

NOTES OF GUIDANCE FOR SEMESTER ONE ASSESSMENT PROCEDURES (2009/10)

SUMMARY OF SEMESTER ONE ASSESSMENT PROCEDURES

A Integrated Courses

(Note: References to Course Committees should be read as including Subject Committees for Single Honours degrees).

Responsibilities of Course Committees

The following are the key responsibilities:

- Confirmation of module marks including making amendments to marks where appropriate (confirmation subject to external examiner moderation and approval by Boards of Examiners later in the year).
- Consideration of evidence of extenuating circumstances and making decisions on first sit of examinations and/or coursework in May or August (F1 recorded).
- Identification of students with poor academic performance and arranging to interview the students.
- Identification of students who have failed on repeat at the final attempt and forwarding recommendations to the Faculty Board for required withdrawal from the course (U1).
- Consideration of students who have been successful on repeat and are eligible to proceed to the next year of the course. One of the following ASTs is recorded:

F2 - if the student is to rejoin the course in the next semester; or

P1 - if the student is to rejoin at the commencement of the next academic year.

Course Committees should refer to the list of ASTs set out in Appendix 2 and should not use any other ASTs. **For the majority of students no AST should be recorded as automatic progression to Semester Two applies.** Course Committees may wish to record that performance review was undertaken by entering 'P' or '√' or a similar indicator against the student's name.

The final date for meetings of Course Committees is 5 February 2010.

Responsibilities of Faculty Boards

Faculty Boards are responsible for considering recommendations from Course Committees for required withdrawal in respect of repeat students who have failed at the final attempt. Boards record U1 where withdrawal is confirmed. Faculty Boards do not consider students in any other progress categories.

The final date for meetings of Faculty Boards is 8 February 2010.

Please go to Section C for the activities which follow performance review.

B Combined Honours Degrees

Responsibilities of Subject Committees

The following are the key responsibilities:

- Confirmation of module marks including making amendments to marks where appropriate (confirmation subject to external examiner moderation and approval by Subject Boards of Examiners later in the year).
- Consideration of evidence of extenuating circumstances for subsequent decisions by the Campus Progress and Award Board to permit first sit of examinations and/or coursework in May or August (F1).
- Identification of students with poor academic performance for consideration by the Campus Progress and Award Board.

- Identification of students who have failed on repeat at the final attempt and forwarding of recommendations to the Campus Progress and Award Board for required withdrawal from the programme of study (U1).
- Identification, for consideration by the Campus Progress and Award Board, of students who have been successful on repeat and are expected to proceed to the next year of their programme.

The final date for meetings of Subject Committees and submission of mark amendments to School Offices following these Committees is 4 February 2010.

(For Single Honours candidates responsibilities are as for Course Committees - see section A on previous page.)

Responsibilities of the Campus Progress and Award Board

The following are the key responsibilities:

- Consideration of evidence of extenuating circumstances and making decisions on first sit of examinations and/or coursework in May or August (F1 recorded).
- Consideration of students with poor academic performance and agreeing arrangements for interviews.
- Receipt of recommendations from Subject Committees for required withdrawal from the programme in respect of repeat students who have failed at the final attempt - U1 recorded where withdrawal is confirmed.
- Consideration of students who have been successful on repeat and are eligible to proceed to the next year of the programme. One of the following ASTs is recorded:

F2 - if the student is to rejoin the programme in the next semester; or

P1 - if the student is to rejoin at the commencement of the next academic year.

The Board should refer to the list of ASTs set out in Appendix 2 and should not use any other ASTs.

For the majority of students no AST should be recorded as automatic progression to Semester Two applies. The Board may wish to record that performance review was undertaken by entering 'P' or '√' or a similar indicator against the student's name.

The meeting of the Campus Progress and Award Board should be held on 8 February 2010.

Please go to Section C for the activities which follow performance review.

