

## Monash University Procedure

<b>Procedure Title</b>	Grading Scale Procedures
<b>Parent Policy</b>	<a href="#">Grading Scale Policy</a>
<b>Date Effective</b>	30-June-2016
<b>Review Date</b>	30-June-2019
<b>Procedure Owner</b>	Deputy Vice-Chancellor (Education) Vice-Provost (Graduate Education)
<b>Category</b>	Academic Quality and Standards
<b>Version Number</b>	2.3
<b>Content Enquiries</b>	Education Policy Unit
<b>Scope</b>	When grades are awarded for coursework, at either undergraduate or graduate/postgraduate level, Honours coursework degrees, for research units, or for higher degree by research coursework and skills training units, the following grading scales apply.
<b>Purpose</b>	To provide a uniform grading scale for the evaluation and assessment of all coursework units, Honours coursework degrees and units within research degrees throughout Monash University.
<b>PROCEDURE STATEMENT</b>	

### 1. Introduction

- 1.1. When results are formally released for a semester; all units must have a grade recorded, either a Final or Interim grade.

**Responsibility**

Board of Examiners

### 2. Final Grade

- 2.1. Final grades are determined by the Board of Examiners for the unit teaching faculty or in the case of course grades for honours, by the degree owning faculty (as per Academic Board regulations 16 and 18).

**Responsibility**

Board of Examiners

- 2.2. For descriptions of the HD, D, C, P and Fail grades, see Section H of the Unit Assessment Procedures

**Responsibility**

Board of Examiners

**Not Assessed (NAS)**

- 2.3. This grade is used to finalise a unit undertaken on a non-assessed non-award basis.

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### Responsibility

Board of Examiners

### ***Withdrawn Fail (WN)***

- 2.4. Withdrawn Fail is awarded to students who apply to withdraw from units of study between Tuesday of Week 10 in a standard semester (or equivalent in a non-standard semester) and the last day of the teaching period in that semester.

### Responsibility

Board of Examiners  
Faculty Dean  
Student and Education Business Services

- 2.5. For this purpose,
- Week 10 is the tenth week following the teaching start date, including any semester break, and
  - the Student and Education Business Services web pages will contain the actual dates for standard and non-standard semesters.

### Responsibility

Board of Examiners  
Faculty Dean  
Student and Education Business Services

- 2.6. Students may not withdraw from units in a semester after the last day of the teaching period in that semester.

### Responsibility

Board of Examiners  
Faculty Dean  
Student and Education Business Services

### ***Withdrawn Incomplete (WI)***

- 2.7. This grade is used to indicate that a student was unable to undertake or complete all assessment for a unit due to extreme circumstances beyond his or her control occurring or having effect after the commencement of the relevant Withdrawn Fail period. See Section H11 of the Unit Assessment procedures

### Responsibility

Board of Examiners  
Faculty Dean (or delegate)

- 2.8. The WI grade is not a passing grade because the student has not completed the requirements of the unit; but unlike the other fail grades - Fail (N) or a Withdrawn Fail (WN) - the WI is not included in the GPA calculation.

### Responsibility

Board of Examiners  
Faculty Dean (or delegate)

- 2.9. Decisions to award WI grades are made by either the unit teaching faculty's Board of Examiners or Dean (or delegate), following release of results.

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### **Responsibility**

Board of Examiners  
Faculty Dean (or delegate)

## 3. Interim Grades

- 3.1. Where assessment has not been finalised by the date results are published in a study period, this will be signified by the appropriate interim grade (ie, Deferred Assessment, Supplementary Assessment or Withheld).

### **Responsibility**

Faculty Dean (or delegate)

### ***Deferred Assessment (DEF)***

- 3.2. The Deferred Assessment grade is used to create records for examination purposes in officially designated supplementary assessment periods, ie, the Supplementary and Deferred Examination period in August/September for semester 1 units and January/February for semester 2 units.

### **Responsibility**

**Faculty** Dean (or delegate)

- 3.3. Deferred Assessment grades must be converted to a final grade no later than the date when Supplementary and Deferred Examination results for that teaching period are published. In exceptional circumstances, the Dean (or delegate) of a faculty may extend the period of time for the conversion of a DEF grade to a final grade.

### **Responsibility**

Faculty Dean (or delegate)

- 3.4. Deferred grades may be allocated by the Dean (or delegate).

### **Responsibility**

Faculty Dean (or delegate)

### ***Supplementary Assessment (NS)***

- 3.5. An NS grade is used to indicate when all assessment has been completed but a pass has not resulted, and some form of supplementary assessment has been granted. The decision to grant supplementary assessment is made by the Board of Examiners of the student's degree awarding faculty (see Academic Board regulation 19).

