



This form is to be completed by the Subject Coordinator/ Lecturer after each offering of the subject

### SUBJECT DETAILS

Subject Title	
Subject Code	
Subject Year Level	
Subject Coordinator/Lecturer	
Year	
Study Period	

### GRADE DISTRIBUTION

Grade	Number of students	Grade Distribution (% of total)
HD		
DN		
CR		
P		
F		
WF		
WN		
<b>TOTAL</b>		

Refer to AIHE Schedule of Grades in [Academic Policies and Procedures section](#) for further information.

### GRADE DISTRIBUTION COMMENTS - briefly comment on grade distribution

--



## SUBJECT SELF REVIEW

### Assessment of subject learning outcomes

Yes/No	Assessment tasks evidence all subject learning outcomes
Yes/No	A mismatch is evident between subject learning outcomes and assessment design

### Moderation of assessment

Please confirm that the moderation of assessments has been undertaken in line with the documents provided during the study period. If not able to confirm confirm/fully, outline what alternative moderation took place/has been arranged. Feedback about the moderation process can also be provided below.

### Overall comments and reflections

Briefly comment on the overall student performance, subject performance, subject evaluations, comparability across, previous subject, offerings years etc.

### Adoption of Previous Recommendations made in previous Subject Review Form:

Briefly describe what action you took in response to the recommendations made previously, to improve the topic.



### Conclusions and Recommendations for future offerings:

Briefly provide conclusions, recommendations and actions for future course offerings and include feedback from other lecturers.

### SUBMISSION OF FINAL REPORT

#### Subject Coordinator/ Lecturer

Name	
Signature	
Date	

#### Final comments (Head of School/Program Coordinator)

Briefly comment on recommendations and proposed actions items.

Please retain a copy of this report for your own records.  
Then email the saved copy to the Head of School

#### Head of School/ Program Coordinator

Name	
Signature	
Date	



## Appendix

### GRADING SCHEME

Grade	Range	GPA value	Descriptor
<b>High Distinction (HD)</b>	85-100	7	Evidence of an exceptional level of achievement of learning objectives across the entire content of the subject demonstrated in such areas as interpretation and critical analysis, logical argument, creativity, originality, use of methodology and communication skills.
<b>Distinction (DN)</b>	75-84	6	Evidence of a high level of achievement of the learning objectives of the subject demonstrated in such areas as interpretation and critical analysis, logical argument, use of methodology and communication skills.
<b>Credit (CR)</b>	65-74	5	Evidence of a good level of understanding, knowledge and skill development in relation to the content of the subject or work of a superior quality on the majority of the learning objectives of the subject. Demonstration of a high level of interpretation and critical analysis skills.
<b>Pass (P)</b>	50-64	4	Evidence of satisfactory achievement of subject learning objectives, the development of relevant skills to a competent level, and adequate interpretation and critical analysis skills.
<b>Fail</b>	0-49	0	Evidence of unsatisfactory achievement of one or more of the learning objectives of the subject, insufficient understanding of the subject content and/or unsatisfactory level of skill development.
<b>Withdraw Fail (WF)</b>		0	Student has withdrawn before completing the subject.
<b>Withdraw Not Fail (WN)</b>			Student withdrew from the subject without penalty prior to the withdraw-not fail date* for that subject. In special circumstances a student may be awarded a WN after the withdrawn-not-fail date.

### Document Control

Version	Date	Key changes
1.0	23/02/2018	Approved by General Manager
1.1	05/08/2020	Remove UP from the grade distribution table to be in line with AIHE Schedule of Grades
1.2	24/05/2021	Add WN in the grade distribution table and the grading scheme to be in line with AIHE Schedule of Grades
1.3	10/11/2021	Added 'Adoption of Recommendations for future offerings made in previous Subject Review Form' section and removed section relating to program co-ordinator since this is the Head of School.



1.4	11/05/2023	Changed "Semester" to "Study Period" and changes to Moderation section in line with current practice.
-----	------------	-------------------------------------------------------------------------------------------------------