C Activities Which Follow Performance Review

The activities below follow on from Course/Subject Committee and Faculty/Campus Progress and Award Board meetings:

- Course/Subject Directors provide each student coded F1, T2 or U1 with a Communication of Progress Decision (CPD) form. Students coded F1 are also provided with a Deferment of Assessment form **(by 9 February 2010)**.
- The top copy of each CPD form is lodged with the Examinations Office **(by 9 February 2010)**.
- Course Directors (Subject Directors for Single Honours courses) and Directors of Combined Studies lodge master copies of course results sheets with the Examinations Office **(by 9 February 2010)**.
- Provisional unamended marks are published on the Portal from **11 February 2010**.
- Student appeals are submitted **(by 18 February 2010)** and considered **(by 25 February 2010)**.
- Course/Subject Directors inform the Examinations Office of students wishing to defer first sit examinations to August **(by 19 February 2010)**.

STAFF ARE ADVISED TO READ THE DETAILED PROCEDURES FOR SEMESTER ONE ASSESSMENT SET OUT OVERLEAF.

SEMESTER ONE ASSESSMENT PROCEDURES IN FULL

1 Responsibilities of Course/Subject Committees

Under the University's rule for automatic progression there is no bar on student progress from Semester One to Semester Two, with the exception of those students who have failed on repeat at the final attempt and are required to withdraw from the course. The procedures for automatic progression involve a review of first semester performance which is undertaken by Course/Subject Committees in accordance with the timetable of activities set out in Appendix 1.

Only those ASTs set out in Appendix 2 may be used to record student progress as an outcome of Semester One performance review. For the majority of students no AST should be recorded as automatic progression to Semester Two applies. If Course/Subject Committees wish to record that the results were considered at the meeting, 'P', or '✓' or similar indicator may be entered against the student's name.

The detailed responsibilities of Course/Subject Committees are as follows:

i) Confirmation of Marks

Course/Subject Committees confirm module marks and make amendments to marks where appropriate. Confirmation is subject to external examiner moderation and approval by the appropriate Boards, normally at the end of Semester Two. It has been agreed that where students on Combined Honours degrees take elective modules outside the subjects for their programme of study, responsibility for ensuring that the marks for these modules are considered resides with one subject. (The Major subject, or for Joint or Triple combinations the first named subject of the combination, has this responsibility). The Subject Director for this subject should ensure that appropriate feedback is provided. The teaching staff for elective modules might be invited to attend the meeting of the Subject Committee or provide comments in writing or by telephone.

ii) Consideration of Extenuating Circumstances

Course Committees and Subject Committees for Single Honours degrees consider evidence of extenuating circumstances submitted by students and make decisions, as appropriate, to permit first sits of examination and/or coursework in May or August (F1). For Combined Honours degrees, Subject Committees consider evidence of extenuating circumstances and decisions to permit first sits of examination and/or coursework are subsequently made by the Campus Progress and Award Board. The procedures for communicating first sit decisions to students are set out at section 3.

iii) Identification of Poor Academic Performance

Course Committees and Subject Committees for Single Honours degrees consider students with poor academic performance and make arrangements for each student to meet with an appropriate member of academic staff in Semester Two, as determined by Faculty policy. Subject Committees for Combined Honours degrees identify students with poor academic performance for consideration by the Campus Progress and Award Board.

With the exception of students who have acceptable extenuating circumstances which warrant a first sit, those final year undergraduate degree students who fail, at the first attempt, modules with an overall value of more than forty credit points should receive appropriate advice about the implications for the continuation of studies in Semester Two as failure to this extent would prohibit the award of the degree.

Students in this position are likely to fall into one of the following scenarios:

- a) Performance is so poor that there is no possibility of marks being raised, following external moderation and consideration by the Board of Examiners in Semester 2, to the extent that the degree could be awarded.
- b) The fail marks are close enough to the pass threshold to allow for the possibility of the award being made following external moderation/consideration by the Semester 2 Board of Examiners and subject to satisfactory performance in Semester 2 modules.
- c) As for a) above but the student is eligible, despite failure in Semester 1 modules, for an exit award at that point without undertaking further assessment.