### **Responsibility**

Board of Examiners

- 3.6. Supplementary Assessment grades must be converted to a final grade no later than the date when Supplementary and Deferred Examination results for that teaching period are published. In exceptional circumstances, the Dean (or delegate) of a faculty may extend the period of time for the conversion of a NS grade to a final grade.

### **Responsibility**

Board of Examiners

Withheld (WH)

- 3.7. The WH grade is used to indicate that not all assessment tasks have been assessed and that a final grade cannot yet be recorded.

### **Responsibility**

Board of Examiners Faculty Dean (or delegate)

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- 3.8. Withheld grades must be converted to a final grade no later than 12 weeks after the associated teaching period end date for that unit. In exceptional circumstances, the Dean (or delegate) of a faculty may extend the period of time for the conversion of a WH grade to a final grade.

### Responsibility

Board of Examiners Faculty Dean (or delegate)

- 3.9. WH grades may be allocated by either the Board of Examiners or the Dean (or delegate).

### Responsibility

Board of Examiners Faculty Dean (or delegate)

## 4. GPA (Grade Point Average) and CGPA (cumulative Grade Point Average) Calculation

- 4.1. Monash uses a 4.0 GPA scale where each unit of study is awarded a grade value between 0 and 4 based on the grade awarded for the unit. GPA is available to students enrolled from 1 January 2008.

### Responsibility

Student and Education Business Services

- 4.2. The CGPA is available to students who started a Monash University course on or after 1 January 2008. CGPA will not apply to any grade other than those listed below:

Grade	Grade Point Value (GPA)	Malaysia Grade Point Value for Coursework Undergraduate and Postgraduate Courses* (CPGA)
High Distinction	4	4.00
Distinction	3	3.67
Credit	2	2.85
Pass	1	2.15
Near Pass	0.7	1.70
Fail	0.3	1.15
Withdrawn Fail	0	0

Note: Units resulting in grades SFR (Satisfied Faculty Requirements), NSR (Not Satisfied Requirements), NE (Not Examinable), NAS (Not Assessed) and WI (Withdrawn Incomplete) are not included in the GPA calculation. Near Pass grade is only applicable for units with a census date prior to 15 February 2010.

\*excluding MBBS course offered by Monash Malaysia School of Medicine and Health Sciences.

### Responsibility

Student and Education Business Services

- 4.3. Each grade value is then multiplied by the credit points for the unit and these values are then summed. Finally, the summed value (weighted GPA unit score) is divided by the total number of credit points undertaken. The result is then calculated to three decimal points.

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### a) Grade Point Average - all campuses:

GPA=	$\frac{\Sigma (\text{grade value} \times \text{credit points})}{\Sigma \text{ credit points}}$
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### Example

Unit	Mark	Grade	Grade Value	Credit points	Weighted GPA Unit Score (grade value awarded x credit points)
MON1001	63	C	2	6	12
MON1002	80	HD	4	12	48
MON1003	40	N (Fail)	0.3	6	1.8
MON1004	85	HD	4	6	24
MON2001	96	HD	4	24	96
MON2002		WN (Withdrawn Fail)	0	6	0
MON3001	52	P	1	6	6
MON3002	77	D	3	6	18
MON4001	82	HD	4	6	24
GPA = 229.80 divided by 78			GPA = 2.95		

### Responsibility

Student and Education Business Services

### b) Cumulative Grade Point Average - Malaysia:

The CGPA uses a 4.0 scale where each unit of study is awarded a grade value between 0 and 4 based on the grade awarded for the unit. Each grade value is then multiplied by the credit points for the unit and these values are then summed. Finally, the summed value (weighted CGPA unit score) is divided by the total number of credit points undertaken. The result is then calculated to three decimal points.

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### Example

Unit	Mark	Grade	Grade Value	Credit points	Weighted GPA Unit Score (grade value awarded x credit points)
MON1001	63	C	2.85	6	17.1
MON1002	80	HD	4.00	12	48
MON1003	40	N (Fail)	1.15	6	6.9
MON1004	85	HD	4.00	6	24
MON2001	96	HD	4.00	24	96
MON2002		WN (Withdrawn Fail)	0	6	0
MON3001	52	P	2.15	6	12.9
MON3002	77	D	3.67	6	22.02
MON4001	82	HD	4.00	6	24
				<b>78</b>	<b>250.92</b>
<b>CGPA = 250.92 divided by 78</b>			<b>CGPA = 3.217</b>		

### Responsibility

Student and Education Business Services

- 4.4. All Monash students are provided with a GPA on their academic transcript.

### Responsibility

Student and Education Business Services

- 4.5. Monash Malaysia students may contact Student Services on the Malaysian campus and will be provided with a CGPA letter.

### Responsibility

Student and Education Business Services

- 4.6. Students at Australian campuses requiring a CGPA letter may apply through Monash Connect.

