

<b>OTAGO POLYTECHNIC ACADEMIC POLICY</b>			<b>Number: AP0903.06</b>	
Title:	<b>Grade Tables</b>			
ITPNZ Std:	<b>9 Assessment</b>			
Academic Board Approval	Ac Bd Paper No	<b>A162/08</b>	Ac Bd Date:	<b>17 Sep 08</b>
			Effective Date	<b>17 Sep 08</b>
Previous Policy No	<b>n/a</b>		Review Date:	<b>as required</b>
Contact Authority:	<b>Director: Quality</b>		Status:	<b>Current</b>

**Purpose** To provide policy and procedures for setting and maintaining generic grade tables for all programmes and short courses within the Polytechnic.

**Background** During 2003 an organisation project group consulted widely and produced a set of generic grade tables for use in all programmes and short courses across the Polytechnic. These grade tables are aligned with the Ministry of Education Course Completion codes which are used in the Single Data Return (SDR) to provide Otago Polytechnic's retention and completion data.

There are grade tables for:

- Short Courses
- Generic NQF
- Criterion Referenced Assessment
- Criterion Referenced Assessment – Level 9 courses only
- NZ Diploma in Business and NZIM
- City & Guilds
- Certificate in Information Technology (NACCQ national requirements)
- CISCO Training Programme
- Postgraduate programmes

### Statutory Compliance

### National Guidelines

### Policy and Procedures

1. Academic Board will approve all grade tables.
2. Where a new grade table is required, it will be approved through the Academic Board policy approval processes.
3. Any changes to an existing grade table will apply for the following year. A change to a grade table cannot be made part way through any year or part way through delivery of a programme in any year.
4. From 2004, all grade tables will conform to the approved grade tables attached in Appendix A.

### Referral Documents

AP0211 Programme Development  
 AP0900 Assessment  
 AP1005 Results process for Consultancy/Workplace Assessment  
 AP1008 Student Results  
 AP1010 Producing Results Notices and Academic Transcripts  
 MP0351 Students Withdrawal and Refund Policy for Year xxxx



**Delegation of Procedures**      n/a

**Approved**  
**Date: 17 September 2008**



## MINISTRY OF EDUCATION COURSE COMPLETION REPORT

An annual report is required by the Ministry of Education to give information on how many students, for the previous academic year, remained in a given course to its end, and of those, how many passed.

The Ministry of Education (2007) states the following in respect of the code/field:

“The field is used to record the successful completion or non-completion of a course. A student has successfully completed a course when **all** the academic requirements for the successful completion of a course have been met.” Single Data Return Manual version 9.2 – February 2007.

Note that “Completion” for the MoE is not the same as “Passed”, but is about remaining until the end of the course.

This report requires that any grade/result we use must have one of the following codes assigned to it:

- 0 Still to complete – valid extension or grade not yet available (Register Level 1 – 8)
- 1 Still to complete – course end date not yet reached (Register Level 1 – 8)
- 2 Completed course successfully
- 3 Completed course unsuccessfully
- 4 Did not complete course
- 5 Practicum to complete – on job training, (Register Level 1 – 8)
- 6 Yet to complete – Register Levels 9 & 10
- 7 Extension granted or under moderation – Register Levels 9 & 10

Otago Polytechnic explication of the above is to be:

- 0 Where the completion date for the course has passed but an extension or resubmission has been granted or final grade is not yet available. A completion code of 2, 3 or 4 will be returned in a later course completion file.
- 1 Where the course continues after the end of the year, and final results are not expected by the end of the year (eg. where an occurrence has start and end dates in different years). Student completion will be captured in a later SDR return.
- 2 Where the grade denoting a PASS has been awarded, all academic requirements have been met and the student has successfully passed the course.
- 3 Where the grade denotes a FAIL not caused by the student having left the course.
- 4 Where the student has formally withdrawn after the date for withdrawal, or where the grade indicates that the student had left prior to the end of the course (informal withdrawal).
- 5 Where theory training is complete but student still has to complete a practicum module. A completion result will be available after the external practicum module has been completed. (Otago Polytechnic has not identified any courses which match this code.)
- 6 Where the student is enrolled in the thesis component of a Masters programme (Level 9 courses only) which spans more than one year and no formal submission is required by the extraction date. The student is **formally** enrolled, but no formal submission of work is required.
- 7 Where the student is enrolled in the thesis component of a Masters programme (Level 9 courses only) which spans more than one year. The course end date has passed and either an extension has been granted or results are under consideration or enrolment has been deferred. The student is **not** formally enrolled and either an extension (needs to be three weeks or less) has been granted, results are under moderation or the enrolment has been deferred.

