



GRADING AND RESULT POLICY (No.1 of 2026)

Policy Number: SINU/AP/03/2026
Policy Title: Grading and Results Policy
Policy Owner: PVCA
Policy Contact Officer: Coordinator – Progression and Completion, SAS
Key words: grade, criteria, results, progression, review, appeal

1. PURPOSE

1.1. This policy provides guidance to achieve a fair and consistent schema for how students' work is assessed, graded, and recorded, ensuring all students are treated equally and a student's true performance and achievement of learning outcomes.

1.2. The policy makes the grading process clear to students, staff, and external stakeholders, ensuring transparency, consistency, academic integrity, and compliance with institutional and external accreditation requirements.

2. SCOPE

2.1. This policy applies to all units offered at SINU including:

- 2.1.1. Higher Education and TVET units, including practicum and placement units.
- 2.1.2. Short Courses where assessment is undertaken
- 2.1.3. Pathway units
- 2.1.4. Research units and programmes.

2.2. The policy additionally applies to credit transfer arrangements and interpreting results from other academic institutions.

2.3. This policy also applies to online, blended, offshore, partnership, and microcredential offerings where results contribute toward a SINU award.

2.4. All academic staff are required to adhere to the requirements of this policy.

3. DEFINITIONS

3.1. For the purpose of this Policy the definition are as follows:

TERMS:	DEFINITIONS:
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<i>"Final Grade"</i>	<i>Means the total of the results for all summative assessment items, or competency assessments normally expressed in final grade notation.</i>
<i>"Certify or Certification"</i>	<i>Means to endorsement of results.</i>
<i>"Deferred examination"</i>	<i>Means a rescheduled exam given to students who, due to exceptional circumstances, are unable to attend their originally scheduled exam.</i>
<i>"Exceptional Circumstances"</i>	<i>Means verifiable unexpected and/or exceptional personal or medical circumstances beyond the Student's control which:</i> <i>a) has had a substantially detrimental effect on a Student's ability to participate in or study for an Assessment Task; and</i> <i>b) the Student did not have a reasonable opportunity to prepare for in advance of the relevant study period.</i> <i>The following, depending on the context, may constitute Exceptional Circumstances, depending on the evidence provided by the student:</i> <i>• an onset, or acute flare-up, of a medical or psychological condition, illness, or trauma.</i> <i>• the death of, or an onset or acute flare-up of, a medical or psychological condition, illness, or trauma affecting, a close family member or friend.</i> <i>• recent separation or divorce from a de facto partner or spouse.</i> <i>• acute personal hardship or trauma, including being a victim of crime, sudden loss of income or employment resulting in severe disruption to domestic or study arrangements, or motor vehicle incidents preventing attendance.</i> <i>• emergency service or court order commitments.</i> <i>• representation at a national or international level.</i> <i>• representation in significant cultural events (other than events such as weddings, birthday parties, christenings, etc.); or</i> <i>• compulsory employment- travel.</i> <i>The following typically will not be considered as constituting Exceptional Circumstances:</i>

	• routine employment. • lack of knowledge of the requirements of academic work. • difficulties with English language. • recreational or family travel. • moving house. • events such as weddings, birthday parties, christenings, etc. • misreading information in relation to an Assessment Task, such as submission or Examination dates or times; normal stress or anxiety associated with examinations or coursework; or • Job interviews • Issues with transport including no bus fare • Enrolment at other educational institution a matter which is already suitably addressed as part of a Student's Learning Access Plan
"Grade Point Average (GPA)"	Means a numerical representation of a student's academic performance.
"Interim Results"	Means Interim results are the outcome of a student's attempt at a unit assessment and are used to record a provisional result until a final grade is awarded.
"Moderation"	Means to a range of quality assurance processes related to assessment that aim to ensure the validity and reliability of assessment tasks, criteria and standards.
"Supplementary Assessment"	Means supplementary assessment is provided to support students' learning, their development, and to aid timely progression and completion. Supplementary assessment is not a re-assessment of the student's overall grade, or the mark for an individual assessment item, or a deferred assessment. A supplementary assessment is only offered to students who have an overall grade of between 45% and 49%.
"Verify or verification"	Means the process to ensure accuracy of grades before release.