Where it is known prior to the meeting of the examination board/committee that the student has withdrawn the appropriate leaver code should be recorded on the course results sheet. Where the student withdraws following the meeting the Course/Subject Director should notify the Registry Office (Student Services Centre at Belfast) of the withdrawal. Course/Subject Directors are also asked to provide the Examinations Office with details of students who are eligible for an exit award, as set out at c), so that arrangements can be made for these students to be included in the course results sheets for the May/June Boards.

iv) Consideration of Students who have Repeated from the Previous Year

Course/Subject Committees identify students who have failed on repeat at the final attempt. Course Committees and Subject Committees for Single Honours degrees forward recommendations to Faculty Boards for required withdrawal from the course (U1). For Combined Honours students Subject Committees forward these recommendations to the Campus Progress and Award Board. After U1 decisions have been confirmed Course/Subject Directors prepare Communication of Progress Decision (CPD) forms and arrange for these to be given to the students in person by **9 February 2009** or, if this is not possible, sent to the home address.

Course/Subject Committees also identify students who have been successful on repeat and who, because of previous successful completion of Semester Two modules, are eligible to proceed to the next year of the course. Course Committees (Subject Committees for Single Honours degrees) consider whether the student may rejoin the course in the second semester, with reversal of the normal semester pattern of study, or should rejoin at the commencement of the next academic year. The appropriate AST, F2* or P1 respectively, is recorded. For Combined Honours degrees F2* and P1 decisions are made by the Campus Progress and Award Board following Subject Committees.

**A decision to permit reversal of semesters should only be made if prerequisites, or the sequence in which modules must be taken, do not prohibit this and after consultation with the student. A repeating student, who is to be considered for resumption of studies in Semester Two, should be permitted to attend Semester Two classes pending the outcome of performance review. Course/Subject Directors should ensure that students who rejoin the course in Semester Two have the appropriate Semester Two module/CRNs entered on their student records.*

2 Responsibilities of Faculty Boards and the Campus Progress and Award Board

a) Faculty Boards

Faculty Boards consider recommendations received from Course Committees and Subject Committees (Single Honours) for required withdrawal from the course for students who have failed on repeat at the final attempt. U1 is recorded where withdrawal is confirmed. Faculty Boards do not consider students in any other progress category.

b) Campus Progress and Award Board

The Campus Progress and Award Board, chaired by the Dean appointed by the Pro-Vice-Chancellor (Teaching and Learning), has the following responsibilities in relation to Combined Honours students:

i) Extenuating Circumstances

Students identified by Subject Committees as having extenuating circumstances are considered and decisions made, as appropriate, to permit first sit of examinations and/or coursework (F1 recorded). Arrangements are agreed for Subject Directors to communicate these decisions to students as set out at section 3 below.

ii) Poor Academic Performance

The profiles of students identified by Subject Committees as having poor academic performance are considered and arrangements made for interviews.

iii) Repeating Students

The Campus Progress and Award Board makes decisions on repeating students as set out at 1 iv) above and records the appropriate AST for each student (P1, F2 or U1). Arrangements are agreed for Subject Directors to prepare and issue a CPD form to each student coded U1.

3 Communication of First Sit Decisions to Students

To facilitate the communication of first sit decisions to students, a supply of CPD forms will be attached to the course/subject results sheets collected by Course/Subject Directors. Further copies will be available if required from the Examinations Office. After meetings of Course Committees (Subject Committees for Single Honours degrees) and the Campus Progress and Award Board respectively, Course/Subject Directors prepare CPD forms and Deferment of Assessment forms (see b) below) for students coded F1. Arrangements are made for the forms to be given to students in person by **9 February 2010** or, if this is not possible, sent to the home address.

The following particular issues are drawn to the attention of Course/Subject Directors:

a) Resit Students with Extenuating Circumstances

Students who were required to resit examinations or resubmit coursework in Semester One and who have appropriate evidence of extenuating circumstances may take the resit/resubmission in Semester Two. The student should be coded F1 and receive a CPD form. 'Resit' should be written against the appropriate element(s) on the form.

b) Deferment of Assessment to August

Students normally take their first sit examinations and/or coursework in Semester Two. They may, however, request deferment of assessment to August. Course/Subject Directors print the Deferment of Assessment form from the web (or download it for electronic completion), complete the appropriate section and attach the form to each CPD form issued. The form is available (to staff only) on the Portal: Go to My Teaching tab>Examinations and Assessment channel >Assessment Process and Boards of Examiners section.