See the Grade Tables for the assigned MoE codes.



**GRADE TABLES**

Approved by Academic Board 17 Sept 2008 A162/08

**J:GNQF - GENERIC NQF GRADE TABLE**

Approved at Academic Board 21 May 2008

Grade	Definition	Ministry Completion Code
Distinction	Successfully completed all assessments and met criteria for pass with distinction	2
Merit	Successfully completed all assessments and met criteria for pass with merit	2
Passed	Met all course requirements	2
Not Passed	There at end of course, attempted none, some or all assessments, and not met course requirements	3
AEG	Awarded pass following consideration of impaired performance/aegrotat application	2
APEL	Awarded pass following assessment of evidence of prior experience and current skills	na
CC	Credit granted on basis of learning outcomes met via passes in other course(s)	na
CT	Pass - Unit standard already held	na
ADV	Advanced standing awarded for approved credits	na
NFY	Course not yet finished, runs into more than one calendar year	1
DNC	Did not complete course ie formal withdrawal after 80% or informal withdrawal at any time.	4
WD	Formal withdrawal form processed	4
ATT	Met course attendance requirements - Record of Attendance may be issued	2
NRE	No result expected – valid extension	0

**J:CRA - GRADE TABLE: CRITERION REFERENCED ASSESSMENT**

Approved at Academic Board 17 Sept 2008

Grade	Definition	Ministry Completion Code
A+	Met all course requirements-mark in range [90-100]	2
A	Met all course requirements-mark in range [85-89]	2
A-	Met all course requirements-mark in range [80-84]	2
B+	Met all course requirements-mark in range [75-79]	2
B	Met all course requirements-mark in range [70-74]	2
B-	Met all course requirements-mark in range [65-69]	2
C+	Met all course requirements-mark in range [60-64]	2
C	Met all course requirements-mark in range [55-59]	2
C-	Met all course requirements-mark in range [50-54]	2
Pass	Awarded pass and no appropriate grade can be awarded	2
D	There at end. Did not meet course requirements. Mark in range [40-49]	3
E	There at end. Did not meet course requirements. Mark in range [0-39]	3
Fail	Failed course and no appropriate grade can be awarded.	3
AEG	Awarded pass following consideration of impaired performance/aegrotat application	2
APEL	Awarded pass following assessment of evidence of prior experience and current skills	na
CC	Credit granted on basis of learning outcomes met via passes in other course(s)	na
CT	Awarded pass – equivalent course already passed	na
ADV	Advanced standing awarded for approved credits	na
NFY	Course not yet finished, runs into more than one calendar year	1
DNC	Did not complete course ie formal withdrawal after 80% or informal withdrawal at any time.	4
WD	Formal withdrawal form processed	4
* NRE	No result expected – valid extension	0

\* NRE includes Level 8 courses



### J:CRA9 - GRADE TABLE: CRITERION REFERENCED ASSESSMENT

#### Grade Table for Courses at Level 9 within Master Programmes – from January 2005

Approved at Academic Board 17 Sept 2008, amendments approved 18 June 2010, 8 April 2011 and 2 December 2011

