

## Mandatory Pass Components

A Mandatory Pass Component is also known as a hurdle. A Mandatory Pass Component is an additional requirement that mandates a required task or a minimum level of performance as a condition of passing a course.

Where a course is to have a Mandatory Pass Component, the requirement must be recorded in the Course Profile.

**Note:** Griffith has a range of guidelines which should be read regarding when Mandatory Pass Components should be applied to assessment. These are available from the Course Profiles Resources webpage.

## Impact on student grades

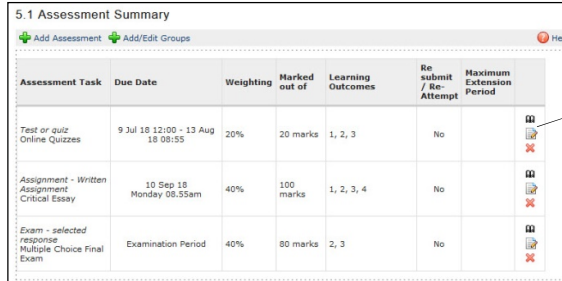
Mandatory Pass Components should be used sparingly. If a student fails a Mandatory Pass Component, the Grade Management System will assign a Fail grade regardless of what grade that student may have achieved, even if they would have otherwise achieved a grade of 4, 5, 6 or 7.

Anytime a mandatory Pass Component is set, consider allowing either a resubmission, reattempt or supplementary assessment for that task. This will provide another chance for your students to meet the additional requirement and will reduce the number of students failing the course.

## In the Course Profile

Navigate to Section 5 Assessment.

Choose  (Edit) to open the required assessment task. (Refer Figure 1.)



Assessment Task	Due Date	Weighting	Marked out of	Learning Outcomes	Re-submit / Re-Attempt	Maximum Extension Period
Test or quiz Online Quizzes	9 Jul 18 12:00 - 13 Aug 18 08:55	20%	20 marks	1, 2, 3	No	
Assignment - Written Assignment Critical Essay	10 Sep 18 Monday 08:35am	40%	100 marks	1, 2, 3, 4	No	
Exam - selected response Multiple Choice Final Exam	Examination Period	40%	80 marks	2, 3	No	

Choose the Edit icon to open the assessment task.

Figure 1 Open the required task in the Course Profile.

Scroll down the pages to the section “Mandatory Pass Component”.

Choose “Yes”.

Two additional questions display. (Refer Figure 2.)

**Note:** Choose “Yes” for only ONE of the two questions.

**Note:** Answering yes to “Is a minimum percentage mark required for this task to pass this course?” assumes that the student will need to submit the assessment item.

Requirement	Does this assessment task have a mandatory pass component	Is a minimum percentage mark required for this task to pass this course?
Mandatory Pass Component with no minimum percentage. Assessment item only needs to be submitted.	Yes	No
Mandatory Pass Component and minimum percentage must be obtained.	No	Yes Enter minimum percentage.

As the fields are completed, a paragraph displays summarising the selected options.

This paragraph also displays to the student. Check that the displayed information reflects your requirements.

Select the required options.  
Refer to above table.

Paragraph summarises the  
selected options.

Mandatory Pass Component

*A mandatory pass component (otherwise known as a hurdle) is an additional requirement mandating a minimum level of performance as a condition of passing a course. This requirement is in addition to achieving a pass overall for the course.*

Does this assessment task have a mandatory pass component?(required)

Yes  
 No

Is this assessment task required to be submitted to pass this course?(required)

Yes, all tasks  
 Yes  
 No (standard practice)

Is a minimum percentage mark required for this task to pass this course?(required)

Yes  
 No

Minimum Percentage Mark(required)

40 %

---

This course contains a mandatory pass component.  
To be eligible to pass this course, students must:

- i. achieve an overall pass mark for this course, and
- ii. achieve a minimum percentage mark of 40% [min 32 out of 80 for 'Multiple Choice Final Exam'].

Figure 2 A paragraph summarises the selected options.

In Section 5.4 Other Assessment Information, consider whether a student should be offered the opportunity for a supplementary assessment (either school based or centrally managed by Exams and Timetabling).

The Assessment Summary and Section 5.4 Other Assessment Information summarised the selected options. This information also displays in the Student View. (Refer Figure 3.)

**Remember:** Any new or changes to a Mandatory Pass Component in the Course Profile are considered a Major change and must go to the Dean (Learning and Teaching) for approval.

5.4 Other Assessment Information

**Griffith University Disclosure Statement**

*The University shall provide reasonable adjustments to assessment for students with disabilities consistent with the Disabilities Standards for Education 2005, while maintaining the academic integrity of its programs. Adjustments shall be made on an individual basis. Please refer to this policy as it sets out the principles and processes that guide the University's Accessible Adjustments for Assessment - Students with Disabilities*

---

**Supplementary Assessment** is not available for this course.

**Final Grades**

A student's final grade for this course will be based on the aggregation and weighting of marks across assessment, any mandatory pass components and grade cut-offs. Grade cut-offs can vary, so you will need to wait for the official release of grades to be sure of your grade for this course.

- This course is a graded course (i.e 7, 6, 5, 4, 3, 2, 1).
- This course contains mandatory pass components.

