

## NOTES OF GUIDANCE FOR COURSE/SUBJECT RESULTS SHEETS (All assessment periods) (Updated 27/07/11)

### IMPORTANT INFORMATION FOR COURSE/SUBJECT DIRECTORS/DIRECTORS OF COMBINED STUDIES

Notes of guidance for course/subject results sheets are set out below. **The attention of staff is particularly drawn to section i) which sets out a new method for calculating summary marks for awards, approved by the Teaching and Learning Committee on 13 October 2010. The summary award mark must be calculated in accordance with the scheme set out in this section for candidates to be considered for awards by Boards of Examiners.**

**Reminder – Presentation of Results for the Supplementary Examination Period (August/September)** - Staff involved in Supplementary Boards of Examiners should refer to section f) which explains how the results for the supplementary period are displayed in the results sheets.

### NOTES OF GUIDANCE

*The following points should be noted in relation to results sheets.*

- a) Student Selection – For all assessment periods, other than the August/September supplementary period, registered students and those who withdrew during the academic year are included in reports. For the supplementary period only the following categories of students are included:
- those required to undertake supplementary coursework or examinations;
  - those who were not assessed by a Board of Examiners earlier in the year; and
  - those on placement or intercalary year.

The sort order is as follows:

- Course results sheets – students are sorted by course and year.
  - Subject results sheets – students are sorted by course and year within subject.
- b) The following information is displayed for each student:
- Enrolment Status (note that a decision should not be made for a student with a Status of 'Enrolment Suspended – Disciplinary');
  - The qualification the student is aiming for (this should be amended in red ink where the Board agrees to make a different award);
  - Option Code (where applicable and advised to the Registry Office);
  - Year of Entry to the University;
  - Current progress decision (AST code), where applicable
  - Aggregate or Year Average mark as appropriate (see sections i) and j) below);
  - Combined Hons programme/year and subject strand (subject results sheets only).
- c) Module Headings: CW = Coursework, EX = Examination, Tot = Total Mark, TG = Total Grade (where applicable).
- d) Modules to be deleted from a student's record should be scored through in red ink. **It is important that Course/Subject Directors inform the Registry Office (Student Services Centre at Belfast) of any missing or incorrect modules/CRNs.**
- e) The semester of the module is displayed against the module code with modules sorted in the following order - S1, S12, S13, S2, S23, S3, SYR (the latter being a module taken across the full year). The credit value is also displayed in the module cell.

- f) For results obtained in the Banner Student System (ie for 2010/11, 2009/10 and 2008/09) only one row of marks is displayed for students for each year. These are the latest profiles of marks including, where applicable, the results obtained in supplementary assessment (May first sits or August first sits/resits) provided that, for the current year, the supplementary marks were submitted in time for inclusion in the results sheets. The modules for which the supplementary work is required are identifiable by reverse highlighting of the CRN and the inclusion of a flag which provides the details of the work to be undertaken. The key to the flags is as follows:

FC First Sit Coursework; RC Resit Coursework; FE First Sit Examination; RE Resit Examination; FB First Sit Both; RB Resit Both; FCRE First Sit Coursework & Resit Examination; RCFE Resit Coursework & First Sit Examination

To assist Boards to identify whether the marks displayed for these modules are new marks obtained at the August/September assessment period, or are the original marks obtained in January or June, an identifier of 's' (supplementary) or 'o' (original) is displayed, as appropriate, in the CW and EX cells.

For marks obtained in 2007/08, in the legacy system, the January/June marks are displayed in the top row with results for the August supplementary period printed immediately underneath.

- g) Fail marks are indicated by reverse highlighting.
- h) An identifier of two asterisks '\*\*' recorded in the cell of the assessment element with reverse highlighting is used to provide the following information depending on the element:
- the student was absent from the examination;
  - the student did not submit coursework;
  - the module co-ordinator did not record any value for the element and the member of staff responsible for entering marks has recorded that the mark is unavailable.

i) Final Year Summary Mark for Award

i) Criteria for Calculating Weighted Summary Mark

The summary award mark used to determine the degree classification is computer generated and displayed in results sheets for students in the final year of full-time honours degree courses only. The mark is only calculated where the Level 6 modules taken in the final year amount to 120 credit points. The contribution of each module is based on its credit value.

