

NOTES OF GUIDANCE FOR SEMESTER ONE ASSESSMENT PROCEDURES (2011/12)

SUMMARY OF SEMESTER ONE ASSESSMENT PROCEDURES

A Integrated Courses

(Note: References to Course Committees should be read as including Subject Committees where the latter are considering Single Honours candidates).

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, as appropriate, 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 3 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 10 February 2012.

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 13 February 2012.

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 is 9 February 2012. Any amendments to marks as a result of these committees must be submitted to School Offices in time for input to be completed by 11.00am on 10 February.

(For Single Honours degrees 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, as appropriate, 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 3 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 13 February 2012.

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 14 February 2012)**.
- The top copy of each CPD form is lodged with the Examinations Office **(by 14 February 2012)**.
- 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 14 February 2012)**.
- Provisional unamended marks are published on the Portal from **16 February 2012**.
- Student appeals are submitted **(by 23 February 2012)** and considered **(by 1 March 2012)**.
- Course/Subject Directors inform the Examinations Office of students wishing to defer first sit examinations to August **(by 24 February 2012)**.

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. Course or subject results sheets, as appropriate, are provided by the Examinations Office or faculty/school support staff respectively (see Appendix 2 for the guidance notes for these reports).

Only those ASTs set out in Appendix 3 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 may 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 where the latter are considering Single Honours candidates 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 (Subject Committees considering Single Honours candidates) 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 at the end of Semester Two, 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 Board of Examiners at the end of Semester Two and subject to satisfactory performance in Semester Two modules.
- c) As for a) above but the student is eligible, despite failure in Semester One modules, for an exit award without undertaking further assessment. (As Course Committees may not make exit awards these awards are considered by Boards of Examiners later in the year and the decisions recorded at that point on the course results sheets.)

Where it is known prior to the meeting 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.

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 where the latter are considering Single Honours candidates 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 **14 February 2012** 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 candidates) 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 modules/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 (where the latter are considering Single Honours candidates) 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 (see section 1 iii) above for further detail).

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 Communication of Progress Decision (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 candidates) and the Campus Progress and Award Board respectively, Course and Subject Directors prepare CPD forms and Deferral of Assessment forms (see b) below) for students coded F1. Arrangements are made for the forms to be given to students in person by **14 February 2012** 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

A student who was required to resit examination(s) or resubmit coursework in Semester One, who has 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 (May examination period). 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 and 'Forms' link.

Students wishing to defer assessment to August are required to return completed forms to Course/Subject Directors by **20 February 2012**. Course/Subject Directors are responsible for informing the Examinations Office by **24 February 2012** 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 24 February, will automatically be included in the Semester Two (May) examination arrangements.

4 Lodgement of Documentation with the Examinations Office Following Meetings

Master course results sheets and the top copy of CPD forms must be lodged with campus Examinations Offices by **14 February 2012**. 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 or if awards are to be recommended following completion of the course at the end of Semester One (for example, those courses which run on a calendar year basis from January to January).

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 3 may be applied.)

Staff responsible for calculating the summary mark for students who are to be recommended for awards must do so in accordance with the scheme approved by the Teaching and Learning Committee in October 2010 (refer to section i) of Appendix 2 for further information).

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 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 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).

7 **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 **23 February 2012**. 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 **1 March 2012**.

8 **Publication of Marks**

Marks, which are provisional and **unamended**, will be released to students on the Portal on **16 February 2012**. 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 **23 February 2012**. Staff responsible for producing module evaluation data may wish to note this date.

