AUDIT GRADING BASIS GUIDE

The 'AUD' Audit Grading Basis can be used to identify instances where individual students are taking a standard credited and/or graded course, purely for personal reference, with no bearing on their degree progression. This includes students sitting in on lectures/seminars, but not taking part in tutorials/coursework/assessments.

The 'AUD' grading basis ensures that the associated enrolment is not included in the students' progression statistics, is not used to satisfy Academic Advisement rules, and is not indicated on their official transcript.

The 'AUD' grading basis can, in exceptional instances, also be used against the Course Catalog, where a course is defined for activity which is not assessed, will not count towards a students' degree progression, or requires to be shown on a transcript. Note that in these instances it would be expected that the course would also be defined with zero credits against the Course Catalog. When the 'AUD' grading basis is defined against the Course Catalog, all enrolment activity on the course can be dealt with in the normal manner.

There are some negatives to utilising the 'AUD' grading basis for individual student enrolments on credited and non-credited courses. These are explained in the following screenshots. *Note that many of the negative impacts can be reduced by ensuring that 'AUD' class enrolments are zero-credited.*

The manner in which you enrol a student onto a class, as an 'Audit' student, and the associated impacts of this, is explained in the following sections:
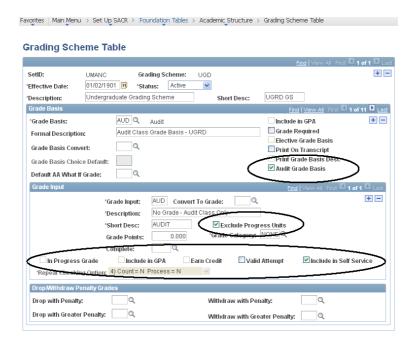
1) GRADING SCHEME – Audit Grade Basis

The 'AUD' Audit Grading Basis is available under all Grading Schemes (UGD, PGD, PGR,MDU), therefore it can be used against all Careers.

In the Grading Schemes (where all marking schemes are defined), the 'AUD' grade basis is flagged as 'Audit Grade Basis' and 'Exclude Progress Units', whilst excluding flags for 'In Progress Grade', 'Include in GPA', 'Earn Credit', 'Grade Required' and 'Print on Transcript'.

Note that a 'Grading Schemes & Grade Basis Job Aid' is provided at the back of this document.

2) QUICK ENROLMENT – Enrolling students onto classes as 'Audit' student

When enrolling a student onto a standard class as an Audit student, you must select the 'Grading Basis' override, on the 'Class Overrides' tab.

This will then enable you to amend the classes Grade Basis to 'AUD', on the 'Units and Grade' tab. Additionally, depending on the maximum enrolment loads defined against the students Academic Program, you may also need to select the override for 'Unit Load', on the 'General Overrides' tab **(this will not be necessary if you are also zero-crediting the enrolment, which is the recommended approach – see below)**. *Reference to the enrolment limits on the Academic Program Table, is given later in the document.*

Whilst enrolling the student on an audit class and amending the Grading Basis, you can also override the credits the enrolment will carry in this instance. *It is recommended that you do this, as it will minimise some of the additional problems encountered when utilising the 'AUD' grading basis.*

This enables you to not only identify the course as an 'AUD' Audit course, but also to zero-credit this specific enrolment.

You can do this by also selecting the 'Class Units' override, also on the 'Class Overrides' tab.

By selecting the 'Class Units' override, the 'Unit Taken' and 'Course Count' fields will become available on the 'Units and Grade' tab. You can then manually overwrite the values to '0'.

You can then submit the enrolment as normal.

3) BLACKBOARD 9 – 'Audit' students access to Course spaces

Where a course is set for delivery via Blackboard, any student enrolled on the class as an audit student, will also be included in Blackboard, with the same associated level of access as standard students on the class.

Therefore be aware that audit students will have exactly the same abilities to carry out activity in BB9, such as completing online assessments, which may not be suitable. *This is currently under review.*

4) ENROLMENT RECORD – How 'Audit' enrolments are indicated

Upon processing a student enrolment onto a standard class, as an audit student, the Enrolment record will be updated as shown:

Note that if you have also zero-credited the enrolment, the values indicated under 'Units' will indicate '0.00'.

