

Disruption to Student Assessment

Instructions for Boards of Examiners for Undergraduate Programmes

Version 01 (23/3/23)



Introduction

In the context of the possible disruption of student assessment due to industrial action, this document offers guidance on degree award and progression. It has two equal aims. To ensure that the University's academic standards and quality assurance are not jeopardised, and to avoid any adverse effects on student degree completion and progression.

It is expected that Schools will assess students as defined in the Regulations for Taught Programmes (Regulation 01). The purpose of this document is to explain the procedures to be followed by Boards of Examiners if, because of exceptional circumstances, Boards of Examiners have an incomplete set of marks for undergraduate programmes.

Assessment non-submission

Marks missing as a result of a student's failure to complete/submit a coursework assessment or to sit an examination that was held, will be treated in the normal way. This will include accounting for any reported Special Circumstances.

Procedure for Finalists

Boards of Examiners must classify degrees if marks are available for $\frac{2}{3}$ or more of the credits that would normally be used to determine the degree class. The Board of Examiners must use the procedure described below unless there is a justifiable reason for not classifying a degree on the basis of incomplete marks; for example, the requirements of Professional Bodies, the module and programme learning outcomes or number of core modules.

Where, due to industrial action, marks are not available for at least $\frac{2}{3}$ of the credits that would normally be used to determine the degree class, the Board of Examiners should, on the basis of all available marks determine whether the students concerned have met the criteria for a Pass Degree. It should not attempt to determine the degree classification until a complete set of marks is available (or at least that the $\frac{2}{3}$ of credit threshold has been reached). This should be explained when disclosing the Board's decision to students, and the students concerned may graduate in July. When marks subsequently become available; the Board of Examiners should reconvene and determine degree classification.

1. Calculate module marks

Wherever possible, the Board of Examiners should base decisions upon completed mark profiles at a modular level. Where a module has not been completed due to industrial action, the Board of Examiners can consider a module completed, as long as:

- I. There is sufficient evidence that the module learning outcomes have been met,
- II. Any associated PSRB requirements are considered to have been met, and
- III. At least 50% of the weighted module assessment has been completed.
 - a. Where $\geq 50\%$ of the module assessment has been completed, missing components are exempted and the module mark calculated.
 - b. Where $< 50\%$ of the module assessment has been completed, the module should be exempted from the degree calculation.
 - i. Boards of Examiners may apply this to modules totalling more than the 40 credit limit for assessment exemptions stated in the Regulations for Taught Programmes, and up to a limit whereby the student has at least $\frac{2}{3}$ of the credit that would normally be used to determine the degree class.

- ii. This option may only be taken if it **does not** conflict with the requirements of any relevant professional or regulatory bodies.

Schools must make sure that the agreed module mark is recorded in Banner.

2. Calculate overall percentage mark

For Bachelors degree

$$\text{Overall \%} = [L^5 + (L^6 \times 2)] / 3$$

For Extended Undergraduate Degree

$$\text{Overall \%} = (0.4 \times L6) + (0.6 \times L7)$$

If approved at validation, the results of Level 5 modules may be included in the calculation of the overall mark for extended undergraduate degrees as:

$$\text{Overall \%} = [L5 + (2 \times L6) + (3 \times L7)]/6.$$

Where:

L⁵ is the mean mark across Level 5 modules

L⁶ is the mean mark across level 6 modules

L⁷ is the mean mark across level 7 modules

The overall percentage mark must be rounded-up as specified in the Regulations for Taught Programmes (Regulation 01).

3. Determine overall eligibility

To be eligible for an Honours Degree a student must have:

- Passed all Core modules that have been completed
- Achieved an overall average of 40% in modules that have been completed
- Passed at least the following number of Final Year credits:

Final Year credit completed	Final Year credit that must be passed
40	30
50	40
60	50
70	60
80	60
90	70
100	80
110	90
120	100

This acknowledges that a final year average may be based on <120 completed credits and a student may not have met the rules for award due to having completed insufficient credit due to the industrial action.

Where the rules for award have not been met due to academic failure (not associated with the industrial action), students will need to redeem failure as appropriate.

