



## **B/3.2 Grading Procedure**

### **1. Purpose**

To set out the process of awarding [Grades](#) for [Courses](#) delivered by the AVA within the AVA Chartered Veterinary Practitioner™.

### **2. Scope**

This policy applies to all [Courses](#) within the AVA Chartered Veterinary Practitioner.

### **3. Procedure Overview**

3.1 AVA uses a fair and transparent grading system that is aligned to the principles outlined in *B/3.1 Assessment Policy and Procedure*.

3.2 This procedure sets out the practices and processes for calculating and awarding [Grades](#) (both temporary and final) for [Courses](#) within the AVA Chartered Veterinary Practitioner™.

### **4. Procedures**

#### **4.1 Final course grade**

4.1.1 Final course grades are an official record of overall performance for a course.

4.1.2 Final course grades are based on professional competencies that require a minimum level of achievement. A final grade is determined by whether an [AVA CVP Student](#) has demonstrated proficiency relative to the [Course Learning Outcomes](#) and/or professional competencies.

4.1.3 A final grade is to be awarded to all students enrolled in a [Course](#) as follows:

<b>Final Grade</b>	<b>Description</b>
<b>S</b> - Satisfactory	Summative assessment provides evidence of an acceptable level of achievement of course learning outcomes and professional competencies (where applicable)
<b>U</b> - Unsatisfactory	Summative assessment fails to provide evidence of the achievement of course learning outcomes and/or professional

	competencies (where applicable) at an acceptable level
<b>DNP – Did Not Participate</b>	AVA CVP Student did not undertake any of the Assessment in a Course.
<b>DNC – Did Not Complete</b>	AVA CVP Student completed some but not all of the mandatory Assessment
<b>E - Exempt</b>	Specified course exemption is granted
<b>WF -Withdrawn Fail</b>	AVA CVP Student cancels their enrolment in the course after the published withdrawal date for the relevant teaching period
<b>WWP – Withdrawn Without Penalty</b>	AVA CVP Student approved to cancel their enrolment in the course after the published withdrawal date for the relevant teaching period without financial or academic penalty

4.1.4 To achieve a final course grade of Satisfactory, [AVA CVP Students'](#) must:

- Satisfactorily complete all [Formative Assessment](#) tasks
- Attain an acceptable level of achievement of course learning outcomes and professional competencies through completion of all [Summative Assessment](#) tasks
- Satisfactorily meet all [Course Hurdle](#) requirements (e.g., participation and attendance requirements); and
- Achieve an overall [Course Mark](#) of  $\geq 50\%$ .

4.1.5 An Unsatisfactory final grade will be awarded where [AVA CVP Students'](#) have:

- Achieved an overall [Course Mark](#) of  $< 50\%$ .
- Failed to satisfactorily complete any of the [Formative Assessment](#) tasks.
- Failed [Summative Assessment](#) task/s with a mark of  $< 40\%$ , and failed to achieve 50% on re-submission assessment task/s where permitted. Failed to satisfactorily meet Course Hurdles (e.g., attendance requirements)

## 4.2 Temporary Course Grades

Temporary course grades are published at the conclusion of a [Course](#) within My Learning until they are resolved as final grades.

Incomplete Grade	Description
<b>SA - Supplementary Assessment</b>	Supplementary assessment granted. Resolution timeframe is normally no later than the census date of the subsequent teaching period.

<b>DA - Deferred Assessment</b>	Deferred assessment granted. Resolution timeframe is normally no later than the census date of the subsequent teaching period.
<b>RN – Results not available</b>	When the Final Grade is not yet available. This may be due to delays in marking, processing of Grades, or other AVA procedures such as Academic Misconduct. Resolution framework is normally no later than the census date of the subsequent teaching period.
<b>RW – Results withheld</b>	AVA CVP Student has an encumbrance to the AVA. Resolution framework is to be as soon as the AVA debt has been paid, but no more than one year after the results release date for the teaching period in which the AVA CVP Student was enrolled in the Course. The AVA CVP Student’s enrolment in the AVA Chartered Veterinary Practitioner program may be withdrawn if the debt has not been paid within one year of the results release date.

## 5.2 Marking of Summative Assessment

5.2.1 Individual [Summative Assessment](#) items within a [Course](#) will be marked on a 5-point scale.

Grade	Description
<b>5 – Excellent</b> Percentage range: ≥ 80%	Work provides evidence of a <b>very high level</b> of achievement of course learning outcomes, such as: <ul style="list-style-type: none"> <li>thorough and well-reasoned critical analysis and evaluation of concepts, theories and practice from the field of study;</li> <li>creative and insightful application of integrated theoretical and practical knowledge to professional contexts.</li> </ul>
<b>4 - Good</b> Percentage range: 60%-79%.	Work provides evidence of a <b>high level</b> of achievement of course learning outcomes, such as: <ul style="list-style-type: none"> <li>critical analysis and evaluation of key concepts, theories and practice from the field of study</li> <li>effective application of theoretical and practical knowledge to professional contexts</li> </ul>
<b>3 - Satisfactory</b> Percentage range: 50%-59%.	Work provides evidence of an <b>acceptable level</b> of achievement of course learning outcomes, such as: <ul style="list-style-type: none"> <li>adequate analysis and evaluation of key concepts, theories and practice from the field of study</li> </ul>