### Responsibility

Student and Education Business Services

## Monash University Procedure

### **WAM (Weighted Average Mark) Calculation**

- 4.7. Monash weights each unit of study based on the year level of the unit. Level one units are weighted at .5 to take into consideration transitional issues that may occur when students are undertaking the first year of university study. All other year levels including those at the postgraduate level have a higher level weighting of 1.

Year level of unit	Year level weighting
1 (undergraduate)	0.5
All other year levels	1

#### **Responsibility**

Student and Education Business Services

- 4.8. Units resulting in grades SFR (Satisfied Faculty Requirements), NSR (Not Satisfied Requirements), NE (Not Examinable), NAS (Not Assessed) and WI (Withdrawn Incomplete) are not included in the WAM calculation.

#### **Responsibility**

Student and Education Business Services

- 4.9. The WAM is calculated by multiplying the mark by the year level weighting and then by the credit points for the unit. The resulting values (or weighted marks) are then summed. The weighted credit points are then calculated by multiplying the credit points for the unit by the year level weighting. The weighted credit points are then summed. Finally, the sum of the weighted marks is divided by the sum of the weighted credit points. The result is then calculated to three decimal points.

WAM=	$\frac{\sum (1^{\text{st}} \text{ year marks} \times 0.5 \times \text{credit points}) + \sum (\text{later year marks} \times 1 \times \text{credit points})}{\sum (1^{\text{st}} \text{ year credit points} \times 0.5) + \sum (\text{later year credit points} \times 1)}$
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#### **Example**

Unit	Mark	Grade	Grade Value	Credit points	Weighted GPA Unit Score (grade value awarded x credit points)
MON1001	1	0.5	63	C	6
MON1002	1	0.5	80	HD	12
MON1003	1	0.5	40	N (Fail)	6
MON1004	1	0.5	85	HD	6

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MON2001	2	1	96	HD	24
MON2002	2	1		WN (Withdrawn Fail)	6
MON3001	3	1	65	C	6
MON3002	3	1	77	D	6
MON4001	4	1	82	HD	6
<b>WAM = 4692 divided by 63</b>			<b>WAM = 74.48</b>		

### Responsibility

Student and Education Business Services

<b>Responsibility for implementation</b>	<p>Boards of Examiners</p> <p>Chief Examiners</p> <p>Deputy/Associate Deans (Education)</p> <p>Associate Deans (Research Degrees)</p> <p>Director, Student and Education Business Services</p> <p>Student Services Monash Malaysia</p>
<b>Status</b>	Revised
<b>Approval Body</b>	<p><b>Name:</b> Academic Board</p> <p><b>Meeting:</b> 3/16</p> <p><b>Date:</b> 08-June-2016</p> <p><b>Agenda item:</b> tba</p>
<b>Definitions</b>	<p><b>Coursework Units:</b> Units designed to form component parts of coursework courses.</p> <p><b>Cumulative Grade Point Average (CGPA):</b> A calculation used in Malaysia to indicate the average grade achieved across a course.</p> <p><b>Grade Point Average (GPA):</b> A calculation used to indicate the average grade achieved across a course at Monash University.</p> <p><b>Grading Scale:</b> The framework correlating a percentage of marks to a level of achievement on an individual task or a whole unit or course.</p> <p><b>HDR Coursework Units:</b> Coursework units that are taken as part of a higher degree by research.</p> <p><b>HDR Skills Training Units:</b> Units that may be taken as part of a higher degree by research that represent training activities around a theme.</p> <p><b>Research Unit:</b> A unit that identifies a student's enrolment in research, which generates equivalent full-time study load, and is differentiated by the</p>



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	<p>Faculty and Department/field of study.</p> <p><b>Standard Semester:</b> Refers to either Semester 1 or Semester 2 which are the main two teaching periods when the majority of university teaching occurs. A standard semester has start and end dates that conform with a typical two semester academic year and has a census date of either 31 March or 31 August.</p>
<b>Legislation Mandating Compliance</b>	<p><a href="#">Monash University (Academic Board) Regulations</a></p> <p><a href="#">Monash University (Vice-Chancellor) Regulations</a></p>
<b>Related Policies</b>	<p><a href="#">Academic Transcript Policy</a> and <a href="#">Procedures</a></p> <p>Assessment in Coursework Programs <a href="#">Policy</a> and Unit Assessment <a href="#">Procedures</a></p> <p>Special Consideration <a href="#">Policy</a> and <a href="#">Procedures</a></p> <p>Student Academic Integrity <a href="#">Policy</a> and Student Academic Integrity: Managing Plagiarism and Collusion <a href="#">Procedures</a></p>
<b>Related Documents</b>	<p>Academic Transcripts – <a href="#">Key to Results</a></p> <p><a href="#">Exams website</a></p> <p><a href="#">Board of Examiners Guidelines</a></p>