Students wishing to defer assessment to August are required to return completed forms to Course/Subject Directors by **15 February 2010**. Course/Subject Directors are responsible for informing the Examinations Office by **19 February 2010** of the details of these students. Students who fail to respond by the deadline, or whose names are not forwarded by Course/Subject Directors to the Examinations Office by 19 February, will automatically be included in the Semester Two (May) examination arrangements.

4 Lodgement of Documentation with the Examinations Office Following Meetings of Committees/Boards

Master course results sheets and the top copy of CPD forms must be lodged with campus Examinations Offices by **9 February 2010**. The first page of each year group of the master course results sheets should be signed by the chairperson.

5 Boards of Examiners

A Board of Examiners, rather than a Course Committee, should be convened if cohorts of students are to be considered for progression to the next year of the course (for example those courses which run on a calendar year basis from January to January) or where awards are to be made following the completion of the course at the end of Semester One.

A List of ASTs for use by Boards of Examiners is available on the Portal: Go to My Teaching tab>Examinations and Assessment channel >Assessment Process and Boards of Examiners section.

(Note, that this list is for use by Boards of Examiners only. For performance review undertaken by Course/Subject Committees/Campus Progress and Award Board, only the ASTs listed in Appendix 2 may be applied.)

Course Directors and Chairs of Boards should note the procedures to be followed where an external examiner is unable to attend a Board of Examiners. These are available on the Portal at the location above.

Attendance by external examiners is not required where students have successfully completed courses at the end of the first semester as a result of repeated Semester One assessments. However confirmation of results is required, as set out at section 'f' of the procedures.

6 Amendments to Module/CRN Marks

Marks considered by Course/Subject Committees remain provisional until approved by Boards of Examiners (including appropriate moderation by external examiners). This normally takes place in May/June. Where marks are to be amended in the course of the Semester One assessment process the procedures are as follows:

a) **Integrated Courses**

i) Amendments prior to the receipt of course results sheets

The amended marks should be entered in a Notification of Amendment to Module/CRN Results form, available on the Portal:

Go to My Teaching tab>Examinations and Assessment channel>Assessment Process and Boards of Examiners section.

The completed form should be returned by hand to the Examinations Office. If time permits the marks will be changed on the database prior to the production of the course results sheets.

ii) Amendments made on the course results sheets

Any amendments made to module marks after receiving the course results sheets must be recorded on the sheets **using red ink only**, whether the changes are made before or during the meeting. Any module marks entered for the first time on the results sheets should also be recorded in red ink. The Examinations Office will, subsequent to Course Committee meetings, ensure that these changes are made on the student records database. However, where the marks for all students on a module are added by hand to the course results sheet, the marks collection sheet must be submitted to the School Office (Student Services Centre at Belfast or Faculty Office for the Faculty of Arts on all other campuses), as soon as possible, so that the marks can be uploaded. Amendments made to these marks, either before or at the meeting, must be included on the sheet.

b) **Combined Honours Degrees**

Following Subject Committee meetings changes to marks must be submitted as a matter of urgency to the members of Faculty/School support staff responsible for inputting these amendments.

(Staff responsible for producing module evaluation data should note that the deadline for the Examinations Office to complete the entry of mark amendments for Semester One modules is **18 February 2010**).

7 **Errors in Coursework/Examination Weightings**

Any errors in coursework/examination weightings discovered during the examining process should be reported **in writing to Mrs P McCafferty, Room 4F02A, Jordanstown**, giving the module/CRN code and the correct weighting. (Any revisions to weightings must be processed by submission of a CA3 form).

8 **Appeals**

Students required to withdraw from the course who wish to submit an appeal must lodge a completed appeal form with the Examinations Office (Student Services Centre at Belfast) not later than **18 February 2010**. Those automatically progressing to the second semester who wish to present evidence of extenuating circumstances which, for exceptional reasons, was not available to Course/Subject Committees when they met, must submit an appeal by the same date. Appeals will be considered not later than **25 February 2010**.

