

## GUIDELINES FOR THE PROVISION OF UNGRADED PASSES AND FAILS

<http://www.teachingandlearning.uwa.edu.au/page/79439>

### 1. BACKGROUND

R17/94 of the Academic Council required that with effect from the examination period in Semester 2 of 1994 final results for all units in courses at all levels be produced as both percentage marks and letter grades and that both results appear in notifications of examination results and on academic records.

At its meeting held on 2 November 2000, the Academic Council resolved (R169/00) as follows:

“to reaffirm R17/94 requiring that final results\* for all units in courses at all levels be produced as both percentage marks and letter grades but that it apply to only postgraduate coursework units and all undergraduate units and that the Teaching and Learning Committee be empowered to exempt both individual units and certain broad categories of units where the Committee believed that graded results were inappropriate.”

By its R32/01 and R99/01 the Academic Council resolved that the following broad categories of unit be exempt from the requirement to have their final results produced as both percentage marks and grades:

#### Category

- (a) units where the involvement of external assessors makes it difficult to compare students' performance in an equitable manner and provide appropriate graded results for the units (for examples, in-country units, cross-institutional enrolments and practicum units);
- (b) units involving group activity where the contribution of individual students cannot be distinguished (for example, participation in the University Chorale/Orchestra, compulsory field tours);
- (c) specific skill-acquisition only units, which may be taken to be completed merely by attendance and participation (for example, use of medical equipment, legal skills such as negotiation and mediation);
- (d) units undertaken by students where, at the discretion of the Dean (or delegate) and with the approval of the Chair of the [Academic] Board, an acceptable case for exemption has been made pertinent to that individual student only.

The results for the above categories of unit may be recorded as UP (ungraded pass) or UF (ungraded fail) subject to the grading scheme for the unit and the exemption category being approved and recorded in accordance with the procedure set out in 2.

**\*Please Note:** Results for supplementary assessment are recorded as PS (Passed Supplementary Assessment) and a mark equivalent to the minimum pass mark for the unit is attached, or FS (Failed Supplementary Assessment) and the original mark remains.

### 2. APPROVAL AND RECORDING PROCEDURE FOR UNITS THAT FALL WITHIN BROAD CATEGORIES (a) to (d)

#### 2.1 New Units

- 2.1.1 Faculties are required to indicate on the new unit checklist available at <http://www.secretariat.uwa.edu.au/home/policies/courseunit/proposals> whether they intend to record the final result for the unit as ungraded pass or ungraded fail and, if so, into which of exemption categories (a) to (c) the unit falls.

- 2.1.2 Once the new unit is approved by the faculty it is forwarded to Academic Council for endorsement.
- 2.1.3 When the unit is endorsed by Academic Council it is forwarded to Student Services (SIMS Support) for recording.
- 2.1.4 SIMS Support records that the result for the unit will be provided as ungraded pass or ungraded fail and the category of exemption that applies.

## 2.2 Existing Units

- 2.2.1 Units that fall within exemption categories (a) to (c)
  - 2.2.1.1 If a faculty has approved a proposal to change the grading scheme for a unit to ungraded pass or ungraded fail and the unit falls into one of exemption categories (a) to (c), the faculty must report this to SIMS Support and indicate into which of the exemption categories the unit falls.
    - 2.2.1.2 SIMS Support records that the result for the unit will be provided as ungraded pass or ungraded fail and the category of exemption that applies.
    - 2.2.1.3 SIMS Support accepts and records all changes reported in accordance with 2.2.1.1 provided that the exemption category is given and appears appropriate.
    - 2.2.1.4 If SIMS Support has concerns about a proposed change they refer the matter to the Manager, Education Policy Services for advice.
  - 2.2.2 Units that fall within exemption category (d)
    - 2.2.2.1 If the Chair of the Academic Board, following a recommendation from the Dean (or delegate) of the Faculty concerned, agrees that there is an acceptable case for exempting a unit from the requirement to record the result as a percentage mark and letter grade **pertinent to an individual student only**, the Faculty reports to SIMS Support that, in the case of that student, the unit concerned will be recorded as an ungraded pass or fail and that it falls into category (d).
      - 2.2.2.2 SIMS Support accepts and records all changes reported in accordance with 2.2.2.1 provided that the exemption category is given and appears appropriate.
      - 2.2.2.3 If SIMS Support has concerns about a proposed change they refer the matter to the Manager, Education Policy Services for advice.

## 3. APPROVAL AND RECORDING PROCEDURE FOR UNITS THAT DO NOT FALL WITHIN BROAD CATEGORIES (a) to (d)

- 3.1 By Academic Council Resolution 33/01 individual units that do not fall within broad categories (a) to (d) can be assessed by the Teaching and Learning Committee on an ad hoc basis by the following procedure.
  - 3.1.1 The Head of School forwards a submission to the Dean for consideration and endorsement.
  - 3.1.2 Before endorsing a submission the Dean must confirm that the awarding of an ungraded pass or fail will not disadvantage students in the selection process for scholarships.

- 3.1.3 If the Dean endorses the case for exemption, the original submission and the Dean's endorsement are forwarded to the Manager, Education Policy Services.
- 3.1.4 If the Manager, Education Policy Services agrees that the unit does not fall into broad categories (a) to (d) then the Manager will refer the case to the sub-committee as set out in 3.1.5.
- 3.1.5 The Teaching and Learning Committee has established a standing sub-committee comprising the Chair of the Academic Board, the Pro Vice-Chancellor (Teaching and Learning) and the President of the Guild or nominee to consider units referred under 3.1.4.
- 3.1.6 The standing sub-committee considers each submission on its merits.
- 3.1.7 The standing sub-committee considers submissions by circular as required and forwards its recommendations to the next Teaching and Learning Committee meeting for approval.
- 3.1.8 The Teaching and Learning Committee reports its decisions on submissions to the Academic Council for noting with a copy to SIMS Support for recording.
- 3.1.9 SIMS Support records that the results for the unit(s) concerned will be provided as ungraded pass or ungraded fail and the Teaching and Learning Committee resolution number and year.
4. REVERTING TO STANDARD GRADING SCHEME
- 4.1 The Dean may approve a proposal from the relevant Head of School that the standard grading scheme apply in the case of a unit for which the result is currently recorded as ungraded pass or ungraded fail.
- 4.2 The faculty informs SIMS Support of the change in grading scheme approved in accordance with 3.1 and of the semester from which the change will be effective.
- 4.3 SIMS Support records the change in grading scheme and the semester from which the change will be effective.
5. ANNUAL REPORT ON UNGRADED PASSES AND FAILS
- 5.1 SIMS Support is required to provide an annual report on ungraded passes and fails to the Manager, Education Policy Services, for consideration by the Teaching and Learning Committee in February each year (commencing in February 2009). The annual report includes data and a brief analysis of trends with regard to ungraded passes and fails.
- 5.2 The Teaching and Learning Committee considers the annual report on ungraded passes and fails and refers the report and any issues arising from it to the Academic Council.

<b>Last Edit:</b>	April 2008	<b>Previous Edit:</b>	September 2001
<b>Responsible:</b>	Academic Secretary	<b>Approved by:</b>	University Secretary
<b>Date for Review:</b>	April 2011	<b>File Ref:</b>	F1245