Average Grades
Calculating your averaged result

This is a guide for applicants to Cairnmillar programs who need assistance in obtaining their average result for all units taken in the final year in order to submit an application for admission to the Cairnmillar Institute.

1. Obtain your academic transcript or results notices for your highest relevant academic qualification.
2. Work out the EFTSL or points value for one year of *full time* study.
    - Different universities have different points systems. Some will have a 120 point year, some will have an 8 point year and some will have a 1 EFTSL year.
    - You can find this on your transcript or results notice. If you cannot find this then contact your current or most recent institution for advice.
3. Find the individual point value or EFTSL value for each unit or subject taken in the final full time year of study.
    - Some subjects are worth more points (or EFTSL) than others–your thesis or research subject for example may be worth more overall than your classes and taught subjects.
    - If you studied part time then you may need to add up units from more than one year of actual study to find your full time equivalent year.
4. Multiply the percentage score or marks out of 100 by the 'point value' for each unit of study. This is your 'weighted score' for that unit or subject.
5. Add all of your 'weighted scores' together and divide by the total point value or EFTSL value for one year of full time study. The result should be a percentage out of 100.
6. If you need help contact your current institution or, if they are unable to assist, email education@cairnmillar.edu.au and attach a copy of your current transcript.

Example:

Sarah took 8 units at Modern University to complete a one year full time honours degree. A year at Modern University is worth 20 points.

Unit Code	Point Value	Final Mark	Grade	Weighted Score
UNIT1	2	60%	C	60 x 2 = 120
UNIT2	2	72%	D	72 x 2 = 144
UNIT3	2	85%	HD	85 x 2 = 170
UNIT4	2	90%	HD	90 x 2 = 180
UNIT5	4	90%	HD	90 x 4 = 360
UNIT6	2	75%	D	75 x 2 = 150
UNIT7	2	65%	C	65 x 2 = 130
UNIT8	4	80%	HD	80 x 4 = 320
Total:	**20**			**1574**

Total weighted score = 1574 / 20 = 78.7% - Sarah's average result is **78.7%**