9 Publication of Marks

Marks, which are provisional and **unamended**, will be available to students on the Portal from **11 February 2010**. The Examinations Office will complete the input of mark changes made by Course Committees as soon as possible following publication of the marks and not later than 18 February.

Reminder: The date for lodging course results sheets and Communication of Progress Decision forms with campus Examinations Offices is **Tuesday 9 February 2010**. Responsibility for the return of these documents resides with Deans of Faculties and they will be informed of any sheets or forms not returned by the deadline.

APPENDIX 1

TIMETABLE OF SEMESTER ONE ASSESSMENT ACTIVITIES

Activity	Deadline
Examination Period	Tuesday 5 – Saturday 16 January 2010
Input of provisional module/CRN results	All marks required for meetings of Course Committees/Subject Committees/Boards of Examiners must be input at least twenty-four hours before the time when the results sheets are required. Academic staff should ensure that marks are submitted to the School Office (Student Services Centre at Belfast or Faculty Office for Faculty of Arts on all other campuses) to allow sufficient time for inputting to be completed.
Last date for meetings of Subject Committees (Combined Hons degrees) <i>NB – Subject Committees must meet at least 48 hours before the meeting of the Campus Progress and Award Board on 8 February.</i>	Thursday 4 February 2010
Submission of module/CRN mark amendments to Schools following Subject Committees	Mark amendments agreed at Subject Committees must be submitted to School staff responsible for input, as soon as possible after meetings, and not later than 4 February, so that the changes can be entered in time for inclusion in the sheets produced for the Campus Progress and Award Board.
Last date for meetings of Course Committees and Subject Committees for Single Hons degrees	Friday 5 February 2010
Special meetings of Faculty Boards to consider recommendations in respect of students required to withdraw from the course	Monday 8 February 2010
Meeting of Campus Progress and Award Board	Monday 8 February 2010
Last date for:	
(a) Course/Subject Directors to communicate with students required to withdraw from their course	Tuesday 9 February 2010
(b) Course/Subject Directors to communicate with students permitted to take first sit of Semester One examinations and/or first submission of coursework in May or August	Tuesday 9 February 2010
(c) lodging a copy of each CPD form with the Examinations Office	Tuesday 9 February 2010
(d) returning signed copies of course results sheets to the Examinations Office	Tuesday 9 February 2010

Provisional marks released to students on the Portal	From Thursday 11 February 2010
Last date for receipt of student appeals against academic decisions	Thursday 18 February 2010
Last date for Course/Subject Directors to inform Examinations Office of students wishing to defer first sit examinations to August	Friday 19 February 2010
Last date for consideration of student appeals against academic decisions	Thursday 25 February 2010
Last date for Faculties to lodge completed SA1 forms with Examinations Office	Friday 26 February 2010

APPENDIX 2

ACADEMIC STANDING TYPE (AST) CODES FOR USE BY COURSE COMMITTEES, SUBJECT COMMITTEES AND CAMPUS PROGRESS AND AWARD BOARD

AST CODES FOR RECORDING STUDENT PROGRESS AT THE END OF THE FIRST SEMESTER

AST	DESCRIPTION
F1	Take for the first time examinations and/or submit coursework, in May/June or August ('first sit').
*F2	Proceed to the next year of the course in Semester Two of the current academic year and reverse semesters.
*P1	Proceed to the next year/stage of the course in the next academic year.
T1	Recommend transfer on educational grounds to another course (student in good academic standing).
T2	Recommend transfer on educational grounds to another course (progress on current course not permitted).
*U1	Fail and required to withdraw from the course and not eligible to apply for readmission to the same course in the next academic year
#L1	Withdrawn – recorded by the course committee as having withdrawn from the course.

** May only be used for students who have repeated examinations and/or coursework from the previous academic year.*

If the reason for withdrawal is known one of the following leaver codes should be used in place of L1: 01 – Health Reasons, 02 – Financial reasons, 03 – Personal reasons, 04 – To take up employment, 05 – Course unsuitable, 06 – Transfer to another UU course, 07 – Transfer to another Institution, 08– Unknown