Grade	Definition	Ministry Completion Code
A+	Met all course requirements-mark in range [90-100]	2
A	Met all course requirements-mark in range [85-89]	2
A-	Met all course requirements-mark in range [80-84]	2
B+	Met all course requirements-mark in range [75-79]	2
B	Met all course requirements-mark in range [70-74]	2
B-	Met all course requirements-mark in range [65-69]	2
C+	Met all course requirements-mark in range [60-64]	2
C	Met all course requirements-mark in range [55-59]	2
C-	Met all course requirements-mark in range [50-54]	2
Pass	Awarded pass and no appropriate grade can be awarded	2
D	There at end. Did not meet course requirements. Mark in range [40-49]	3
E	There at end. Did not meet course requirements. Mark in range [0-39]	3
Fail	Failed course and no appropriate grade can be awarded.	3
AEG	Awarded pass following consideration of impaired performance/aegrotat application	2
APEL	Awarded pass following assessment of evidence of prior experience and current skills	na
CC	Credit granted on basis of learning outcomes met via passes in other course(s)	na
CT	Awarded pass – equivalent course already passed	na
ADV	Advanced standing awarded for approved credits	na
NFY	Course not yet finished, runs into more than one calendar year	6
DNC	Did not complete course ie formal withdrawal after 80% or informal withdrawal at any time.	4
WD	Formal withdrawal form processed	4
* X	Extension granted or under moderation	7
INC	Fail due to non-completion of the course	3
PP	Progress Pass	6

\* X is for Level 9 courses only

### J:SC - GRADE TABLE: SHORT COURSES

Approved at Academic Board 16 April 2008

Grade	Definition	Ministry Completion Code
Passed	Passed all course requirements	2
Not Passed	There at end of course, attempted none, some or all assessments, and not met course requirements	3
ATT	Met course attendance requirements	2
DNC	Did not complete course ie formal withdrawal after 80% or informal withdrawal at any time.	4
WD	Formal withdrawal form processed	4
NF	Non formal course – no result expected, no assessment	na



## J:NZDB - GRADE TABLE: NZ DIPLOMA IN BUSINESS AND NZIM

Approved at Academic Board 8 April 2011

Grade	Definition	Ministry Completion Code
A+	Met all course requirements-mark in range [85-100]	2
A	Met all course requirements-mark in range [75-84]	2
B+	Met all course requirements-mark in range [70-74]	2
B	Met all course requirements-mark in range [60-69]	2
C	Met all course requirements-mark in range [50-59]	2
P	Awarded pass following successful aegrotat application, successful RPL application, or meeting minimum pass requirements of course	2
P	Awarded pass following successful credit transfer and unspecified credit results*	2
R	Awarded pass following successful specified credit as a result of APL process*	2
D	There at end. Did not meet course requirements. Mark in range [40-49]	3
E	There at end. Did not meet course requirements. Mark in range [0-39]	3
F	Unsuccessful aegrotat application, unsuccessful RPL application, did not meet minimum pass requirements for course	3
CT	Awarded pass – equivalent course already passed	na
WD	Formal withdrawal form processed	4

*"P" inserted to replace "Passed"; "F" inserted to replace "Fail" – as per New Zealand Diploma in Business Regulations and Prescriptions Handbook P16. Correction of error authorised by G Mayo, 9 July 2004.*

*Grade table originally approved by Academic Board 17 September 2003*

*\* Effective for version 3 of the qualification, as from 1 July 2011*

## J:BAppMgt - GRADE TABLE: BACHELOR OF APPLIED MANAGEMENT

Approved at Academic Board 25 June 2008, effective from 1 February 2009

Grade	Definition	Ministry Completion Code
A+	Met all course requirements-mark in range [90-100]	2
A	Met all course requirements-mark in range [85-89]	2
A-	Met all course requirements-mark in range [80-84]	2
B+	Met all course requirements-mark in range [75-79]	2
B	Met all course requirements-mark in range [70-74]	2
B-	Met all course requirements-mark in range [65-69]	2
C+	Met all course requirements-mark in range [60-64]	2
C	Met all course requirements-mark in range [50-59]	2
D	There at end. Did not meet course requirements. Mark in range [40-49]	3
E	There at end. Did not meet course requirements. Mark in range [0-39]	3
P	Passed course (ungraded)	2
CC	Credit granted on basis of learning outcomes met via passes in other course(s)	N/A
CT	Awarded pass – equivalent course already passed	N/A
INC	Fail due to non-completion of the course	4
AP	Aegrotat Pass (ungraded)	2
WD	Formal withdrawal form processed	4
APEL	Awarded pass following assessment of evidence of prior experience and current skills	N/A
ADV	Advanced standing awarded for approved credits	N/A
NRE	No result expected – valid extension	0



