

To: College Contacts

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**From:** Examinations Office (Jordanstown)

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**Date:** 18 May 2011

**Ref:** BD/TMcA

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## Examination Procedures for Partner Institutions: May to October 2011

I enclose the following documents which will be of assistance to you in regard to Course Boards of Examiners.

- 1 Suggested agenda for Boards of Examiners (Attachment 1)
- 2 Suggested template for Minutes of Meeting of Boards of Examiners (Attachment 2)
- 3 Notes of Guidance for Course Boards of Examiners (Attachment 3)
- 4 Confirmation of Awards (Attachment 4)
- 5 Academic Standing Types used for recording decisions on candidates (Attachment 5)
- 6 Guidelines: Recommendations for Aegrotat and Posthumous Awards (Attachment 6)
- 7 Timetable for consideration of student appeals (Attachment 7)
- 8 Award list format (Attachment 8)

I would wish to draw the following matters to your attention. **You should note, in particular, section (v) refers to the new method for calculating summary marks for awards.**

(a) Location of Meetings of Boards of Examiners

Meetings of Boards of Examiners should take place on the campus of delivery and, where a Board cannot be held on the appropriate campus, all staff who are members of the Board must attend the meeting at the designated location; teleconferencing/videoconferencing is not permitted. Requests to depart from University policy in respect of the latter must be approved by the PVC (Teaching and Learning).

(b) Chairing of Boards of Examiners

The Chairperson of the Board of Examiners must be a trained senior member of staff from a department other than the department in which the course is located.

(c) Agenda Template

Teaching and Learning Committee at its meeting on 25 April 2007 agreed that the agenda template for Boards of Examiners should be revised so that Boards explicitly note any changes to module profiles. This relates to decisions arising from the internal or external moderation processes (including preliminary board meetings) which lead to adjustments to the marks of all candidates in particular modules.

(d) Involvement of External Examiners

i) Absence of External Examiners from Boards of Examiners

External examiners are required to attend meetings of Boards of Examiners of which they are members where results that contribute to final awards are being considered (this requirement can be varied for linked PG Diploma/Master's courses as set out at ii) below. Where exceptionally an external examiner is unable to

attend the Course Director must notify the Faculty Head of Collaborative Courses immediately so that approval can be sought from the Pro-Vice-Chancellor (Teaching and Learning). Attachment 4 (Confirmation of Awards) should be completed, signed by the External Examiner and presented to the Board.

ii) Attendance of External Examiners at Meetings of Boards of Examiners for linked Postgraduate Diploma/Master's Courses

Each Faculty is authorised to determine whether the external examiner should attend for either the Postgraduate Diploma or Master's stage of the course, or for both.

If the Faculty decides on attendance for only the Postgraduate Diploma stage the following conditions should be fulfilled:

- There is no requirement for oral or viva examination associated with the Master's award or with individual candidates;
- The Master's dissertation/project component only is being considered;
- The external examiner moderates the work for the dissertation/project.

If the Faculty decides on attendance for only the Master's stage:

- The Board of Examiners should review candidates' results in the taught modules, with the external examiner's role being to moderate the work and endorse the results, decisions on progress and resit, and recommendations, where appropriate, for the award of the Postgraduate Diploma;
- The Master's results and recommendations for award should be considered by the full Board of Examiners on the basis of both the taught modules and the dissertation/project.

NB If an external examiner does not attend one stage, there is still a requirement to sign off the course results sheet in order to signify endorsement of final award decisions.

iii) External Examiner Confirmation of Awards at Supplementary Boards

External examiners are not required to attend Supplementary Boards. However, it is University policy that supplementary recommendations for awards be agreed with the External Examiner(s)/Chief External Examiner prior to the Board and that written confirmation be presented to the meeting (see i) above).

(e) Postgraduate Certificate/Postgraduate Diploma/Master's Courses

Candidates progressing directly between linked postgraduate courses (that is from Postgraduate Certificate to Postgraduate Diploma and Postgraduate Diploma to Master's degree) do not have the intermediate award conferred. Such candidates should be recorded as AST P5 on the course results sheets (P6 in the case of one year full-time Postgraduate Diplomas linked to Master's degrees).

The Board of Examiners shall consider the eligibility of each candidate on the course for the award with Distinction or Commendation as appropriate and record this where applicable on the course results sheet. Pass lists can therefore be forwarded to Senate without further consideration by Boards of Examiners for those candidates who decide at a later stage to take the award and not proceed and who are eligible for the award with Distinction/Commendation.

Candidates who are eligible to proceed to the higher award but choose not to do so may have the lower award conferred at the Summer graduation if they are identified at the Board of Examiners and coded AST S1. Those candidates who subsequently decide to take an award and not to proceed must apply in writing to the Collaborative Courses Unit. The Collaborative Courses Unit will add AST S1 to the candidate's record, record a date of leaving and forward the award list to the next meeting of Senate which will normally be in November.

(f) Provisional Results

Boards will receive, in the course result sheets, marks which were considered at the end of Semester One. These marks are subject to confirmation by Boards.