Note that the 'Audit Grading Basis' checkbox is flagged, and the 'Include in GPA' and 'Earn Credit' check boxes are no longer flagged for this particular enrolment.

5) STUDENT GRADES – How 'Audit' enrolment grades are indicated

When viewing student grades, you will see that the 'Audit' Grading Basis is indicate against this enrolment.

Again, if you have additionally zero-credited the enrolment, the 'Units Taken' will indicate this here.

6) TERM HISTORY – How 'Audit' enrolments are reflected in Term Statistics

In the 'Term Statistics' the credits for the audit class are indicated separately (where you have not also zero-credited the audit class enrolment), and not included in the GPA/Progress credits, thus indicating that they will not count towards the progression statistics.

7) CLASS ROSTER – How 'Audit' students are indicated

When you print off a class roster for the relevant class, the student is flagged as an 'Audit' student *(note that this is not the case on the Attendance Roster).*

Again, where you have zero-credited the audit class enrolment, the 'Units' will be indicated as such here.

8) ATTENDANCE ROSTER – How 'Audit' students are listed but NOT flagged

Note that audit students ARE included on the attendance rosters.

If the use of the AUD grading basis becomes prevalent, this will mean that attendance statistics could potentially become skewed.

9) GRADEBOOK – How 'Audit' students are listed but NOT flagged

There is no indication within Gradebook itself, of the Audit class status, for the relevant enrolment.

Marks can be saved in Gradebook for an Audit class student, although they cannot be carried through to the Grade Roster (see below), or Student Term Enrolment record.

10) GRADE ROSTER – How 'Audit' students are identified

The Grade Roster does indicate the 'Audit' grading basis, and as such, any marks added for Audit class students, will not be posted to the Roster, as only the standard 'AUD' Grade Input can be posted.

11) EXAM GRIDS – How 'Audit' enrolments are represented

On the **ONLINE** Exam Grids, the Audit Classes are indicated by the 'Audit' Grading Basis. Although the credits for the Audit Classes are included in the 'Units Taken', they are not included when calculating GPA's etc (as indicated in 'Term History' above).

Note although that the exam grid does indeed include the audit class, without specific reference to its status as an 'Audited' class. Additionally if the audited class enrolment has not been zero-credited, the credits will be counted in the .xls Exam Grid.

By zero-crediting the audited class enrolment, although it still appears on the .xls Exam Grid, it now does not impact on the 'Units Taken' calculation, and is indicated as a '0' credit enrolment (which could be used as a manner to identify it as a non-standard enrolment).

12) YEAR MARK PROCESS – Issues if not zero-crediting 'Audit' enrolments

If you do not zero-credit audit class enrolments, this will have an impact on the Year Mark Calculation process. Therefore is you utilise the Year Mark Calculation process, you will need to ensure that you are also zero-crediting all audit class enrolments.

13) FEE CALCULATION FOR MODULAR STUDENTS – Issues if not zero-crediting 'Audit' enrolments

Particular attention needs paying to students on modular activity (CPD and related) who pay per module. In these instances tuition fee calculation is carried out by identifying how many credits the student is taking and charging them accordingly.

Therefore if you are processing an audit class enrolment for a modular student, you MUST ensure that you zero-credit the enrolment also. Otherwise the student will get charged additional tuition fees.

14) TRANSCRIPTS – How 'Audit' classes are omitted

- Audit Classes are not shown on any transcript, Official, Unofficial or Academic Advisement;
  Investigations are underway to determine how Digitary (as regards Official & Unofficial transcripts) will handle this grading basis
- Audit classes are not used to satisfy Academic Advisement rules, even if the audited class is a course included in the students relevant program Course Lists;
- Enrolment Summary Report – Audit classes are included in the list of units, without indication of the 'Audit' status, though the credits are not counted;
- AA Exception Report – Audit classes are included in the list of units, for a exception report with detail type of 'ALL' (without indication of 'Audit' status), though they are still not counted towards satisfaction of the relevant Academic Advisement rules.