4. POLICY PRINCIPLES

- 4.1. Assessment tasks are evaluated and grades awarded in accordance with the Assessment and Examination Policy.
- 4.2. SINU is committed to ensuring that all grades awarded are underpinned by robust and consistent criteria and standards while ensuring students have access to transparent criteria for the awarding of grades and results that are clearly communicated.
- 4.3. The University will have a standard set of results and grades, for use across all campuses, and modes of delivery.
- 4.4. Student results and final grades will be determined through appropriate academic scrutiny, moderation, and oversight by the Faculty Academic Board to ensure integrity of all results awarded.
- 4.5. Students will receive their unit final grades in a timely manner to assist in determining programme progression and study plans.
- 4.6. All Units are graded or non-graded.
- 4.7. TVET programmes consist of non-graded units that are marked on whether competency has been demonstrated or not.
- 4.8. SINU is committed to procedural fairness, transparency, and timely resolution of review and appeal processes ensuring that students understand their grades, and have a clear process for review and appeal as warranted..

5. POLICY INFORMATION

- 5.1. Final Grades appear on Student transcripts and are an official record of overall performance for a unit.
- 5.2. Final Grades are determined by adding the marks for each assessment item in accordance with the approved and published unit outline.
- 5.3. Higher Education Merit based Grading System contribute to the calculation of a student's Grade Point Average (GPA). Graded units in higher education and pathway programmes are marked on student academic performance, using a scale of numerical marks that correspond to specific grades. Graded units may also include assessment components that are marked on a pass/fail basis outlined in Table 1.

Table 1: Merit Based assessment grades - Higher Education and Pathways

Grade	Marks (%)	Notation	Indicative Criteria	Grade Points
A+	90-100	High Distinction	Demonstrates imagination, originality or flair, based on proficiency in all aspects of the unit; work is interesting or surprisingly exciting, challenging, well read or scholarly.	4.33-5.00
A	85-89	Distinction	Demonstrates strong awareness and understanding of deeper and less obvious aspects of the unit, such as ability to identify and debate critical issues or problems, ability to solve non-routine problems, ability to adapt and apply ideas to new situations, and ability to evaluate new ideas.	4.00-4.27
A-	80-84	Distinction	Demonstrates good awareness and understanding of deeper aspects of the unit, such as ability to identify critical issues or problems, ability to solve non-routine problems, ability to adapt and apply ideas to new situations, and ability to evaluate new ideas.	3.73-3.93
B+	75-79	High Credit	Demonstrates ability to use and apply fundamental concepts and skills of the unit going beyond mere replication of content knowledge or skill to show understanding of key ideas, awareness of their relevance, some use of analytical skills, and some originality or insight.	3.33-3.60
B	70-74	Credit	Demonstrates ability to use fundamental concepts and skills of the unit going beyond replication of content knowledge or skill to show understanding of key ideas, some use of analytical skills, and some originality or insight.	3.00-3.27
B-	65-69	Credit	Demonstrates ability to use some fundamental concepts and skills of the unit but mostly replication of content knowledge some use of analytical skills, and some originality or insight.	2.67-2.93
C+	60-64	Pass	Satisfies all the basic learning requirements of the unit, such as knowledge of fundamental concepts and performance of basic skills; demonstrates satisfactory, adequate, competent, or capable achievement.	2.33-2.60

