SA.07	GRADING SYSTEM FOR ACADEMIC COURSES AND ASSIGNMENTS		
APPROVED BY	ACADEMIC BOARD	Reviewed	Nov 2025
REVIEW STAKEHOLDERS	▪ PRINCIPAL	Minor Edit	Sept 2026
	▪ ACADEMIC DEAN	Review period	2 YEARS
	▪ HEADS OF SCHOOL	Next review	Nov 2027
RELATED POLICES	SA.19 PLAGIARISM SA.12 LATE ASSIGNMENTS SA. 02 ATTENDANCE		

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

ASSIGNMENTS

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
DNC	0%

3.2. Where an assignment has a passing grade (e.g., C) but a learning intention has not been met, the assignment grade is recorded on the grade sheet with a comment that the overall course grade will be DNCT (ref. GAR 3.2).

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

3.4. A student may be offered the opportunity to resubmit an assignment within the life of the course in the following situations:

3.4.1. The assignment received a failing grade

3.4.2. The assignment passed but did not meet terms or will mean that the student will not be able to meet the terms of the course.

Resubmissions must be marked prior to that semester's BoE. Resubmissions can receive a maximum grade of 50% CP (conceded pass). Only one CP per course is permitted (ref 3.1 and 3.6 of GAR).

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. These assignments should be submitted for moderation.
   a. Equity between students.
   b. Whether the marking rubric already addresses 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 CP (grade must be processed at that semester's BoE).
   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 course 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. The course grade of DNC is awarded where one or more of the assignments are not submitted regardless of the overall grade (ref GAR 3.2)

3.11. The course grade remains in progress where assignments have been passed but there are attendance issues to be remediated at the time of the BoE, but prior to the SDR cut-off date.

3.12. The course grade remains in progress when an assignment is outstanding.

3.13. Where it is written within policy or programme regulations, an in progress is permitted outside of these policy statements.

3.14. 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).

3.15. 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 the **Graduate Diploma of Teaching (Secondary), Graduate Diploma in Teaching (ECE) and Bachelor of Education (Teaching) Pri and ECE teacher education programmes**, the following scale will be used to assess each individual professional experience placements:

INDEPENDENT

ACHIEVED WITH INDIRECT SUPERVISION (INDIRECT SUPERVISION)

ACHIEVED WITH DIRECT SUPERVISION (DIRECT SUPERVISION)

NOT ACHIEVED

To meet course terms: NK710 Professional Experience Placement One: Noho-ā-Kura Tahi, the grade must be ACHIEVED WITH DIRECT SUPERVISION or above.

To meet course terms NK720 Professional Experience Placement Two: Noho-ā-Kura Rua, the grade must be ACHIEVED WITH INDIRECT SUPERVISION or above.

To meet course terms INTP6314 Professional Practice: Integrated Practice and INTP7323 Professional Practice: Full Responsibility the grade must be ACHIEVED WITH INDIRECT SUPERVISION or above.

To meet course terms INTP7326FB Professional Practice: Full Responsibility the grade must be ACHIEVED WITH INDIRECT SUPERVISION or above.

4.2. In the **Bachelor of 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

To meet course terms a grade of pass is required for 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 meet course terms

4.3. In the **Bachelor of Social Work,** the following competency scale is used to assess each individual fieldwork placement:

SATISFACTORY

UNSATISFACTORY

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

5. MARKING

5.1. Where possible, marking is expected to be returned to students before the next assignment is due in a course.

5.2. Every endeavour will be made, for assignments submitted on time, to be marked and returned to students within 4 weeks of due date or submission, whichever comes last. However, this can vary. Factors like the number of students and the complexity of the assignment can affect the time it takes to get a graded assignment back.

5.3. For international students, marking will be prioritised to meet visa requirements and timeframes.

5.4. In exceptional circumstances, returning of marking to students may be extended following communication to students from educators and/or programme leaders/professional leads.

6. AWARDS / QUALIFICATIONS

6.1. BTI will award undergraduate qualifications (Level 7 and under) 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 INDEPENDENT or EXCELLENT is required. Boards of Examiners should be sure to account for courses that have more credits than normal (15) when finding the average grade.

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. Where exceptional circumstances exist, the Academic Board may provide approval for an exemption from this clause.