assessments for the subject. A PC is typically awarded in the final semester of a course of study.

6.4. VET Grading

6.4.1. The grading system for individual assessments within a VET unit will be:

- Not Yet Satisfactory (N) - Students have not yet demonstrated the performance criteria to fulfil this assessment level;
- Satisfactory (S) – Students have fulfilled the performance criteria required for this assessment level.

6.4.2. The final grade of a student is recorded as follows:

Record of Results Reference	Description
Competent	The student has been assessed and satisfies all the requirements for the unit of competency or module.
Recognition of Prior Learning	The student has been assessed and recognition of prior learning has been granted.
Credit Transfer	Credit transfer means the process of recognising and awarding credit for prior successful completion of an equivalent unit of competency or module. Credit transfer is essentially an administrative process. The student has been given credit for the unit as the student has completed the exact same unit code previously and presented in a certified transcript for credit, or the unit has been deemed 'equivalent' in a training package mapping advisory document.

6.4.3. In the event of the following results, the grade of a student is recorded as follows:

Summary of Studies Reference	Description
Withdrawn	The student has engaged in some learning activity and has then notified of their withdrawal before completing all of the assessment criteria.
Not yet competent	The student has been assessed as not satisfactory, or as not satisfying one or more of the requirements for the unit of competency or module.
In progress	This code is used when the student has engaged in learning activity but has not completed all the training and assessment criteria.

6.5. Approval and release of grades

6.5.1. HE Grades in subjects will be recorded, approved and released according to the following process:

- Lecturer records grades in the AC Learning Management System;
- Grades are moderated at a School level;
- Grades are moderated further if required and endorsed via the Internal Monitoring of Grades Committee;



- d. Grades are released to students via the Student Management System, on a date determined by the Learning and Teaching Committee in consultation with Registry.
- 6.5.2. Vocational Outcome for units of competency will be recorded in the LMS and transferred to the SMS by Registry.

6.6. Review of HE grades process

- 6.6.1. The Head of School, or their delegate, will assign each review of grade request to an academic staff member to make a recommendation, as follows:
 - a. A reviewer cannot be a faculty member who decided any of the student's original marks in the subject or unit;
 - b. Where the request is for second marking of an assessment task, it can be assigned to a single reviewer.

6.7. Review of VET outcomes are detailed in AC's Assessment Policy.

6.8. Changes to grade process

- 6.8.1. A change of grade must be endorsed by the Head of School and approved by the Learning and Teaching Committee.
- 6.8.2. The Committee will notify Registry in writing of an amendment to a grade, requesting this be actioned in the Student Management System, prior to notifying the student.

7. Responsible for implementation

- 7.1. Chair, Learning & Teaching Committee

8. Related AC Policies or Documents, Standards and Legislations

8.1. AC Policies or Documents

This policy is to be read in conjunction with the following AC policies available at

<https://ww1.ac.edu.au/ppm/>

- 8.1.1. Assessment Policy;
- 8.1.2. Course Progression Policy;
- 8.1.3. Higher Education Monitoring and Moderation of Grades Policy;
- 8.1.4. Support for Students Policy Framework;
- 8.1.5. Validation Policy;
- 8.1.6. [Request for Extension Form](#);
- 8.1.7. Student Affairs Committee Form (via the [Enrolment Centre](#));
- 8.1.8. [Complaints and Grievance Form](#).

8.2. Relevant Standards and Legislations

- 8.2.1. The Australian Qualifications Framework | AQF;
- 8.2.2. Higher Education Standards Framework: Standards 1.3, 1.4;
- 8.2.3. Higher Education Support Amendment (2023);
- 8.2.4. National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025, National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025;
- 8.2.5. National Code of Practice 2028: Standard 6.3.

9. Review and Revision

This policy will be reviewed by the Chair, Learning & Teaching Committee on a regular basis in accordance with the terms outlined in this policy. Any proposed changes will be tabled at the



Approval Body for review. Revisions will be communicated to all relevant stakeholders upon approval.

10. History of approval and amendments

Policy owner	Chair, Learning and Teaching Committee
Policy category	Assessment
Policy status	Approved
Approval Body	Academic Board
Endorsement Body	Learning and Teaching Committee
Approval Date	2025.10.21
Last Review Date	2025.10.01
History of Policy Amendments	
V1 2025.04.22	Amendments to Pass conceded requirements.
V2 2024.08.12	Addition to Grade Category to include "Incomplete – Fail due to non-submission of assessment, irrespective of the student's total score in the subject, which may be >50%"
V2.1 2025.10.21	Transferred to new policy template (Roles and responsibilities, definitions added), approved by DVP L&S Revised HE and VET Final Grades Tables
V2.2 2026.02.12	HDR Final Grade - "Thesis Satisfactorily Completed" to "These Examined and Approved"

Add a new row for each version of the policy. Do not remove previous rows/changes.

Appendices

N/A