Grade	Marks (%)	Notation	Indicative Criteria	Grade Points
C	55-59	Pass	Satisfies some of the basic learning requirements of the unit, such as knowledge of most fundamental concepts and performance of basic skills; demonstrates satisfactory, adequate, competent, or capable achievement.	2.00-2.27
C-	50-54	Pass	Satisfies a number of the basic learning requirements of the unit, such as knowledge of most fundamental concepts and performance of basic skills; demonstrates satisfactory, adequate, competent, or capable achievement.	1.67-1.93
D+	45-49	Fail	Fails to satisfy the requirements of the unit but has submitted some response to task that demonstrate reasonable attempt.	1.33-1.60
D	40-44	Fail	Fails to satisfy the requirements of the unit but has submitted some response to task that demonstrate a poor attempt.	1.00-1.27
D-	35-39	Fail	Fails to satisfy most of the requirements of the unit but has submitted some response to task that demonstrate attempt.	0.67-0.93
E	Below 35	Fail	Fails to satisfy even basic requirements of task, but has submitted an attempt.	0

5.4. Non-graded units in higher education and pathway programmes are marked on a pass/fail basis, with assessments typically designed to result in either a pass or fail outcome.

5.5. Workplace learning units including placements shall only be awarded ungraded pass.

5.6. Table 2 outlines the relevant notations.

Table 2- Ungraded Pass- Higher Education and Pathway units

Grade	Notation	Criteria	Grade Points
P	Pass	Indicates a pass in a unit for which the full range of grades is not available, and achievement of all components is deemed satisfactory.	0

NP	Not Passed	Indicates unsatisfactory performance and non-achievement of learning outcomes.	0
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5.7. For all Bachelor Honours degrees, the following levels of honours are awarded as per Table 3:

Table 3: Honours Grade

Honours Grade	GPA
Honours I (First Class Honours)	Honours GPA of 6.20 to 7.00;
Honours IIA (Second Class Honours, Division A)	Honours GPA of 5.65 to 6.199
Honours IIB (Second Class Honours, Division B):	Honours GPA of 5.00 to 5.649
Honours III (Third Class Honours):	Honours GPA of less than 5.00

5.8. Grading in TVET units based on nationally recognised competency standards, with assessment focused on the required skills and knowledge for a specific occupation or industry. The grading for such units is summarised in Table 4.

Table 4 – Competency-based assessment results

Notation	Result and explanation
Comp	Competency Achieved Indicates the student demonstrated competence against all requirements detailed in the unit of competency.
NComp	Not Yet Competent Indicates the student attempted all the requirements for the assessment and has been assessed as not competent, or as not satisfying one or more of the requirements for the unit of competency or module.

5.9. A student may be allocated by Unit Coordinator or Student Academic Services an incomplete or continuing notation to signify where a grade is not yet complete or finalized or when other student conduct matters result in distinct results. Table 5 outlines the possible notations.

Table 5- Administrative or Interim Notations

Notation	Definition	Action/Outcome
DNQ	Did Not Qualify: Did not meet other specified conditions for a pass	Fail

Notation	Definition	Action/Outcome
F(X)	Consistent plagiarism, cheating or collusion	Fail due to academic misconduct
NV	Null & Void for Dishonest practice	Fail due to academic misconduct
W	Withdrawn from Unit	Indicates a student has formally withdrawn from a unit prior to the required Date
I	Result withheld/Incomplete assessment	Indicates that student has completed the assessment but is awaiting grading by unit coordinator/academic.
DNC	Did Not Complete	Indicates a student did not complete the required assessment tasks.
STC	Still to Complete	Not all assessment tasks have been completed due to exceptional circumstances.
CP	Compassionate Pass	Pass awarded due to exceptional circumstances (non-health related) that have impacted the completion of one task in the unit, where all other tasks in the unit have received a C+ (passing grade) as verified by the Faculty Academic Board.
Aeg	Aegrotat Pass	Pass due to exceptional health related circumstances that have impacted the completion of one task in the unit, where all other tasks in the unit have received a C+ (passing grade) as verified by the Faculty Academic Board.
SA	Supplementary Assessment	Supplementary Assessment Indicates that a student has received a composite final mark in the range of 45 to 49% and has been assigned a supplementary assessment by the Unit Coordinator.

5.10. Where Administrative or Interim Notations are allocated and approved by the Faculty Academic Board, they must be converted to Final Grades no later than six weeks after the final date of the teaching period.