**J:C&G - GRADE TABLE: CITY & GUILDS**

Approved at Academic Board 16 April 2008

Grade	Definition	Ministry Completion Code
Distinction	Passed all assessments and met criteria for distinction Mark in range [80-100]	2
Merit	Passed all assessments and met criteria for merit. Mark in range [60-79]	2
Pass	Met all course requirements. Mark in range [45-59]	2
Fail	Did not meet al course requirements. Mark in range [0-44]	3
DNC	Did not complete course ie formal withdrawal after 80% or informal withdrawal at any time.	4
WD	Formal withdrawal form processed	4

**J:CIT - GRADE TABLE: CERTIFICATE IN INFORMATION TECHNOLOGY**

Approved at Academic Board 16 April 2008

Grade	Definition	Ministry Completion Code
Merit	Passed all assessments and met criteria for merit. Mark in range [95-100]	2
Pass	Met all course requirements. Mark in range [80-94]	2
Fail	Did not meet all course requirements. Mark in range [0-79]	3
AEG	Awarded pass following consideration of impaired performance/aegrotat application	2
APEL	Awarded pass following assessment of evidence of prior experience and current skills	na
CC	Credit granted on basis of learning outcomes met via passes in other course(s)	na
CT	Awarded pass – equivalent course already passed	na
DNC	Did not complete course ie formal withdrawal after 80% or informal withdrawal at any time.	4
WDC	Formal withdrawal form processed	4

**J:CISCO - GRADE TABLE: CISCO Training Programme**

Approved Academic Board 16 April 2008

GRADE	DEFINITION	MINISTRY COMPLETION CODE
A	Met all course requirements-mark in range [90 and higher]	2
B	Met all course requirements-mark in range [80 – 89]	2
C	Met all course requirements-mark in range [70 – 79]	2
D (Fail)	There at end. Did not meet course requirements. Mark in range [60 - 69]	3
E (Fail)	There at end. Did not meet course requirements. Mark in range [0 – 59]	3
AEG	Awarded pass following consideration of impaired performance/aegrotat application	2
APEL	Awarded pass following assessment of evidence of prior experience and current skills	N/A
CC	Credit granted on basis of learning outcomes met via passes in other course(s)	N/A
CT	Awarded pass – equivalent course already passed	N/A
NFY	Course not yet finished, runs into more than one calendar year	1
DNC	Did not complete course ie formal withdrawal after 80% or informal withdrawal at any time.	4
WD	Formal withdrawal form processed	4



**J:MID - GRADE TABLE: BACHELOR OF MIDWIFERY**

Approved Academic Board 16 April 2008, effective from 1 February 2009

GRADE	DEFINITION	MINISTRY COMPLETION CODE
A+	Met all course requirements - mark in range [90-100]	2
A	Met all course requirements-mark in range [85-89]	2
A-	Met all course requirements mark in range [80-84]	2
B+	Met all course requirements mark in range [75-79]	2
B	Met all course requirements-mark in range [70-74]	2
B-	Met all course requirements – mark in range [65-69]	2
C+	Met all course requirements – mark in range [60-64]	2
C	Met all course requirements-mark in range [50-59]	2
D	There at end. Did not meet course requirements. Mark in range [40-49]	3
E	There at end. Did not meet course requirements. Mark in range [0-39]	3
AP	Awarded pass following consideration of impaired performance/aegrotat application	2
RPL	Awarded pass following assessment of evidence of prior experience and current skills	N/A
CC	Credit granted on basis of learning outcomes met via passes in other course(s)	N/A
CT	Awarded pass – equivalent course already passed	N/A
INC	Fail due to non completion of the course	4
WD	Withdrawn (assessment not completed)	4
Passed	Met all course requirements	2
Fail	Failed course and no appropriate grade can be awarded	3
NRE	No result expected – valid extension	0

