

DOCUMENT TYPE	D	
ACADEMIC	1	
TEACHING AND LEARNING	1	
ASSESSMENT	2	
NUMBER	008	
		Policy Database Document Reference Number 112008D

CONCEDED PASSES PROCEDURES


Parent Policy Title	Conceded Passes Policy.																			
Associated Documents	Supplementary Assessment Procedures.																			
Preamble	<p>The La Trobe University Regulation 21.12 <i>Examinations and Assessment</i> provides for the award of conceded passes and that Academic Board may set the conditions under which conceded passes will be granted.</p> <p>The University offers conceded passes to facilitate course completion in undergraduate award courses by recognising academic performance in a defined period.</p> <p>This document outlines the procedures associated with the policy adopted by the University for awarding conceded passes to undergraduate students.</p>																			
General	<p>The policy and procedures apply to all undergraduate degree courses of the University. Double degree courses which include a postgraduate award will be considered undergraduate courses for the purposes of the policy and procedures.</p> <p>Conceded passes are a 'reward' for successful results in other subjects and should not be confused with supplementary assessment.</p> <p>The policy and procedures do not apply to students enrolled in:</p> <ul style="list-style-type: none"> • postgraduate research and coursework award courses; and • non-award, enabling, cross-institutional, exchange-in and study abroad undergraduate studies that do not lead to an award. 																			
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<p>1. Conditions for awarding conceded passes</p>	<p>Subject to sections 2 and 3 below, a conceded pass will be awarded in a subject, in an undergraduate award course, when both of the following conditions are satisfied in a given Progression Period:</p> <ul style="list-style-type: none"> (a) the mark obtained in the subject is at least 47% (but less than 50%); and (b) the student's Weighted Average Mark (WAM) is at least 50%. <p>No student will be awarded conceded passes totalling more than twenty (20) credit points in an undergraduate award course, in any progression period.</p> <p>No student will be awarded conceded passes totalling more than one-sixth (1/6) of the total number of credit points required to complete the award course.</p> <p>An example of the application of this would be - in a standard length undergraduate degree award course of three hundred and sixty (360) credit points, a student cannot obtain more than a total of sixty (60) credit points of conceded passes that contribute towards the completion of the degree.</p> <p>A conceded pass will not be granted for a specific subject if:</p> <ul style="list-style-type: none"> (a) it is a final year core subject; or (b) it is required for professional accreditation; or (c) it is necessary for a student to demonstrate professional or clinical competence as part of its assessment requirements; or (d) the student has failed a hurdle requirement. 						
<p>2. Conceded passes are terminal</p>	<p>All conceded passes are terminal and must not be used to satisfy prerequisite requirements.</p>						
<p>3. Re-enrolment in a subject</p>	<p>A student who has obtained a conceded pass in a subject may be permitted to re-enrol in the subject but must forfeit the conceded pass and accept the original grade.</p>						
<p>4. Offer of another assessment</p>	<p>A student offered a conceded pass in a subject will be offered another assessment. That assessment may be conducted during the supplementary/special examination period (NC-E, NC-A) or at some other time determined by the relevant faculty (NC-A only).</p>						

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<p>5. Weighted Average Mark (WAM)</p>	<p>Weighted Average Mark is calculated using the following values:</p> <ul style="list-style-type: none"> (a) Achievable Credit Points. The achievable credit point value for each subject attempt that will contribute to the completion of the undergraduate award course (b) The weighting of a subject according to its year level. Currently, all subject versions have the same weight for all year levels, i.e., a value of one. (c) Numeric Mark Value. The numeric value out of one hundred (100), recorded as the finalised assessment outcome for the subject attempt. <p>The WAM is calculated as follows:</p> <p style="padding-left: 40px;">WAM equals the sum of (Achievable Credit Points multiplied by the weighting of a subject multiplied by the Numeric Mark Value of each specific subject attempt within the Academic Period) divided by the Total Achievable Credit Points.</p> <p>If an assessment outcome has no numeric mark, then it cannot be used in the total calculation except for a NS (Did Not Sit) or KN (Late withdrawal with academic penalty) grades, where the default mark of zero (0) will be used in the calculation and multiplied by the achievable credit points.</p> <p>A WAM cannot be calculated if a student has one or more incomplete grade(s) (X Continuing Assessment or W Grade Withheld) within the Academic Period.</p>
<p>6. Progression periods</p>	<p>A Progression Period will be used in the application of these rules to all subject enrolments in undergraduate award courses.</p> <p>A Progression Period is the period of study at the end of which a student's academic progress is formally assessed.</p> <p>There will be two (2) Progression Periods within an Academic Year. They will be each be six (6) months in duration and run from the 1 January – 30 June and 1 July – 31 December respectively.</p> <p>A progression period may include more than one teaching period (see below)</p> <p>Each subject enrolment will be assigned to a specific Progression Period according to the last day of the Teaching Period in which the Subject is offered. All Teaching Periods that finish from the 1 January – 30 June will be in Progression Period 1 and those from the 1 July – 31 December will be in Progression Period 2. This will be independent of location.</p>
<p>7. Processing Conceded Passes</p>	<p>Conceded passes are processed through the normal systems for awarding and confirming results.</p> <p>The University's Student Information System (SIS) provides flags to identify potential conceded passes in the Consideration of Results reports distributed to Chief Examiners Meetings. SIS will insert a flag of either NCE</p>