**Mandatory pass component**

To be eligible to pass this course, students must:

- i. achieve an overall pass mark for this course, and
- ii. achieve a minimum percentage mark of 40% [min 32 out of 80 for 'Multiple Choice Final Exam'].

Figure 3 The student view includes the Mandatory Pass Component information.

## In the Grade Management System

Once you have set up a mandatory pass component within the Course Profile, this information will automatically flow into the Grade Management System.

Navigate to the required course within Grade Management System to view Step 1 Assessment Mapping.

Select the assessment task which you have assigned a mandatory pass component. The assessment attributes which have come from the Course Profile are listed. (Refer Figure 4.)

Figure 4 View the assessment task to confirm mandatory pass component details have transferred from the Course Profile.

In Step 2 Check, an additional column “Failed MPC?” displays.

Any marks which are blank or 0 within the Marks Centre are highlighted in yellow and have a yellow triangle. Before grades can be calculated, these marks must be confirmed. (Refer Figure 5.)

Figure 5 An additional column displays in Grade Management.


Choose the icon with the yellow triangle  to view the Confirm No Mark Reason page to confirm whether the student did not submit, whether they are a 0 mark or other reasons why the mark is blank. (Refer Figure 6.)

Figure 6 Confirm no mark reason window

**Note:** While these marks are unconfirmed, any Mandatory Pass Components cannot be determined.

Once confirmed, the Mandatory Pass Component is calculated. When a student has not achieved the mandatory pass component, the flag will be set to “Yes” – Yes the student has failed the mandatory pass. (Refer Figure 7.)

The screenshot shows the 'Check' page for a course. The 'Student Grid' table is as follows:

Name	ID	Total Mark	1) Online Quizzes mark (20%)	2) Critical Essay mark (40%)	3) Multiple Choice Final Exam mark (40%)	4) Failed MFC?
1. Boys, Doe	5554477	89.2%	95% (19/20)	93% (93/100)	82.5% (66/80)	
2. Hazel, Wich	5550000	89.2%	90% (18/20)	89% (89/100)	82.5% (66/80)	
3. Cluck, Clara	5552222	89.2%	90% (18/20)	83% (83/100)	37.5% (30/80)	Yes
4. Magul, Grandy	5553399	79.7%	90% (18/20)	73% (73/100)	81.25% (65/80)	

Figure 7 Yes indicates a student has failed the mandatory pass component.

## Grades tab

Once all the marks are confirmed, select the Grades tab.

The total mark will appear as well as the calculated grade and any overrides. (Refer Figure 8.)

The screenshot shows the 'Check' page with the 'Grades' tab selected. The 'Student Grid' table is as follows:

Name	ID	Total Mark	Failed MFC?	Calc. Grade	Override Grade	Override Reason	Provisional Grade	Grade Status	Official Grade
1. Boys, Doe	5554477	89.2%		7			7	New	
2. Hazel, Wich	5550000	89.2%		7			7	New	
3. Cluck, Clara	5552211	89.1%	Yes	5	3	Failed Pass Component	6	New	
4. Magul, Grandy	5553399	79.7%		6			6	New	

Figure 8 A student receives a grade of 3 because of failed mandatory pass component.

## Mandatory Pass Component on Pass/Fail, Complete/Not Complete, Competent/Not Competent

When the assessment tasks are created within the Course Profile, a number of different Mark Types are available.

It is possible to choose mark types where the mark is one or the other. For example, complete or not complete, pass or fail, competent or not competent. In these cases, the mark out of value will be 1. The student receives 1 if the assessment is complete, pass or competent. 0 is allocated if the assessment task is incomplete, fail or not competent. (Refer Figure 9.)

The screenshot shows the '5.1 Assessment Summary' table:

Assessment Task	Due Date	Weighting	Marked out of	Learning Outcomes	Re-submit / Re-Attempt	Maximum Extension Period
Workplace based assessment Clinical Placement	27 Aug 18 - 8 Feb 19	0%	Pass / Fail (Must pass)	1, 2, 3, 4	Yes	
Assignment - Written Assignment Written assignment (2000 words)	3 Sep 18 17:00	50%	50 marks	1, 2, 3	No	
Exam - selected and constructed responses End of Trimester Exam	Examination Period	50%	100 marks	1, 2, 3	No	

Figure 9 In the Course Profile, a mandatory pass component is set on Pass / Fail assessment task.

In the Mark Centre, it is important that a column exists for these assessment tasks with a possible points of 1. The students who pass should be given a score of 1 and if they fail they receive a 0. If the task is not yet completed, leave the score blank. (Refer Figure 10.)

**Remember:** The Mark Centre Column must match the total marks for the assessment item in the Course Profile.

COVER SHEET	NOTE MCQ	NOTE SHORT	NOTE TOTAL	MARK	MARK COM	MARKER	EXTENSION REF
3.00	47.00	28.00	75.00	1	8	---	10
3.00	37.00	18.50	55.50	1	4	---	6
3.00	48.00	16.50	64.50	1	4	---	7
3.00	49.00	16.50	65.50	1	sick 1 day	---	7
3.00	41.00	21.00	62.00	1	needs med cert	---	---
3.00	44.00	26.50	70.50	1	6	---	---
3.00	39.00	22.00	61.00	1	---	---	6

Figure 10 In the Mark Centre, students receive 1 for successful completion of task.