**J:PGP – AWARDS GRADE TABLE: POSTGRADUATE QUALIFICATIONS**

Approved at Academic Board 18 June 2008

Grade	Definition	Ministry Completion Code
<b>Masters qualifications in Health Programmes</b>		
Distinction	a credit weighted average within the “A grade range” across all papers and for a masters degree must include a minimum of an A <sup>-</sup> (≥ 80% for the thesis/dissertation)	2
Merit	a credit weighted average within the “B to B <sup>+</sup> grade range” across all papers and a minimum of a B (≥ 70%) for the thesis/dissertation	2
Pass	a credit weighted average within the “C grade range or B <sup>-</sup> grade range” across all papers and for the thesis/dissertation	2
<b>Honours qualifications in Health programmes</b>		
1 <sup>st</sup> class pass	a credit weighted average in the “A grade range” (≥ 80%)	2
2 <sup>nd</sup> class pass	a credit weighted average in the “B to B <sup>+</sup> grade range” (70-79%)	2
Pass	a credit weighted average in the “C grade range” or B <sup>-</sup> (≤ 69%)	2
<b>Master of Fine Arts</b>		
Distinction	fulfilling all criteria consistently and to an exceptional level. – degree awarded	2
Pass	Meeting all criteria - degree awarded	2
Resubmit	All criteria not met, substantial amendments and a second examination required.	3

1 The following grading system is to be used for **Honours** qualifications in health programmes:

1<sup>st</sup> class pass: a credit weighted average in the “A grade range” (≥ 80%)

2<sup>nd</sup> class pass: a credit weighted average in the “B to B<sup>+</sup> grade range” (70-79%)

Pass: a credit weighted average in the “C grade range” or B<sup>-</sup> (≤ 69%)

2 The following grading system is to be used for **Postgraduate Certificate** and **Postgraduate Diploma** qualifications in health programmes

*Distinction* a credit weighted average in the “A grade range” (≥ 80%)

*Merit* a credit weighted average in the “B to B<sup>+</sup> grade range” (70-79%)





Pass a credit weighted average in the “C grade range” or B<sup>-</sup> (≤ 69%)

**MFA:**

The examination panel will consider the value of the project as a whole and recommend that:

- The candidate should be awarded the degree with distinction\*.
- The candidate should be awarded the degree\*.
- The candidate should be awarded the degree subject to minor amendments to the material submitted (to the supervisors). Minor amendments can only include small corrections to existing material, eg correction of typographical mistakes; pagination errors; inconsistent referencing; altering or re-editing documentation; minor adjustments to an exhibition.
- The candidate should be awarded the degree subject to substantial amendments to the material submitted (to the supervisors and postgraduate co-ordinator and in particular cases to the examiners). Substantial amendments can include major corrections to existing material and/or supplementary work required to correct omissions in the project as presented.
- The candidate should be required to re-submit for assessment at a later date (to the same examination panel). A resubmission entails substantial amendments and a second examination session.
- The candidate should not be awarded the degree.

(\* Note: in these cases an examination panel may still *recommend* minor amendments).

Distinction: fulfilling all criteria consistently and to an exceptional level.

Master of Product Design Enterprise uses G:CRA9

**Expired Grades on Current Grade Tables but no longer in use**

Grade Table	Grade	Definition	MOE Code	Comment	Expired
2004 J:CRA	ATT	Attendance Only		Prior to 2008 only	31/12/2007
2004 J:CRA	NR	No Result		Prior to 2008 only	31/12/2007
2004 J:CRA	X	Extension Granted/Under Moderation	0	Prior to 2008 only	31/12/2007
2004 J:CRA	INC	Fail due to non completion of course	3	Added in error	
2005:CRA9	NRE	No result expected – valid extension	0	Historical Only	31/12/2007
2005:CRA9	NRE9	No result expected – L9-10	0	Historical Only	31/12/2007
2005 J:NZDB	HISTORICAL	Historical Result – DNC do not use exp 2004		Historical Only	31/12/2004
2005 J:NZDB	INVALID	Invalid Result – Do not use expired 2004		Historical Only	31/12/2004