5.11. The following notations in Table 6 will be made where a Credit Transfer or Recognition of Prior Learning (RPL) has been awarded to a student under the Academic Credit and Recognition of Prior Learning Policy.

Table 6 – Academic Credit Outcomes

Notation	Definition	Explanation	Grade Points
RPL	Recognition of Prior Learning	Indicates credit granted at the University based upon the assessment of an individual's prior formal, non-formal and informal learning (or a combination thereof) to determine the extent to which that individual has achieved the required learning outcomes of a specified unit.	0
CT	Credit Transfer	Indicates that credit has been given for a unit, based on successful completion of equivalent study. Credit for units will only be granted for units completed within the past ten (10) years.	0

6. Final Grade Alteration

6.1. The University recognises that in exceptional circumstances a Final Grade may require alteration after release. Alteration of a Final Grade after release may be approved to correct an error in the original released Final Grade, or to reflect the outcome of a Student Appeal process.

7. Grade Point Average (GPA)

7.1. Grade Point Average calculation is only applicable to students enrolled in higher education coursework programmes and units, or when deciding some SINU awards.

7.2. GPA is a number representing the average value of a student's final grades earned in units over time.

7.3. The final GPA is the average of all grades obtained by the student throughout a completed programme of study – excluding non-graded pass units.

7.4. A student's GPA will be recorded on their final official academic transcript.

7.5. The calculation for GPA will be as follows with reference to Table 6:

The conversion from a mark to a grade point is as follows: for each mark less than 100, subtract from 5 the difference between 100 and the mark obtained multiplied by a factor of 0.066667. (For example: $5 - ([100 - \text{mark obtained}] * 0.066667)$). Thus, for a mark of 90%, the GP = $5 - ([100 - 90] * 0.066667) = 4.33$. Or for a mark of 54, the GP = $5 - ([100 - 54] * 0.066667) = 1.933$.) Table II provides the full conversions for all marks.

Table 6: Mark Conversion to Grade Points

Grade	Final Mark	Grade Point	Grade	Final Mark	Grade Point	Grade	Final Mark	Grade Point	Grade	Final Mark	Grade Point
A+	100	5.00	B	74	3.27	D+	49	1.60	E	24	0
A+	99	4.93	B	73	3.20	D+	48	1.53	E	23	0
A+	98	4.87	B	72	3.13	D+	47	1.47	E	22	0
A+	97	4.80	B	71	3.07	D+	46	1.40	E	21	0
A+	96	4.73	B	70	3.00	D+	45	1.33	E	20	0
A+	95	4.67	B-	69	2.93	D	44	1.27	E	18	0
A+	94	4.60	B-	68	2.87	D	43	1.20	E	17	0
A+	93	4.53	B-	67	2.80	D	42	1.13	E	16	0
A+	92	4.47	B-	66	2.73	D	41	1.07	E	15	0
A+	91	4.40	B-	65	2.67	D	40	1.00	E	14	0
A+	90	4.33	C+	64	2.60	D-	39	0.93	E	13	0
A	89	4.27	C+	63	2.53	D-	38	0.87	E	12	0
A	88	4.20	C+	62	2.47	D-	37	0.80	E	11	0
A	87	4.13	C+	61	2.40	D-	36	0.73	E	10	0
A	86	4.07	C+	60	2.33	D-	35	0.67	E	9	0
A	85	4.00	C	59	2.27	E	34	0	E	8	0
A-	84	3.93	C	58	2.20	E	33	0	E	7	0
A-	83	3.87	C	57	2.13	E	32	0	E	6	0
A-	82	3.80	C	56	2.07	E	31	0	E	5	0
A-	81	3.73	C	55	2.00	E	30	0	E	4	0
A-	80	3.67	C-	54	1.93	E	29	0	E	3	0
B+	79	3.60	C-	53	1.87	E	28	0	E	2	0

Grade	Final Mark	Grade Point	Grade	Final Mark	Grade Point	Grade	Final Mark	Grade Point	Grade	Final Mark	Grade Point
B+	78	3.53	C-	52	1.87	E	27	0	E	1	0
B+	77	3.47	C-	51	1.87	E	26	0			
B+	76	3.40	C-	50	1.67	E	25	0			
B+	75	3.33									

8. Results Approval and Release

8.1. Unit coordinators submit moderated final grades to the Programme Coordinator.

8.2. The Programme Coordinator presents the final grades to the Faculty Academic Board for review to ensure marking has been completed as per the Assessment and Examination Policy.