AA Exception Report *(note that it does list the audit class, although it has not been used to satisfy any requirements)*

Academic Advisement report *(note that it does not list the audit class, or include the associated credits)*

Request Header | Request Detail | Report Results | Report Errors

Find | View All ◄ 1 of 1 ►

Seq Nbr:	1		Print
ID:	**1234567**	***Name Withheld***	Report Manager

The University of Manchester Advisement Transcript

Academic Program History

2.2 Program   : BSc(Hons) Biology

4.1 Mode of Attendance : Full Time

   Active in Program   : 09-09-2009

   End Date   : 08-06-2012

- - - - A C A D E M I C   A D V I S E M E N T   R E P O R T - - - -

Report on Undergraduate Career No Requirements

BSc(Hons) Biology Program No Requirements

BSc(Hons) Biology Plan

Requirements Not Satisfied

  BSc (Hons) Biology - Yr3 Requirements

  Requirement Not Satisfied -

  Units   (required/actual/needed): 120.00/20.00/100.00

    BSc (Hons) Biology - Yr3, RQ1, Mandatory units

    Requirement Not Satisfied -

    Units   (required/actual/needed): 60.00/0.00/60.00

      Yr3 Mandatory Units (60 credits in total)

      Requirement Not Satisfied -

      Units   (required/actual/needed): 60.00/0.00/60.00

      The following course(s) may be used to satisfy this requirement:

      BIOL 30000, BIOL 30030, BIOL 40122, BIOL 40322

    BSc (Hons) Biology - Yr3, RQ2, Optional units (IP)

    Requirement Not Satisfied -

    Units   (required/actual/needed): 60.00/20.00/40.00

      Yr3 BL Optional Units - Choose AT LEAST 4 units (IP)

      Requirement Not Satisfied -

      Units   (required/actual/needed): 40.00/20.00/20.00

      The following course(s) may be used to satisfy this requirement:

      BIOL 3###

Term	Course		Description	Units	Grade Code
11/12 Year	BIOL	30262	Applications of Plan	10.00	EN
11/12 Year	BIOL	31212	Evo. of Genes Genome	10.00	EN

      Yr3 HS Optional Units - Choose up to 2 units

10

15) ACADEMIC PROGRAM TABLE – Enrolment Limits

One of the 'Enrolment' limits defined against the Academic Program Table, controls the amount of 'Audit' and 'No GPA Units' which can be enrolled upon in a Term, for students on the relevant program. Therefore depending on how you utilise the Audit grade basis (and whether you 'zero-credit' the audited class enrolment or not), you may need to update the maximum Term loads for these against the relevant program. Note that these limits are defined as 20 credits as standard.

16)   GRADING SCHEMES & GRADE BASIS JOB AID

*Set Up SACR > Foundation Tables > Academic Structure > **Grading Scheme Table***

MDU – Med & Dentistry Grading Scheme
PGD – Postgraduate Grading Scheme
PGR – Postgraduate Research GD
UGD – Undergraduate Grading Scheme

Each 'Grade Scheme' consists of a number of different 'Grade Bases' (to denote the different marking schemes available – standard %tile, compensated pass, pass/fail etc.), and each Grade Basis can consist of multiple Grade Input values (to denote the actual individual spread of results within that grading type – a/b/c, 33/50/63% etc.).

The values selected here affect the entire Grade Basis (you also have the ability to set some additional values for individual Grade Inputs).

You can identify whether the Grade Basis is to be:
- Included in GPA (numerical values only);
- Grade Required (a stated);
- Elective Grade Basis (NOT USED, as it enables the students to choose a GB in self-service);
- Print on Transcript (show the associated course and result on the transcript);
- Print Grade Basis Desc (print the description on the transcript);
- Audit Grade Basis (only to be used for the Audit grade basis, as the system counts audited enrolments separately within the Term Statistics).

Where a Grade Basis consists of multiple Grade Input values (ie. %tile, alpha results), these are added individually.

The standard %tile Grade Basis therefore has 101 Grade Input values (from 0-100)

You can identify whether each Grade Input is to be:
- Excluded from Progress Units (as indicated in the Term Statistics);
- In Progress Grade (indicated in the Term Statistics);
- Included in GPA (numerical values only, included in the cumulative statistics);
- Earn Credit (identifies passed credit, so all **pass** marks have this flag selected);
- Valid Attempt (counted for progression calculations).