Reminder: The date for lodging course results sheets and Communication of Progress Decision forms with campus Examinations Offices is **Tuesday 14 February 2012**. 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	Monday 9 – Saturday 21 January 2012
Input of provisional module results	All marks required for meetings of Course /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 for the Faculty of Arts and Art, Design and the Built Environment) 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 13 February.</i>	Thursday 9 February 2012
Submission of module mark amendments to School staff following Subject Committees	Mark amendments agreed at Subject Committees must be submitted to School staff in sufficient time for input to be completed by 11.00 am on 10 February for inclusion of these changes in the results sheets produced for the Campus Progress and Award Board.
Last date for meetings of Course Committees and Subject Committees where the latter are considering Single Hons candidates	Friday 10 February 2012
Special meetings of Faculty Boards to consider recommendations in respect of students required to withdraw from the course	Monday 13 February 2012
Meeting of Campus Progress and Award Board	Monday 13 February 2012
Last date for:	
(a) Course/Subject Directors/Directors of Combined Studies to communicate with students required to withdraw from their course	Tuesday 14 February 2012
(b) Course/Subject Directors/Directors of Combined Studies to communicate with students permitted to take first sit of Semester One examinations and/or first submission of coursework in May or August	Tuesday 14 February 2012
(c) lodging a copy of each CPD form with the Examinations Office	Tuesday 14 February 2012

(d) returning signed copies of course results sheets to the Examinations Office	Tuesday 14 February 2012
Provisional marks released to students on the Portal	Thursday 16 February 2012
Last date for receipt of student appeals against academic decisions	Thursday 23 February 2012
Last date for Course/Subject Directors to inform Examinations Office of students wishing to defer first sit examinations to August	Friday 24 February 2012
Last date for consideration of student appeals against academic decisions	Thursday 1 March 2012
Last date for Faculties to lodge completed SA1 forms with Examinations Office	Friday 2 March 2012

APPENDIX 2

NOTES OF GUIDANCE FOR COURSE/SUBJECT RESULTS SHEETS

Semester 1 Assessment Period

The following points should be noted in relation to results sheets provided for meetings of committees or boards for the assessment process which follows examinations at the end of Semester One.

- a) Registered students and those who withdrew during the academic year are included in reports. 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;
 - Current progress decision (AST code), where applicable;
 - Aggregate/Year Average mark (see sections i) and j) below)*;
 - Combined Hons programme/year and subject strand (subject results sheets only).
- *Applies only to Boards of Examiners where, exceptionally, these are held following Semester 1 assessment.
- 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 also inform the Registry Office (Student Services Centre at Belfast) of any missing or incorrect modules/CRNs so that the enrolment record can be updated.**
- 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) Only one row of marks is displayed for students for each academic 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). Supplementary examination results are identifiable by reverse highlighting of the CRN and the inclusion of a flag which provides the details of the work which was required. 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.

In addition, an indicator of 's' (supplementary) or 'o' (original) is displayed in the marks cells of modules for which students were required to take or retake coursework and/or examinations at the August examination period. This shows whether the marks displayed are new marks obtained at the supplementary period or the original marks scored in January or June.

- 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 (Boards of Examiners Only)

The summary 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 calculated only 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. Further important information, including the method for calculating the summary mark, is available on the staff Portal at: My Teaching tab>Examinations and Assessment channel >Assessment Process and Boards of Examiners > Notes of Guidance for Course/Subject Results Sheets link (section i). Course Directors are required to follow the method set out at this section where the award mark is calculated manually and entered on the course results sheet.

- 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.

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

1 Amendments to Module Marks

- Course Committees and Subject Committees where the latter are considering Single Honours Candidates - 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 meeting. 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.

Where, exceptionally, changes to marks, or new marks, have to be submitted to the Examinations Office after the meeting, these will be accepted from Course Directors only, who will be required to transcribe the marks onto the master course results sheets.

- Subject Committees for Combined Honours Degrees – Changes to module marks should be made in red ink on the subject results sheets. They should be submitted as soon as possible to the members of Faculty/School support staff responsible for inputting these amendments ensuring, in particular, that sufficient time is allowed for input to be completed by 11.00am on 10 February 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 of Examiners (including Single Honours Subjects)**

Where, exceptionally, Boards of Examiners are held following examinations at the end of Semester 1 provisional progress decisions (recorded as AST codes), recommended at the 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.

APPENDIX 3

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

AST Codes for Recording Student Progress Following Examinations at the End of Semester One

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 (Subject Committee for Single Hons candidates) or Campus Progress and Award Board 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 entered in addition to 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