8.3. Results are certified and endorsed by Faculty Academic Board before submission to the Senate for verification.

8.4. The University Registrar releases approved results to students via a secure method within four weeks of the end of examinations.

8.5. Requests for review and appeals of grades for individual assessments or final grades will be undertaken in accordance with the procedures described in this policy.

9. Review of grade for individual assessment tasks or examinations

9.1. Students may seek a review of a grade for an **individual assessment task** by following the following procedure.

9.1.1. Within 5 university working days of receiving notice of an academic decision. The student must review the reason for how the decision is made, including any assessment criteria or published information.

9.1.2. Email the original decision maker to request feedback on the grade provided.

9.1.3. If not satisfied with the response from this informal review, request a formal review to the Unit Coordinator.

9.2. A formal review of grade will involve a review of the original grade by a person (review officer) delegated by the Head of School or ADTL, or equivalent.

9.3. The formal review request must contain information and evidence as to why the original grade is not appropriate.

9.4. The Review officer will consider the information and evidence provided and review the original task and provide a decision to the student which is final.

10. Review of final unit grade

10.1. Following release of the final grade for the unit, if a student is unclear on the reasons for the overall grade for the unit or believes that an error has occurred in the compilation of the overall grade from component assessment items, they should consult the Unit Coordinator, within 5 working days.

10.2. If the Unit Coordinator confirms that an error has occurred, they will process a change of grade.

10.3. If the student wishes to dispute the final grade received for the unit, they may apply for a formal review of the unit grade, on either of the following two grounds, within 10 working days of the release of the grade:

10.3.1. An error has occurred in the compilation of the overall grade from component assessment items.

10.3.2. The result awarded does not reflect the demonstrated achievement of the assessment criteria relating to the assessment item/s in dispute.

10.4. An application for a review of final grade must include a clear written submission (limited to three pages) which is supported by documented evidence that demonstrates how the relevant ground/s applies. With regard to the second ground (14.2.2), the application must identify which assessment item/s are disputed.

10.5. The Head of School or Associate Dean, Teaching and Learning in the relevant faculty responsible for the unit will assign an independent assessor (not previously involved in reviewing or marking the student's assessment items) to review the student's written grounds for review and supporting evidence.

10.6. Where the student's application includes the second ground, the assessor will have relevant subject matter expertise and will re-assess the item/s in dispute, to determine whether the original assessment was made in accordance with the unit outline and consistent with the assessment criteria.

10.7. The assessor will recommend one of the following outcomes to the Head of School:

10.7.1. There is no change to the unit grade.

- 10.7.2. The unit grade is corrected, because an error has been identified in the compilation of the grade from component assessment items; and
- 10.7.3. The student's unit grade be altered, where the re-assessment process resulted in a different unit grade.

- 10.8. The outcome to the student will contain a report by the assessor that will address the matters the student raised in their submission and include the Head of School/Associate Dean, Teaching and Learning decision on the matter with the reasons for that decision.
- 10.9. The student will be advised of the outcome within 20 working days of submission of the request for formal review.
- 10.10. A student who disputes the outcome of the formal review of unit grade may appeal the decision, normally within five working days of notification of the outcome.

