

SA.07	GRADING SYSTEM FOR ACADEMIC COURSES		
APPROVED BY	ACADEMIC BOARD	Reviewed	April 2023
REVIEW STAKEHOLDERS	▪ PRINCIPAL	Minor Edit	Aug 2023
	▪ ACADEMIC DEAN	Review period	2 YEARS
	▪ HEADS OF SCHOOL	Next review	2025

## 1 PURPOSE

This policy sets out the academic grading system used at Bethlehem Tertiary Institute, which is consistent with most tertiary institutions in New Zealand.

## 2 RATIONALE

Requests by students for cross-crediting and seamless education opportunities are more easily achieved when using comparable grading systems between tertiary education institutions regarding academic courses.

## 3. POLICY

### ACADEMIC COURSES

3.1. For individual assignments the following grading system used will be:

A+	90 – 100%
A	85-89%
A-	80-84%
B+	75-79%
B	70-74%
B-	65-69%
C+	60-64%
C	55-59%
C-	50-54%
CP	50%
D+	45 – 49%
D	40 – 44%
D-	30-39%
E	29% and under

3.2. A grade of D+ or below is a failing grade.

3.3. An assignment that has received a failing grade, when initially marked, but has been allowed to be resubmitted and the resubmission passes, the only grade this assignment can receive, for Board of Examiner purposes, is CP (conceded pass) 50%.

3.4. Only one CP per course is permitted.

3.5. For final course grades and transcripts (interim and final) the following grading system used will be:

A+	90 – 100%
A	85-89%
A-	80-84%
B+	75-79%
B	70-74%
B-	65-69%
C+	60-64%
C	55-59%
C-	50-54%
D+	45 – 49%
D	40 – 44%
D-	30-39%
E	29% and under
DNC	Did not complete
DNCT	Did not complete terms
IP	In progress
CRT	Exemption via credit recognition transfer (Policy SA.22)
RPL	Exemption via recognition of prior learning (Policy SA.22)
AEG	Aegrotat pass
WD	Late withdrawal

**Non-credit bearing courses:**

AUDIT	Course attendance without assessment
COMPLETE	Course completed

- 3.6. The grade of DNCT is awarded when a student has passed the course but not fulfilled course terms as stated in the published course outline. Where the student has a final grade of D+ or below the failing grade remains, regardless of terms being met.
- 3.7. In progress (IP) is recorded where outstanding work is still to be completed at the time of the BoE, but prior to the SDR cut-off date.
- 3.8. An institutional in progress (IP) can be given when non-completion is outside the student's control (i.e., hospitalisation).
- 3.9. In the collation of final course grades, the mid-point of a grade will be used for calculation where the assessment was not marked numerically (unless there are several parts to the assessment in which case a numerical grade must be given).
- 3.10. The final grade for a course shall be determined by the interval within which the total percentage for the course lies (e.g., 71% = B).

## 4. PRACTICUM COURSES

- 4.1. In primary and early childhood teacher education programmes the following competency scale will be used to assess each individual professional experience placement (PEP):

Accomplished  
Competent  
Developing  
Fail

- 4.2. In the final year in primary and early childhood teacher education programmes, a grade of competent or above must be gained to pass.

- 4.3. In the Graduate Diploma of Teaching (Secondary) programme, the following scale will be used to assess each individual professional experience placements:

Independent  
Indirect supervision  
Direct supervision  
Demonstration

To pass NK710 Noho-ā-Kura Tahi, the grade must be DIRECT SUPERVISION or above.

To pass NK720 Noho-ā-Kura Rua, the grade must be INDIRECT SUPERVISION or above.

- 4.4. In counselling, the following competency scale is used to assess each individual practicum experience/fieldwork placement:

For Practica (0)1, (0)2, or (0)3:

Pass  
Not Yet Satisfactory

for Practicum (0)4

Excellent  
Very Good  
Good  
Satisfactory  
Not Satisfactory

In the final year of counselling, a grade of 'Good' or above must be gained to pass.

- 4.5. In social work, the following competency scale is used to assess each individual practicum experience/fieldwork placement:

Satisfactory  
Unsatisfactory

- 4.6. A grade of satisfactory is required to pass for social work practicum.

## 5. MARKING

- 5.1. Marking is expected to be returned to students **before** the second assignment is due in a course.
- 5.2. For undergraduate courses, assignments shall be marked and returned to students within 3 weeks of due date or submission, whichever comes last.
- 5.3. For postgraduate students, assessments will be marked and returned to students within 4 weeks of due date or submission whichever comes last.
- 5.4. In exceptional circumstances, returning of marking to students may be extended following communication to students from educators and/or programme/professional leads.

## 6. AWARDS / QUALIFICATIONS

- 6.1. BTI will award qualifications as having been completed at two different levels.

Pass

Pass with DISTINCTION

- 6.2. To receive a pass with DISTINCTION, students are required to gain an average of 85% or above across all level 7 papers in their final year courses and where there is a final professional experience placement (PEP), fieldwork placement or practicum experience, the highest grade of accomplished or excellent is required.
- 6.3. If students have, in their final year, remediated or re-enrolled in any level 7 course, they are no longer eligible for consideration to receive distinction.