ii) Exclusions from Calculation Routine

The summary award mark is not included:

- for courses which exceptionally have been permitted a Level 5 contribution in determining the honours classification (provided that the Examinations Office has been made aware of the exception to exclude the course from the calculation routine).
- where, in the final year profile, there is one or more fail mark(s) or a module mark is missing;
- if the value of the Level 6 modules in the final year is less than, or more than, 120 credit points;

- for part-time courses.

iii) New Method for Calculating Summary Award Mark (Approved by the Teaching and Learning Committee on 13 October 2010)

Each total module mark is multiplied by the module credit points to give the total mark credits for the module. The total mark credits are then added together and divided by the total module credits (120 credits for FT Hons programmes) to give the final year weighted summary mark rounded to two decimal points. This figure is then rounded to the nearest whole number (on the basis that .49 and below is rounded down and .50 and above is rounded up). The rounded mark is displayed on the course results sheets as the mark which determines the degree classification.

Example

Module	Credits	Mark	Mark x Credits		
MOD501	20	62	1240		
MOD502	20	66	1320		
MOD503	20	56	1120		
MOD504	20	56	1120		
MOD505	20	57	1140		
MOD506	10	66	0660		
MOD507	10	54	0540		
<b>Total</b>	<b>120</b>		<b>7140</b>	<b>/120 =</b>	<b>59.50 rounded to 60</b>
					<b>=II.i</b>

As a precaution, Course Directors should check the calculation of the summary award mark for a few students before proceeding to classify the entire year group. Any errors in the calculation routine should be reported immediately to the Examinations Office.

For courses other than full-time Honours degrees amounting to 120 credit points at Level 6 in the final year, the Course Director is responsible for calculating the summary award mark for each eligible student, in accordance with the course regulations, and entering the mark on the course results sheet. **The method set out above must be used to arrive at this mark and the rules for rounding must be strictly observed. This also applies for other scenarios where the final year weighted mark is not displayed on the course results sheets and the student is eligible for an award (for example where there is a Level 5 contribution).**

- j) Year Average Mark - For students in non-final years of courses the current year average mark is displayed in the results sheets where all the student's module results are present (including where the total mark is zero). The same method is used for arriving at the year average mark as for the aggregate award mark. The rules for rounding are also the same.

## **ADDITIONAL POINTS FOR THE ATTENTION OF COURSE DIRECTORS/SUBJECT DIRECTORS/DIRECTORS OF COMBINED STUDIES**

### **1 Amendments to Module Marks**

(Note: References to Boards of Examiners include committees convened to consider student performance in Semester 1.)

- Course Boards of Examiners (including Single Honours Subjects) - After receiving the final edition of the course results sheets, changes to module marks, or new marks entered, must be recorded on the sheets using red ink only, whether the changes are made before or during the Board of Examiners. However, where the marks for all students on a module are added by hand to the course results sheets the marks collection sheet should be submitted to the School Office (Student Services Centre at Belfast for Faculty of Arts and Art, Design and the Built Environment), as soon as possible, so that the marks can be entered in Gradebook. Any amendments made to the marks, either before or at the meeting, must be included in the marks collection sheet.
- Preliminary Meetings of Course Boards of Examiners - Changes made to module marks at a preliminary meeting of the Board of Examiners should be submitted to the Examinations Office on a Notification of Amendment form at the earliest opportunity.
- Subject Boards of Examiners (excluding Single Hons Subjects) – Changes to module marks should be made on the subject results sheets provided for the Subject Board. They should be submitted as a matter of urgency to the members of Faculty/School support staff responsible for inputting these amendments and not later than the deadline set out for the assessment period in the Calendar of Examinations and Associated Activities. This is to facilitate the inclusion of these changes in the course results sheets for the Campus Progress and Award Board.

### **2 Recording Provisional Decisions of Preliminary Course Boards (including Single Honours Subjects)**

Provisional progress decisions (recorded as AST codes), recommended at a preliminary Board of Examiners, should be recorded on the copy of the course results sheets supplied to the Chairperson of the Board and the representative from Student Administration. For final year students provisional classifications should also be recorded. These provisional decisions and classifications are subject to the approval of the Board.