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	<p>(Supplementary Assessment <u>or</u> Conceded Pass – Centrally managed examination) or NCA (Supplementary Assessment <u>or</u> Conceded Pass – non-centrally managed examination or other assessment), depending on the way in which the subject is set up for assessment. If the subject is described as having a centrally administered examination, the system will assign NCE; if it's described as having internal assessment only, the system will assign NCA.</p> <p>Chief Examiners apply the policy principles to each potential Conceded Pass case to assess whether all the eligibility requirements stated in the policy are met. If they are, the Chief Examiners confirm the NC grade on the Consideration of Results reports.</p> <p>If the eligibility requirements for a Conceded Pass are not all met, the Chief Examiners can determine what other outcome should be given. This normally will be an offer of additional assessment, in the form of either a centrally administered examination (SAE) usually in the supplementary examinations period, or additional internal assessment (SAA). SAE and SAA are temporary grades which must ultimately be converted to final grades; see Sections 4.6, to 4.8 below.</p> <p>The Faculty Board, or a Chief Examiners Meeting or equivalent body acting under the authority of the Faculty Board, ratifies the outcomes recorded on the amended Considerations of Results reports.</p> <p>The Academic Services Division enters into SIS the decisions ratified by the faculties and will notify students who have been offered the option of additional examination or assessment.</p> <p>If a student originally flagged NC and changed to SAE or SAA by the Chief Examiners declines to take up the option of additional examination or assessment, then the faculty must amend the temporary grade to NC after the completion of the assessment period.</p> <p>If the student fails the additional assessment, then the final grade will also need to be amended to NC after the completion of the assessment period.</p> <p>If the student passes the additional examination or assessment, then the final grade for the subject will become 50D. This is an earned grade and is not terminal. That is, the grade may be used to satisfy a prerequisite requirement.</p>
<p>8. Possible outcomes</p>	<p>Option 1 – Student declines the offer of additional assessment and accepts a conceded pass.</p> <p>Example: A student whose original mark is 48N within the policy range of 47 – 49 accepts a conceded pass for the subject and receives a final grade of 48 NC. The student cannot enrol in later-year subjects for which the subject is a prerequisite.</p> <p>Option 2 – Student accepts the offer of additional assessment, fails the additional assessment and then accepts a conceded pass.</p> <p>Example: A student whose original mark is 47 N within the policy range of 47 – 49, undertakes additional assessment which results in a fail grade of 32 N. The student then accepts a conceded pass of 47 NC and</p>

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	<p>cannot enrol in later-year subjects for which the subject is a prerequisite.</p> <p>Option 3 - A student accepts the offer of additional assessment, passes and receives the pass grade of 50 D available under the policy.</p> <p>Example: A student whose original mark is 49 N within the policy range of 47 – 49, undertakes additional assessment which results in a grade of 90 A. The student is awarded a graded pass of 50 D for the subject and is eligible to enrol in later-year subjects for which the subject is a prerequisite.</p> <p>Option 4 – Student declines the offer of a conceded pass/additional assessment and accepts the original fail grade and re-enrols for the failed subject. This option may suit a student who needs the subject to satisfy a prerequisite but wants to leave open the possibility of a final grade higher than 50 D.</p> <p>Example: A student whose original mark is 48 N within the policy range of 47 – 49 chooses not to accept either the offer of additional assessment or a conceded pass opting instead to attempt the subject again. The student is awarded a fail grade of 48 N.</p>
9. Part-time students	The policy makes no distinction between full-time and part-time students and assessment must be applied according to the policy for a given Progression Period.
10. Ungraded passes and fails	<p>If no mark is given for a failed subject (ungraded fail), then the mark will not count when calculating the WAM for the purposes of assessment for a conceded pass.</p> <p>If no mark is given for a passed subject (ungraded pass), then the mark will not count when calculating the WAM for the assessment for a conceded pass.</p>
11. Repeating subjects	Students who are repeating subjects after receiving a pass – including a conceded pass – cannot be Commonwealth supported where the original attempt satisfies the degree requirement.
Status	Revised format. Prior approval Academic Board (AB06/97 – 408.3.3)
Approval Body	<p>Academic Board (AB06/97 – 408.3.3)</p> <p>Council - 3/07/2006 (C06/43M – 363.3.1)</p>
Initiating Body	Curriculum, Teaching and Learning Committee

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Definitions	<p>Core Subject: A subject that is compulsory and required for the successful completion of a specific award course.</p> <p>Hurdle Requirement: A condition for passing a subject other than the overall mark, which is specified in the handbook and other associated subject documentation.</p> <p>Undergraduate Award Course: A course that leads to an award up to the level of Bachelors Degree, including Bachelors Degree with honours.</p>
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