Overview

Changes to General Course Rules – Section 8 to ensure consistency with the Code of Practice Teaching and Assessment and the Assessment Committee Standards are effective from Autumn Session 2008. These changes affect withheld results (including results for which no grade is declared) and failure to attain minimum levels of performance.

Withheld results

Grades must be declared for students and, if a grade is not allocated, a withheld result must be given. Withheld grades such as WM, WA, WO and WE are no longer available from Autumn Session 2008 but, instead, the following grades will be in effect.

1. WH (Withheld) may be granted:
   - for medical or compassionate grounds supported by an approved request for Special Consideration;
   - for investigative grounds – any formal investigation carried out under University rules or policy (eg. plagiarism); or
   - where there are unavoidable delays in assessing the material.

2. IPC (In Progress Coursework) may be granted:
   - where a coursework subject spans session dates (eg. any subject lasting two sessions or longer), the IPC result must be declared at the end of each session until completion; or
   - where a coursework subject involves completion of a practical or clinical placement.

3. IPR (In Progress Research) may be granted:
   - where a research subject spans session dates (eg. any subject lasting two sessions or longer), the IPR result must be declared at the end of each session until completion.

4. WHE (Withheld Extension) may be granted:
   - when an extension for the non-declaration of results, including a reason, has been approved by the DVC(A&I).

5. ND (Not Declared):
   - this will be generated automatically when a grade has not been declared.

Timeframes for declaring withheld results

PLEASE NOTE that a result for a WH or ND must be declared ten (10) weeks after the release of results. An extension may be requested if necessary by the Dean or nominee (Chair, Faculty Assessment Committee) – in this case, a written request including a reason for a four (4) week extension must be submitted to the DVC (A&I). Failure to do this will result in an automatic fail grade being given after the ten-week period. If an extension has been granted, failure to declare a result within the four-week period from the extension date will also result in an automatic fail grade.

To request an extension, a memo (similar to the current change of grade memo)
must be submitted to the Chair of the Faculty Assessment Committee. This memo must provide specific details about the reason for the request.

Resolution of ND grades
If class results are not published at the release of results deadline, an ND (Not Declared) grade will be automatically generated. The DVC (A&I) will request a reason from the Dean for all NDs.

At the Faculty Assessment Committee meeting all ND grades must be declared or changed to a WH or they will automatically become a fail grade.

Declaration of final grades for subjects spanning session dates
Final grades for subjects spanning session dates may be declared as follows.

1. CO (Complete)
   • Where a coursework or research subject spanning session dates is completed, a grade for the final session of enrolment must be declared. All previous enrolments may then be declared as CO (complete) for the purpose of counting total credit points for the subject.

2. U (Unsatisfactory)
   • A student who makes unsatisfactory progress during a subject spanning session dates and who is not permitted to continue in the subject should have a grade of U (Unsatisfactory) applied to the current session of enrolment.

3. U (Unsatisfactory) or NC (Not Complete)
   • A student who withdraws from a subject spanning session dates should receive either U (Unsatisfactory) or NC (Not Complete), as appropriate, to indicate that the student has ceased the subject before completion.

Failure to attain minimum performance levels
A TF (Technical Fail) grade has been introduced for occasions when a student fails to meet a specified level in an assessment task that is required for a pass in the subject. For example, where a student gains a mark of 45 or more for undergraduate subjects or a mark of 50 or more for 800 and 900 level subjects but does not achieve a minimum performance level as stated in the Subject Outline, then a TF grade should be applied.

A TF grade means that:
   • the student fails the subject;
   • a mark will not be granted;
   • TF will appear on the student’s Academic Transcript; and
   • the allocated mark of 44 will be used in the WAM calculation of subjects at all levels.

The minimum performance level rule is applied when the Subject Outline states that students must achieve a minimum performance level for either the subject, specific assessment tasks and/or participation in compulsory modules. Subject Outlines should include the statement that students who do not meet the minimum performance requirements will be given a TF grade on their Academic Transcript.