<p><b>2 - Unsatisfactory</b> Percentage range: 40%-49%.</p>	<ul style="list-style-type: none"> <li>• sound application of fundamental theoretical and practical knowledge to professional contexts</li> </ul> <p>Work does not provide evidence of an acceptable level of achievement of course learning outcomes, such as:</p> <ul style="list-style-type: none"> <li>• inadequate analysis and evaluation of key concepts, theories and practice from the field of study</li> <li>• minimal application of fundamental theoretical and practical knowledge to professional contexts</li> </ul>
<p><b>1 - Fail</b> Percentage range: &lt;40%</p>	<p>Work is at an unacceptable level for achievement of course learning outcomes, such as:</p> <ul style="list-style-type: none"> <li>• poor analysis and evaluation of key concepts, theories and practice from the field of study</li> <li>• poor application of fundamental theoretical and practical knowledge to professional contexts</li> <li>• breach of academic integrity standards e.g. plagiarism, collusion</li> </ul>

### 5.3 Remarking of Summative Assessment

- 5.3.1 [AVA CVP Students](#) must achieve a minimum [Mark](#) of  $\geq 40\%$  on each [Summative Assessment Item](#) in a Course.
- 5.3.2 [AVA CVP Students](#) who achieve a [Mark](#) of  $\geq 40\%$  and  $< 50\%$  on any [Summative Assessment Item](#) may choose to voluntarily revise and resubmit the [Summative Assessment Item](#) for remarking. The [AVA CVP Student](#) is required to review [Feedback](#) provided and address this in any resubmitted [Summative Assessment Item](#). If an [AVA CVP Student](#) chooses to resubmit a [Summative Assessment Item](#), they are required to notify the Course Coordinator of their intention to resubmit for remarking and resubmit the [Summative Assessment Item](#) within 7 days from receiving the original Mark and Feedback. The maximum mark that can be attained on a resubmitted and remarked [Summative Assessment Item](#) is 50%.
- 5.3.2 An [AVA CVP Student](#) who receives a [Mark](#) of  $< 40\%$  on a [Summative Assessment Item](#) must address the Feedback provided to rework and resubmit the [Summative Assessment Item](#). The maximum mark that can be attained on a resubmitted and remarked Summative Assessment Item is 50%.
- 5.3.3 An [AVA CVP Student](#) is permitted a maximum of two [Summative Assessment Items](#) remarks per [Course Enrolment](#) (whether voluntary or compulsory).

## 5.4 Grading of Formative Assessment

5.4.1 All **Formative Assessment** tasks must be attempted by **AVA CVP Students**. Failure to satisfactorily complete all **Formative Assessment** tasks may result in a **Final Grade** of Unsatisfactory for a **Course**.

5.4.2 Individual **Formative Assessment** task **Grades** will be recorded as follows:

<b>Formative Assessment Grade</b>	<b>Description</b>
<b>UP</b> – Ungraded Pass	Evidence of an acceptable level of achievement of Formative Assessment requirements.
<b>UF</b> – Ungraded Fail	Failure to provide evidence of an acceptable level of achievement of Formative Assessment requirements.

## 5.5 Grading of Course Hurdles

5.5.1 All **Course Hurdles** must be achieved by **AVA CVP Students**. Failure to complete all **Course Hurdles** may result in a **Final Grade** of Unsatisfactory for a **Course**.

5.4.2 Individual **Course Hurdle Grades** will be recorded as follows:

<b>Course Hurdle Grade</b>	<b>Description</b>
<b>UP</b> – Ungraded Pass	Evidence of an acceptable level of achievement of Course Hurdle requirements.
<b>UF</b> – Ungraded Fail	Failure to provide evidence of an acceptable level of achievement of Course Hurdle requirements.

## 5.4 Managing Grades

### 5.4.1 Release of Grades

**AVA CVP Students** will be notified of their **Final Grades** through ‘My Learning’ on the **Final Grades** results release date.

### 5.4.2 Altering Final Grades after release

The AVA recognises that in exceptional circumstances a **Final Grade** may require alteration after release. Alteration of a **Final Grade** after release may be approved to correct an error

in the original released [Final Grade](#), or to reflect the outcome of a student grievance resolution process.

### 5.4.3 Grievances associated with Final Grades

Students with concerns regarding their [Final Grade](#) may submit a *Review of Final Grade request* as a Stage 2 Review, in accordance with the *C/8.2 Student Grievance Resolution Procedure*. The request must be made within 10 business days of notification of the publication of results, unless special circumstances apply (refer to the *B/3.5 Assessment of Special Circumstances Procedure* for guidance).