(g) Adjustment of Marks/Progress Decisions Made by an Earlier Board

Boards shall not adjust marks awarded or progress decisions made by an earlier board, except in accordance with the Procedures for Appeals and the Consideration of Offences in Connection with Examinations and other Forms of Assessment.

This does not prohibit the correction of errors.

(h) Elements of Modules to be taken/retaken

The elements of modules to be taken/retaken (ie. CW and/or EX) should be circled in red on the course results sheet.

(i) Deletion of Modules

Modules to be deleted from a candidate's record should be crossed through in red ink on the course results sheet.

(j) Inclusion of Student Qualification Aim on Course Results Sheets

The student qualification aim is included in course results sheet. Where the Board of Examiners recommends a different qualification, the 'qualification aim' should be amended appropriately in red ink so that the Collaborative Courses Unit can correct the computer record.

(k) Inclusion of Leavers in Course Results Sheets

Withdrawn students are now displayed in course and subject results sheets. This will include final year students who left following failure in Semester 1 modules. These students may be considered by Semester 2 Boards for the recommendation of exit awards where this is provided for in course regulations.

(l) Publication of Progress and Award Information: Degree-Linked Courses

Progress and award information will be available to students on the Portal after each Board of Examiners, normally following two working days of the meeting of the Board (three working days where the meeting is held on another campus).

(m) Progression Carrying Failure: P3

Candidates may be permitted to carry a failed module or modules amounting to a maximum of 20 credit points at undergraduate level, providing that the module(s) carried are not prerequisite(s) for a module in the next year of the course. The rule applies to honours degrees, degrees, Foundation degrees, Associate Bachelor's degrees, DipHEs and the first year of part-time Access to HE courses. It does not apply to Master's, Postgraduate Diplomas, Postgraduate Certificates and undergraduate Certificates and Diplomas as only one resit attempt is permitted for these awards. The failed element(s) must be taken in the semester in which the module is taught; special arrangements to enable candidates to be reassessed in a different manner are not permitted.

When considering performance in current year modules Course Directors should ensure that these candidates have satisfied requirements in coursework and/or examinations for modules carried forward from 2009/10.

Boards may decide to exceed the maximum 20 credit points in the light of extenuating circumstances.

(n) Use of ASTs: Clarifications

PA, PB, PC, PD, SA, SB and SC apply to Nursing courses only and may not be used for any other courses.

P2 should be used only where students are progressing to a further assessment point in the current academic year.

P1 should be used where a student is proceeding to the next academic year without further assessment.

P9 is a new progress decision introduced this year. It 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 validation fee in the next academic year.

D5 (rather than P1 or P9) should be used where Master's students are given an extension of time to

complete their dissertations. This will ensure that Finance do not charge the validation fee in the next academic year.

P6 applies only to one year full-time linked Postgraduate Diploma/Master's courses where students have successfully completed the Postgraduate Diploma stage of the course and are proceeding to the Master's stage in the same academic year.

(o) Reserve AST Decision for Students who have Gone on Leave of Absence

Students who have gone on Leave of Absence and are not in good academic standing should have a reserve decision recorded at the Board of Examiners. This decision will be held as a comment against the student's record and formally communicated to the student.

(p) Timing of First Sits

Candidates who were permitted, following Semester One assessment period to take Semester One examinations as for the first time normally take these in May; alternatively a first sit in August may have been permitted, following consultation between the Course Director and the candidate. Boards of Examiners in May/June should ensure that, subject to Semester Two performance, AST D2 is recorded on the course result sheets for candidates who have deferred first sits to August.

(q) Removal of Condonement

Condonement has been removed from regulations, for all cohorts, with effect from 2009/10. A pass in a module is now defined as the achievement of the overall pass mark (40% UG/50% PG) with a minimum mark of not less than 5% below this threshold in an assessment element where a module is assessed by a combination of coursework and examination.

Course/subject committees retain the option of specifying in regulations a requirement for the threshold standard to be achieved in each element or in all or specified components of each assessment element. In applying this new rule, boards should ensure that students admitted before 2009/10 are not disadvantaged and particular attention should therefore be paid to any such student who is to be discontinued.

(r) Repeated Assessments

For repeated assessments the capping of the mark applies to the repeated component (eg essay), not the overall mark for the element (eg coursework) or the overall module result. The maximum mark a candidate on an undergraduate course may obtain in a repeated coursework component, or examination paper, is 40% (50% for a postgraduate course). The mark for the repeated coursework component is aggregated with the mark(s) for coursework component(s) the candidate has already passed to produce the overall coursework mark. Where a module is assessed by coursework and examination the overall coursework mark is aggregated with the examination mark for the purpose of calculating the module result. Aggregations should take account of the weightings at each level, ie between elements (course work and examination) and within elements, as appropriate.

(Example: The coursework element of a module comprises two equally weighted components (in this example the components are essays). A candidate receives an unaggregated mark of 60 in the first essay but is required to resubmit the second essay for a maximum unaggregated mark of 40. If the mark of 40 is achieved the final coursework mark is 60 + 40 aggregated to 30 + 20 = 50).