11. Appeal of final unit grade

- 11.1. Within 30 days of the publication of the final grade, the student must provide a clear written submission stating why the formal review outcome following the above process, was inadequate.
- 11.2. The student must address the rationale provided in the outcome and may include additional reasons or supporting evidence. Resubmission of the original case for review without addressing the outcome of the formal review will not be accepted.
- 11.3. The appeal submission is forwarded to the Faculty Review Committee, established by the Dean, for consideration of appeals.
- 11.4. The Faculty Review Committee is a sub-committee of the Faculty Academic Board comprising, at a minimum, the Associate Dean, Teaching and Learning as Chair, a member of academic staff and a student representative appointed by the Faculty Academic Board, none of whom were involved in previous levels of this review or marking the student's assessment items for the unit in question. All members of the committee must attend.
- 11.5. The Faculty Review Committee makes a recommendation to the Dean to either uphold the school level outcome or to vary the outcome.
- 11.6. The Dean will consider the recommendation of the Review committee and make a final determination. The decision of the Dean is final.

- 11.7. The applicant is normally advised of the outcome within 20 working days of submission of the request for formal review at faculty level. The response to the application for review must include a response to the student's case and the reasons for the decision.

12. Record Management and Confidentiality

- 12.1. All marks must be recorded and kept securely for three years.
12.2. Student results are confidential and only accessible to authorized staff.

13. Monitoring and Review

- 13.1. This policy shall be reviewed every three years or as needed to ensure alignment with SINU's academic standards and SITESA quality standards frameworks.

14. ACCOUNTABILITIES - ROLES AND RESPONSIBILITIES

Roles	Accountabilities
Academic Staff (Lecturers/Tutors)	Mark unit assessments and give grades fairly and accurately as prescribed in the marking rubrics and assessment plan for semester. Submit grades by set deadlines to Unit Coordinator Maintain assessment records securely and confidentially Report suspected academic misconduct
Associate Deans, Teaching and Learning	Chair the Faculty Academic Board and Faculty Review Committee. Review results and grades from Programmes to ensure alignment with policy Follow up with Programme Coordinators in relation to grade appeals.
Curriculum Learning and Teaching Committee	Monitor grade quality and standards via regular reports and recommend further actions, where appropriate.
Dean of Faculty/Director	Check grading process and endorsed grades from academic boards is aligned to policy Address escalated student appeals Monitor faculty-wide adherence to policy Present results approved by Faculty Academic Board to senate for noting
Faculty Academic Boards	Review and endorse unit grades submitted by Programme Coordinators. Ensure assessment and grading processes are fair and consistent

Roles	Accountabilities
	Recommend supplementary exams or special consideration outcomes for individual students. Approve final grades and recommendations for awards Oversee the policy's implementation and compliance university-wide Review grade distribution reports and quality assure outcome Certify final grades and forward to Student Academic Services
Programme Coordinators	Ensure assessment plans and submitted grades align with approved unit outlines Engage in moderation of assessment grades as required. Ensure accuracy of final grades before submission to Faculty Academic Board Follow up with Unit Coordinators for missing grades or interim grades Review grade distributions periodically including first year students and promote discussion on assessment items and grades
Senate	Verify that results are approved for release to students.
Standards and Quality Office	Monitor the implementation and effectiveness of the grading policy Conduct periodic audits or reviews of grading practices Provide training and capacity building on academic standards Recommend policy improvements
Students	Submit assessments on time and in accordance with rules Adhere to academic integrity standards Use formal procedures to appeal grades or seek special consideration
Unit Coordinator	Advise all markers of marking and moderation requirements prior to each assessment due date. Monitor marking fairness, consistency and timeliness, monitor quality of feedback to students and provide guidance to Markers. Resolve marking issues or inconsistencies with Markers. Review the overall grade distribution after marking of each assessment task has been completed and take appropriate action to identify and address any quality issues in a timely manner. Submit final grades to Programme Coordinator

Roles	Accountabilities
University Registrar and Student Academic Services (SAS)	Manage entry of final approved grades into the Student Management System (SMS) Ensure timely publication of results Maintain official student academic records Communicate official results and academic standing to students

14. RELATED DOCUMENTS

Assessment and Examination Policy

Acceptable Use of Artificial Intelligence in Teaching and Learning Policy.

Student Academic Integrity Policy

15. APPROVAL AND AMENDED HISTORY

Policy Approved by:	Council
Date policy first approved:	20 December 2019(original)
Date last modified:	8 September 2026
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