Students must demonstrate one or more of the following reasons for their request for a review:

- An administrative error has occurred in the computation of the [Final Grade](#); and/or
- The [Marking](#) or [Assessment](#) is inconsistent with the [Assessment](#) requirements or with the [Assessment](#) criteria, as stated in the course profile; and/or
- A breakdown in relevant AVA activities, systems or processes that directly impacted on an [AVA CVP Students'](#) performance in one or more [Assessment Items](#).

In exceptional circumstances, other grounds (except those in the list of not valid grounds) will be considered if the Chair of the AVA CVP Learning and Teaching Committee accepts these as reasonable.

[AVA CVP Students](#) should note that a review of [Final Grade](#) may result in no change to the original [Grade](#), or a different [Grade](#) than was originally awarded.

The following are not valid grounds for a review:

1. Challenges to:
  - the specified learning outcomes of the [Course](#);
  - the [Assessment](#) types approved for the [Course](#);
  - the standard required to receive particular [Grades](#) in the [Course](#).
2. A study overload;
3. Personal and medical problems other than those permitted on the basis of special circumstances;
4. Financial implications of not passing the [Course](#);
5. [Marks](#) or [Grades](#) received by other [AVA CVP Students](#) in the [Course](#).
6. [Marks](#) or [Grades](#) received by the [AVA CVP Student](#) in other [Courses](#).
7. Lack of language proficiency.
8. The amount of work the [AVA CVP Student](#) has done.
9. A penalty imposed on an [AVA CVP Student](#) for Academic Misconduct or Plagiarism in accordance with AVA policies and procedures.
10. The need for additional Marks to achieve a higher [Grade](#).

## 5. References

Nil.

## 6. Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

## 7. Policy Information

Accountable Officer	AVA Chief Executive Officer
Responsible Officer	Head, Education
Policy Type	AVA Chartered Veterinary Practitioner
Policy Suite	AVA CVP Learning and Teaching
Subordinate Schedules	
Approved Date	8 November 2022
Effective Date	8 November 2022
Relevant Legislation	
Related Policies	B/3.1 Assessment Policy and Procedure
Related Procedures	B/3.5 Assessment of Special Circumstances Procedure C/8.2 Student Grievance Resolution Procedure
Related forms, publications and websites	Assessment Extension Request Form <a href="#">AVA Chartered Veterinary Practitioner Website</a> Recheck of Assessment Marks Request Form Review of Final Grade Application Form Special Consideration Application Form
Definitions	<b>Terms defined in the Definitions Dictionary</b>  <b>Assessment</b>  Work (e.g., an examination, written task, project, practical) which an AVA CVP Student is required to complete for educational purposes, including to permit grading.

	<p><b>Assessment Item</b></p> <p>An individual Assessment task as outlined in the Assessment schedule for a Course. Assessment Items may consist of Assignments or Formal Examinations and may be Formal, Informal, Formative or Summative in nature.</p> <p><b>AVA</b></p> <p>The term 'Association' or 'AVA' means the Australian Veterinary Association Limited.</p> <p><b>AVA CVP Student</b></p> <p>A person who is admitted to the AVA CVP Education Pathway offered by the AVA and is:</p> <ul style="list-style-type: none"><li>• currently enrolled in one or more Courses; or</li><li>• not currently enrolled but is on approved leave of Absence or whose Admission has not been cancelled.</li></ul> <p><b>Course</b></p> <p>A discrete element of a program, normally undertaken over a single Teaching Period, in which the AVA CVP Student enrolls and on completion of which the AVA CVP Student is awarded a Grade.</p> <p><b>Course Hurdle</b></p> <p>A Course Hurdle is an Assessment Item mandating a minimum level of performance or participation as a condition of passing the Course.</p> <p><b>Course Learning Outcomes</b></p> <p>Course Learning Outcomes are the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of completing a Course.</p> <p><b>Enrolment</b></p> <p>The process of admitting AVA CVP Students to one or more Courses for the current Academic Year.</p>
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	<p><b>Final Grade</b></p> <p>A Final Grade is a code that normally represents the outcome of the Assessment of an AVA CVP Student's performance against the learning objectives of a Course but may reflect the outcome of an applicable administrative process.</p> <p><b>Formative Assessment</b></p> <p>Formative Assessment (or Assessment for learning) is used to monitor student learning and provides Feedback to students to assist them in improving their learning outcomes.</p> <p><b>Mark</b></p> <p>An indication of mastery or non-mastery of an assessment task that takes the form of a numerical value.</p> <p><b>Summative Assessment</b></p> <p>Summative Assessment (or assessment of learning) evaluates student learning outcomes against specified standards or criteria, providing the basis for grading and reporting student achievement.</p> <p><b>Definitions that relate to this policy only</b></p> <p>Nil.</p>
Keywords	Grade, Mark, Assessment, Summative Assessment, Formative Assessment,
Record No	

Complying with the law and observing AVA Policy and Procedure is a condition of working for, and volunteering with, the Australian Veterinary Association.