



DGT Grading and Attendance Policy

Version: 1.0

Effective Date: February 2026

1. Purpose

This policy defines DGT's assessment, grading, participation, and attendance requirements. It provides instructors with clear guidance on evaluating course learning outcomes and ensures fairness, consistency, and regulatory compliance across all DGT training programmes.

2. Scope

This policy applies to all participants involved in DGT courses conducted in physical classrooms and virtual classrooms.

3. Assessment Principles

DGT uses assessment to promote excellence in training and to ensure high-quality learning outcomes. Assessment forms an integral part of instructional design and focuses on measuring achievement against defined course learning outcomes.

Assessments provide participants with opportunities to demonstrate the knowledge, skills, and capabilities acquired during training. They are designed to evaluate different levels of cognitive complexity, including understanding, application, analysis, and evaluation, while encouraging critical thinking and effective problem-solving aligned with aviation safety requirements.

4. Graded Elements

Assessment methods vary across DGT courses, that incorporate **formative, summative, and practical assessments**. Depending on the course design, assessment may include the following:

- **Formative and Summative Assessments:** These may include multiple-choice questions, short-answer questions, completion of the Dangerous Goods Declaration



(DGD), completion of Dangerous Goods checklists, practical packaging exercises, and the correct application of marking and labelling requirements.

- **Weighting:** Assessment weightings are defined in the course materials and will be explained by the instructor during the training.
- **Participation:** For instructor-led and virtual courses, participation may contribute up to **10%** of the final grade. Participation is assessed using a structured rubric based on observed engagement, professionalism, and contribution to learning activities. Documented observations form part of the formal grading record.

5. Grading Scale

The minimum passing mark for all DGT courses is **80%**. Grades of **90% and above** are awarded a *Pass with Distinction*.

5.1 DGR Course – Score Breakdown

Percentage Range	Result
90–100%	Pass with Distinction
80–89%	Pass
0–79%	Fail

Where applicable, grading requirements comply with IATA DGR & CBTA Guidance framework.

6. Attendance Policy

6.1 Overview

Attendance is a mandatory component of DGT training and is recorded for all courses. Due to the safety-critical and condensed nature of DGT programmes, **100% attendance is required** for successful course completion.

For classroom courses, participants shall register attendance by signing the attendance sheet once daily in the morning. Training days are divided into morning and afternoon periods.

For virtual classroom courses (VirtualLIVE), attendance is monitored electronically. Participants must remain connected and actively engaged for the full duration of each session.



6.2 Tardiness and Early Departure

Late arrivals or early departures that result in a participant missing a training period shall be recorded as an absence for that period.

6.3 Non-Compliance with Attendance Requirements

Participants who do not meet the attendance requirements shall not be issued a Certificate of Completion and must retake the full course at the prevailing course fee.

Absences due to illness, family emergencies, force majeure events, or verified transportation disruptions may be reviewed on a case-by-case basis at DGT's discretion. Supporting documentation may be requested.

7. Participation Assessment

7.1 Purpose

The purpose of participation assessment is to evaluate a participant's engagement, professionalism, and readiness to apply Dangerous Goods safety knowledge beyond theoretical understanding.

Participation is assessed using a **1–5 rating scale**, based on observable behaviour throughout the course.

7.2 Rating Scale

Score	Definition	Description
1	Poor	Consistently below expectations; disengaged or disruptive
2	Needs Improvement	Inconsistent engagement; frequent prompting required
3	Satisfactory	Meets expectations; compliant and attentive
4	Good	Frequently exceeds expectations; actively contributes
5	Excellent	Consistently exceeds expectations; role model for peers



7.3 Participation Criteria

Participants are evaluated against the following criteria:

1. Punctuality
2. Understanding of DGR content in English
3. Active participation in discussions and group activities
4. Attention and focus during sessions
5. Acceptance of feedback and willingness to improve
6. Seeking clarification when unsure
7. Initiative in seeking additional information
8. Responsiveness to guidance and correction
9. Cooperation with peers during group exercises
10. Constructive contribution to team discussions

Each criterion is scored from 1 to 5 based on observed behaviour.

7.4 Task and Exercise Completion

Completion of assigned tasks and exercises is assessed separately and reflects diligence, accuracy, and timeliness.

7.5 Calculation of Final Participation Grade

Participation contributes up to **10%** of the final course grade and is calculated as follows:

- **Behaviour and engagement:** Average score of Criteria 1–5 (Total 5%)
- **Task and exercise completion:** Score for assigned work (Total 5 %)

The weighted result forms the final participation grade.

Instructors may exercise professional judgement when assessing participation, provided assessments align with this policy and are supported by documented observations.

8. Challenging a Decision

Participants who believe that a grading or attendance decision does not comply with this policy may submit a formal appeal.



Appeals must be submitted in writing within **five (5) working days** from the release of results and sent to **support@dg-training.co**. All appeals will be reviewed objectively, and a written response will be provided.

9. Academic Integrity

Any form of plagiarism, collusion, or academic dishonesty may result in a fail grade or removal from the course, at DGT's discretion.

10. Revision History

Version	Date	Description	Approved By
1.0	02 Feb 2026	Initial publication	