Where a student's marks profile contains missing marks due to Special Circumstances (beyond the Industrial Action) that are accepted by the Board of Examiners, the opportunity to complete First Sit assessment (or other action identified in the Regulations for Taught Programmes) should be offered following standard procedures.

4. Determine Class

The degree class must be determined using the overall average:

Overall % Mark	Degree Class
70% and over	First Class Honours Degree - I
60% – 69%	Upper Second Class Honours Degree – II(i)
50% – 59%	Lower Second Class Honours Degree – II(ii)
40% – 49%	Third Class Honours Degree - III
35% – 39%	Pass Degree
0% – 34%	Fail

All extenuating circumstances must be considered by the Board of Examiners before classifying a degree whether or not a student is borderline.

5. Review Class for Borderline Students

Boards of Examiners must use all available evidence to review the class for borderline students, including extenuating circumstances. As stated in the Regulations for Taught Programmes (Regulation 01), Boards of Examiners should not raise a student to a higher class if the student's average mark after rounding up is more than 2% below the lower boundary of a class. For example, 58% could be considered for a 2i at the discretion of the Board of Examiners. However, 57% should not be considered for a 2i.

A higher class must be awarded if a student fulfils one of the following criteria (where marks refer to rounded marks):

- i. Performance in the final year of the course is consistent with the higher class. Students must be awarded the higher class if their average mark across Level 6 modules is in the higher class and marks for at least $\frac{1}{2}$ of the *completed* credits at Level 6 are in the higher class.
- ii. Marks for at least $\frac{2}{3}$ of the *completed* credits across Levels 5 and 6 are in the higher class.

Review of the Degree Classification

If a full set of marks becomes available within 6 months of the original meeting of the Board of Examiners, the Board must review the module marks and degree class. If the revised degree class is *lower* than the previously allocated class, the previous class must be confirmed (i.e. a student's degree class will not be reduced – this is to ensure that students are not disadvantaged when they apply for further study or employment). If the revised class is *higher* than the previously allocated class, the revised class must be confirmed (i.e. the student's degree class is raised).

Appeal

The usual appeal procedures will be available to students. Students who believe that they have been disadvantaged by the processes described in this document may lodge an appeal, but the appeals must be based on one of the grounds defined in the appeal procedures.

Procedure for non-finalists and progression

The presumption is that progression will normally be based upon the current progression rules stated in the Regulations for Taught Programmes.

Wherever possible, the Board of Examiners should base decisions upon completed mark profiles at a modular level. The procedure for dealing with module marks described for Finalists should be followed.

Where missing results relate to core, pre-requisite or PSRB requirements, exceptional delay to progression decisions may be made. This will require action as soon as results are available (normally by Chair's Action). The University will provide as much flexibility as possible where students need to complete these elements.

- Where missing marks relate to assessments that are required by a professional, statutory, or regulatory body, then progression will be indicated as 'pending'. The student will be able to begin the subsequent year, but official progression will be withheld until all outstanding work has been completed. In addition, any learning activities in the subsequent year that are dependent on passing prior content can be delayed until the prior work has been successfully completed.

Where a student's marks profile contains missing marks due to Special Circumstances (beyond the Industrial Action) that are accepted by the Board of Examiners, opportunity to complete First Sit assessment should be offered following standard procedures.

Progression will be based upon completed credits (including those deemed completed).

1. Students will be required to have 80 credits of modules at the pass mark.
 - i. Students who have completed <80 credits of modules due to module exemptions will be allowed to progress if they have passed all completed modules at the pass mark. For any completed modules that have been failed, students will need to redeem failure in these modules as appropriate.
 - ii. Students who have completed 80 credits must pass all completed modules at the pass mark. For any completed modules that have been failed, students will need to redeem failure in these modules as appropriate.
 - iii. Students who have completed 90 or more credits must pass modules worth at least 80 credits at the pass mark.
2. In all scenarios above, any completed core modules must be passed.
3. In all scenarios above students must have an overall year average above the pass mark, based upon completed credits
4. In all scenarios above, students may not progress with a completed module mark of <30%. Students will need to redeem failure in these modules as appropriate.