

ATTACHMENT 3

NOTES OF GUIDANCE FOR BOARDS OF EXAMINERS/CAMPUS PROGRESS AND AWARD BOARDS

Agenda Item

1. The Course Director/Director of Combined Studies is responsible for advising the Board on the course regulations/generic award regulations for modular honours degrees and for making a copy available at the meeting.
2. Evidence of extenuating circumstances should be noted prior to consideration of results. Course/Subject Directors are reminded that all evidence of extenuating circumstances should be brought to the attention of Boards.

Where there is evidence of extenuating circumstances Boards may not deem a candidate to have passed an assessment and recommend an award, other than an Aegrotat. Boards of Examiners are only permitted to either:

- (a) deem the candidate to have passed and recommend an Aegrotat award; or
- (b) permit the candidate to complete, take or repeat the assessment.

Guidelines for the award of Aegrotat are set out in Attachment 6.

In non-final years, a candidate who presents evidence of extenuating circumstances acceptable to the Board should be offered the opportunity to complete, take or repeat the assessment.

3. The Board should, in accordance with the published examination regulations for the course, specify an Academic Standing (AST) code for each student by either confirming the AST agreed by the preliminary Board and pre-recorded on the master copy of the course results sheets, or by entering a different AST. (A list of ASTs is shown in Attachment 5). The Chairperson should also circle in red the elements of modules to be taken/retaken (i.e. CW and/or EX). The top sheet for each course year group should be signed by the Chairperson and the External Examiner(s). The full list of candidates' names, together with decisions, should be checked at the end of the meeting as a final confirmation.

Attention is drawn to the information below when considering the appropriate AST to apply for each student.

Successful Leavers

S3/SB S3 should only be used where a candidate has completed a course or period of study for which no University award is to be made. It will normally only be used for credit bearing modules, occasional students and students on incoming exchange programmes. SB should be used where additionally a professional award in Nursing is to be recorded.

S2/SC S2 should be used where a candidate has not met the requirements for the award of a linked higher level course but is instead eligible for the lower award (for example, PGD instead of MSc). The Board should also, where appropriate, record the lower award with Distinction. SC should be used where additionally a professional award in Nursing is to be recorded. Where a candidate is being exited due to failure at the final attempt the candidate is not eligible to apply for readmission to the same course in the next academic year. Should candidates apply for readmission at a future date they must meet the final third/50% rule for exemption purposes, eg, exemption is not permitted in the final year of a degree programme and Diploma/PGDip candidates must complete 60 credits, ie, 50% of the value of the award.

Proceed

PA PA is used for pre-registration Nursing courses only, to progress candidates to the next

semester with the requirement to take or retake specified examination(s) and/or coursework from the previous semester.

- P1/P2 P1 should be used to indicate that a candidate is progressing directly to the next academic year. P2 should be used to indicate that a candidate is progressing to a further assessment point in the same (current) year.
- P3 A candidate is permitted to proceed to the next year of the course (P3) carrying a failed module(s) amounting to a maximum of 20 credit points at undergraduate level, providing the module is not a prerequisite for a module in the next year of the course. Boards may decide to exceed the maximum 20 credit points in the light of extenuating circumstances.
- P4 A candidate is permitted to proceed to placement year of the course (P4) and carry a failed module or modules, providing that the module(s) carried are not prerequisite(s) for their employment. This is permitted by exception, and in deciding whether to allow students to proceed, Boards should take account of the extent of failure, how badly modules have been failed and the requirements of the work placement.
- P7/P8 A candidate who has failed the placement year but has obtained a mark of at least 40% may proceed to final year and should be coded P7. A candidate with a Qualification Aim which includes CAS/DAS/CIS/DIS/DPP who is either exempt from, or does not intend to undertake, the placement element leading to the supplementary award should be coded P8. A candidate coded P7 or P8 will normally proceed to the final year on the original course but may be required to transfer course where separate sandwich and non-sandwich versions of courses have been retained.
- P5/P6/PD P5 should be used to indicate that a candidate has satisfied the academic requirements of a linked lower level course and is eligible to proceed to a linked higher level course (the lower level award is not conferred for candidates who choose to proceed). P6 applies only to one year full-time linked Postgraduate Diploma/Master's courses to indicate that progression to the Master's course is in the same academic year. PD applies to Nursing courses only to indicate that additionally a professional award is to be recorded.
- P9 P9 should be used for Master's students who are not due to submit their dissertation until the next academic year, as per the normal duration specified in the course document, and are therefore permitted to proceed to the next academic year. Examples are students requiring ethical approval or part-time students who begin their dissertation in June and would not be expected to complete until the next academic year. This will ensure that Finance do not charge the module fee in the next academic year and the Examinations Office will not charge a re-enrolment fee.

Non-Progressing

- NI/N2/N3/N4 A candidate coded NI/N2/N3 or N4 cannot register on new modules from the next stage of the course in the following academic year.

Transfer

- T1/T2 T1 should only be used where the candidate is in good academic standing and consequently the transfer is optional (for example, transfer from a degree to a related honours degree course). Where a transfer is recommended for a candidate who is **not** permitted to proceed on the current course T2 should be used. Such transfer routes should be explicitly identified in course regulations and if applicable the transfer should have been agreed by the receiving course committee. Transfer is not permitted to the same course offered in a different mode where a candidate has failed at the final attempt.

Discussions about transfers on educational grounds may have taken place prior to the meeting of the Board. However, it is essential that transfers are confirmed by the Board so that the University may communicate with the appropriate bodies responsible for the candidates' financial support arrangements.

Decision Deferred

- D7 D7 should be used when a decision cannot be made at the Board due to insufficient information.
- 4 The Academic Development and Student Services Committee, at its meeting on 12 December 2005, agreed that following Boards of Examiners students with unsatisfactory academic performance should be strongly advised to contact the Course/Subject Director. Arrangements should be made for the completion of Communication of Results forms by the representative from Student Administration and for the Course/Subject Director to ensure that forms are either given to candidates at interview or mailed to their home address as soon as possible after publication of the decisions on the Portal and not later than ten days following publication. Communication of Results forms are normally available for collection by the Course/Subject Director from the Examinations Office within forty-eight hours of the meeting of the Board.
- Forms not collected will be sent to Course Directors/Directors of Combined Studies by internal mail.
- 5 Arrangements should be made for the Chairperson, accompanied by the Head of School and Course Director or their nominees, to consider appeals against academic decisions. For Combined Honours degrees the Chairperson of the Campus Progress and Award Board will be accompanied by the Director of Combined Studies and the Subject Director(s) (see Attachment 7).
- 6 Students are required to submit coursework to the School Office by 12 noon on Thursday 28 July 2011 for collection by academic staff.
- 7 The Chairperson should ensure that:
- (a) The place, date and time for supplementary Boards of Examiners' meetings are agreed;
 - (b) Arrangements are in place for supplementary examination papers to be submitted to the Examinations Office by noon on Friday 24 June 2011;
 - (c) Arrangements are in place for scripts for final year candidates to be sent to external examiners following the supplementary examinations and for confirmation of awards to be provided by external examiners **using the Appendix at Attachment 4** prior to supplementary Boards of Examiners.
- 8 Heads of Faculty Administration have forms to be completed by Course /Subject Directors giving details of prizes which have been awarded (see Attachment 8).
- 9 External examiners should be reminded that reports must be submitted to the Pro-Vice-Chancellor (Teaching and Learning) at the address shown on the form within one month of attending the last meeting of the Board of Examiners and not sent to Course/Subject Directors.