

SA.07	GRADING SYSTEM FOR ACADEMIC COURSES		
APPROVED BY	ACADEMIC BOARD	Reviewed	May 2024
REVIEW STAKEHOLDERS	▪ PRINCIPAL	Minor Edit	
	▪ ACADEMIC DEAN	Review period	2 YEARS
	▪ HEADS OF SCHOOL	Next review	May 2026
RELATED POLICES	SA.19 PLAGIARISM		

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. Where there is an assignment word count provided, students are expected to work within a 10% margin (plus or minus) of this word count.

3.6. Where assignments are submitted over the acceptable word count graders should consider the following before deciding upon an outcome.

- a. Justice between students.
- b. Whether the marking rubric redresses the situation.

- c. The student's history of working within a word count.
 - d. The time allocated to mark the assignment.
- 3.7. The outcome of assignments submitted over the acceptable word count may result, at the markers discretion, in one of the following:
- a. Using the situation as a teachable moment, providing feedback to the student.
 - b. Marking only the expected number of words and disregarding the remaining assignment.
 - c. Providing the student with an opportunity to resubmit the assignment within the life of the course for a C.P.
 - d. Applying a grade drop.
- 3.8. 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
IN PROGRESS	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

- 3.9. 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.
- 3.10. 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.
- 3.11. An institutional IN PROGRESS (IP) can be given when non-completion is outside the student's control (e.g., hospitalisation).
- 3.12. 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).
- 3.13. 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 Professional Experience Placement One: Noho-ā-Kura Tahi, the grade must be DIRECT SUPERVISION or above.

To pass NK720 Professional Experience Placement Two: 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:

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

Pass
Not Yet Satisfactory

For Practicum (0)4

Excellent
Very Good
Good
Satisfactory
Not Satisfactory

A grade of pass is required to pass counselling practicum experiences (0)1, (0)2, or (0)3. 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 fieldwork placement:

Satisfactory
Unsatisfactory

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

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 6 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 courses 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.