

Results, Grades and Awards Policy and Procedure

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Modification history

Date	Modification	Person responsible
03/01/12	New policy	Dr Ian Whyte

Definitions

Grade

A grade is a qualitative descriptor used to signify a range of percentage marks or the status of a result where percentage marks are not applicable. Grades indicate the level of performance in a subject against specified criteria and standards.

Mark

A mark is a quantitative value, often expressed as a percentage, which is awarded for an assessment task and subject

Preamble

Results and Grades

Determination and approval of results

The subject lecturer or Industry Training and Development Manager is responsible for recommending the final mark and grade for each student to the Academic Committee.

The Academic Committee will:

- review the recommended marks and grades, grade distribution reports and other relevant documentation, and will moderate where applicable,
- approve the final grades,
- report the final grades to the Academic Board.

The Academic Board will review the final grades and make recommendations for the conferral of the academic awards.

All subjects must be graded according to ICHM's approved assessment grading system (see official grades)

Results communicated to students by lecturing staff prior to submission to the Academic Committee are provisional only. A grade is only considered official or finalised following approval by the Academic Committee.

After grades have been finalised by the Academic Committee, they can only be altered with the approval of the Principal.

ICHM's formal reporting of a student's performance in a subject is by the final grade only. Marks awarded for subjects will be recorded in the student management system, but not published or printed on any official academic transcript or notice, or formally communicated to students.

Notification of results

The academic and administration staff of the college will use their respective best endeavours to ensure that:

- The results for each piece of assessment are available within three weeks of the work being submitted/ examination attended.
- The provisional final grades for subjects are posted on the general notice board no later than four weeks after the official end of the subject.
- An Academic Statement of final grades for each academic semester will be mailed to an address as advised by the student and should be received no later than six weeks after the official end of the semester.

Official grades

Official grades are as follows:

Code	Grade	Percentage Range	GPA
HD	High Distinction	85 – 100%	7.000
D	Distinction	75 – 84%	6.000
C	Credit	65 – 74 %	5.000
P1	Pass Level 1	55 – 64%	4.500
P2	Pass Level 2	50 – 54 %	4.000
F1	Fail Level 1	45 – 49%	1.500
F2	Fail Level 2	00 – 44%	1.000
S	Status		
R	Result Incomplete		
W	Withdrawn		

Student appeals

Students have the opportunity to discuss the results (mark) for each piece of assessment and provisional final grades with lecturers and Industry Training and Development managers.

If the student has a concern which is not resolved satisfactorily they can within seven days of being advised of the result (mark) or provisional grade submit a written submission to the Academic Committee, via the Vice Principal, challenging the lecturer's decision and providing further information to support their appeal.

In its deliberations, the Academic Committee will be guided by the provisions of the Assessment Policy. The student may be requested to attend the review or may attend if he/she wishes.

If a student is not satisfied with a decision of the Academic Committee they can appeal the decision via the Academic Grievance Policy and Procedure

Awards

Dux of the Year

Dux of the year is awarded twice each year (each semester) for each year level:

- Dux of the year January – June
- Dux of the year July – December

Only students who have undertaken all the subjects listed in the current curriculum for that semester shall be considered for Dux. Students who have been granted Status in one or more subjects under the Recognition of Prior Learning provisions shall not be eligible for consideration as Dux of the Year.

Swiss Hotel Association medals

Swiss Hotel Association Medals are presented to students upon completion of Year 4 studies to acknowledge academic performance.

Eligibility is limited to those who have passed/have status in all 1st, 2nd and 3rd year subjects and attempted all 4th year subjects at least once.

The medals are awarded on the basis of academic achievement in the program based on the Grade Point Average in the final (4th) year according to the following scale:

<u>Medal</u>	<u>GPA</u>
Gold	6.000 to 7.000
Silver	5.000 to 5.999
Bronze	4.000 to 4.999

Academic Achievement

Certificate of Merit:

Certificates of Merit are awarded to the top student of each subject in each semester of each year (by grade point). If more than one student has the same top mark in the subject, then these students are joint recipients of the Certificate of Merit for that subject.

Certificate of Academic Achievement:

Certificate of Academic Achievement are awarded to students who received a GPA of 6.000 or above across all the subjects in each semester of each year. Students who have been granted Status in one or more subjects under the Recognition of Prior Learning provisions shall not be eligible for consideration for a Certificate of Academic Achievement.