

Results and Grades – Bachelor degree

POLICY

Le Cordon Bleu Australia ensures that student results are verified and recorded in accordance with the standards set out in State and Commonwealth legislation and with regard to standards expected in education and training institutions in Australia.

The academic and administration staff of Le Cordon Australia will use their best endeavours to ensure that:

- the Provisional grades for courses are posted on the Le Cordon Bleu Australia notice board no later than four weeks after the official end of the course. This is the responsibility of Le Cordon Bleu Australia delivery partners.
- an Academic Transcript of final grades for each academic semester will be mailed to an address as advised by the student. This is the responsibility of Le Cordon Bleu Australia Student Services department.

Official grades are as follows:

GRADES, MARKS AND NOTATIONS

NOTATION	DEFINITION	MARKS AS %
HD	High Distinction <i>Exceptional performance indicating complete and comprehensive understanding of the subject matter; genuine mastery of relevant skills; demonstration of an extremely high level of interpretive and analytical ability and intellectual initiative; and achievement of all learning objectives of the course.</i>	85-100
D	Distinction <i>Excellent performance indicating a very high level of understanding of the subject matter; development of relevant skills to a very high level; demonstration of a very high level of interpretive and analytical ability and intellectual initiative; and achievement of all learning objectives of the course.</i>	75-84
C	Credit <i>Good performance indicating a high level of understanding of subject matter; development of relevant skills to a high level; demonstration of a high level of interpretive and analytical ability and achievement of most key learning objectives of the course.</i>	65-74

P1	Pass 1	55-64
	<i>Satisfactory performance, indicating an adequate understanding of most of the basic subject matter; partial development of relevant skills; adequate interpretive and analytical ability and achievement of the majority of key learning objectives of the course.</i>	
P2	Pass 2	50-54
	<i>Satisfactory performance indicating partial understanding of basic subject matter; partial development of relevant skills; some evidence of interpretive and analytical ability; achievement of no less than 50% of the learning objectives of the course.</i>	
F	Fail	0-49
CP	Conceded Pass	
	<i>In exceptional circumstances and after review by the Academic Committee and endorsement by the Academic Director, a Conceded Pass may be awarded for a single final Stage 5 subject, which a student must complete in order to graduate.</i>	
	<i>A student's previous academic performance will be considered, and a Conceded Pass will only be awarded where no practical alternatives are available on campus. The Conceded Pass grade has no mark allocation, ie a pass grade with a 0% mark, which may impact on a student's application for further studies.</i>	
S	Status	
	<i>Course Credit has been granted</i>	
UC	Unclassified Result	
	<i>Grade not yet finalised – awaiting results of resubmission, late submission, remarking or supplementary assessment, or decision of Academic Committee</i>	
WDF	Withdrawn – Failed	
	<i>Withdrawn after first two (2) weeks from course commencement or after first assessment task due, whichever is the sooner</i>	
WDNF	Withdrawn – Not Failed	
	<i>Withdrawn prior to or with first two (2) weeks from course commencement, or withdrawn with approval of Academic Director on compassionate grounds</i>	

PROCEDURE

The course lecturer is responsible for recommending the grade given for a student's work in that course, as assessed against documented assessment criteria.

The course lecturer will recommend to the Academic Committee a final grade or notation for each student enrolled in their course prior to the date established in each semester for the review of final grades.

All courses shall be assessed and recorded according to the official assessment grades as outlined above.

The Academic Committee will review all course results and shall make recommendations to the Academic Board on these results.

The Academic Board shall receive and review final results and recommendations and shall make recommendations to Le Cordon Bleu Australia.

Le Cordon Bleu Australia and La Fondation Le Cordon Bleu will confer academic awards based on the Academic Board recommendations.

RECORDING RESULTS

Le Cordon Bleu Australia ensures that a responsible officer is appointed and resourced to ensure that results are entered in the appropriate record keeping system, that government agencies are informed in the required manner and within designated timelines and that parchments and other official documents relating to students' results and qualifications are prepared and provided in the required manner and within designated timelines.

Lecturers grade students' assessment items then determine an overall grade which is recorded in the approved manner on a central database.

Individual student results are then presented for review to the Academic Committee, where anomalies, inconsistencies and issues relating to individual students and cohorts of students are discussed as required.

Once the Academic Committee has confirmed the semester's results they are presented to the Academic Board for ratification.

Within 2 weeks of the results being ratified by the Academic Board, Le Cordon Bleu Australia's Enrolment Officer records the final results on the database.

Results from the database are then used to generate Academic Transcripts, Statements of Attainment and Parchments as required.

Within 4 weeks of issuing Parchments or Statements of Attainment following completion of programs, and ratification of results by the Academic Board, Le Cordon Bleu Australia's Enrolment Officer will record qualifications issued on the Client Qualification Register (CQR).

FLOW CHART FOR PROGRESSION OF STUDENT RESULTS