(s) Consequences of Failure

Senate has agreed the following changes to regulations from September 2010 intake to remove elements of discretion which have not been used.

For undergraduate students, the option to withdraw students failing in the 60 – 80 credit range has been removed from the regulation and should not be used.

For postgraduate students, the repeat option for failing modules to a value of 90 credits or more has been removed from the regulation and should not be used. The requirement to withdraw should be applied in failure at 80 credits or more.

(t) Failure at the Final Attempt

The Academic Development and Student Services Committee, at its meeting on 12 December 2005, agreed

that where a student failed at the final attempt and was required to withdraw from a programme of study a student would not be eligible to apply for re-admission, in the next academic year, to the same programme, or to that programme offered in a different mode (full-time to part-time and vice versa), or to register as an occasional student to retake the failed module(s). Transfer on educational grounds to the programme offered in different mode would also not be permitted. The decision of ADSSC also applies where a student is exited with a lower award due to failure at the final attempt.

(u) Arrangements for Candidates Repeating Without Attendance (ASTs N4 and N5)

**Candidates coded N4 or N5 may not proceed on their course of study until the modules they are required to retake have been successfully completed.**

Candidates who are permitted to take/retake examinations without attendance in the next academic year may need to have special papers set if the module assessment arrangements have been restructured. Course Directors are required to advise candidates on the Communication of Results form whether their examination(s) will be held in the first and/or second semester. However, a candidate, who is required to retake coursework and/or examination in a single Semester Two module only, may elect to retake this at the January examination period provided that he/she notifies the College Examinations Office prior to the start of the academic year. Successful candidates may be permitted to proceed to take semesters out of sequence. In addition, successful candidates, who have been required to retake Semester One modules only, may be permitted to proceed to take semesters out of sequence. Permission to reverse semesters is subject to approval by the Course Director following consultation about prerequisites and the sequence in which modules must be taken.

(v) Classification of Awards

From 2009/10, for all students, there is only a requirement that awards are classified/graded on the basis of the aggregate award mark achieved. There is no longer the additional requirement that 50% of relevant modules must be in the class/band. This applies to all awards.

**New Method for Calculating Summary Mark for Awards**

**The summary award mark used to determine the degree classification is included on the course results sheets for candidates completing full-time honours degree programmes where the Level 6 modules taken in the final year amount to 120 credit points. The calculation is based on the new method for calculating summary marks for awards approved by the Teaching and Learning Committee at a meeting held on 13 October 2010.** Details of the new method, including an example of how the award mark is arrived at, are set out in the Notes of Guidance for Course Results Sheets. Information on the conventions for rounding marks and scenarios where the aggregate award mark is not calculated are also included in the Notes of Guidance. **Staff should note that the new method must also be used where the award mark is calculated manually and entered on results sheets.**

Notes of Guidance for Course Results Sheets are included with the results sheets provided to Course Directors for Boards of Examiners.

Honours Degree

Boards do not have discretion to award a class of degree which the marks do not warrant (eg III for 59%). However, the convention of rounding up means that, for example, 59.50% or above would become 60%. The Board should ensure that, through its moderation processes, including the involvement of external examiners and viva voce examinations as appropriate, the overall marks and the class of degree recommended accord.

Other Undergraduate Awards

From the 2009/10 intake, the classification of all other undergraduate awards, eg, Cert, Dip, AdvCert, GradDip, is determined exclusively by students' average performance at the highest level, with each module weighted according to its credit value. No exceptions are permitted. A new band of 'Pass with Distinction' (at 70%+) has been introduced for these awards for all cohorts. It does not apply to the DIS, DAS or DPP associate award where the Commendation level remains as 70%.

Taught Postgraduate Awards (including integrated Master's degrees)

From the 2009/10 intake, classification is determined exclusively by students' performance in the modules studied at the highest level (level 7) with each module weighted according to its credit value, with the exception of Master's degrees of more than 200 credit points, where the classification is based on the final

120 credits points. For all cohorts there is no longer the requirement for 50% of the modules to be in the Distinction band for the award of 'Pass with Distinction'. However, where a dissertation or a project (with 45 credits or more) is part of a Master's degree, the result in that module must also be at 70% or above for the Distinction award. No Commendation band is available.

(w) Issue of Communication of Results Forms

The Academic Development and Student Services Committee at its meeting on 12 December 2005 agreed that (i) students with unsatisfactory academic performance should be strongly advised to contact the Course Director; and (ii) attention be drawn to deadlines, grounds and procedures for appeals.

(x) Appeals

Details of student appeals should be sent to the College Examinations Office by the end of June for Semester Two Appeals and by the end of September for Supplementary Appeals.

BRONAGH DUNLEAVY

**ATTACHMENT 1  
SUGGESTED AGENDA FOR COURSE BOARDS OF EXAMINERS**

**UNIVERSITY OF ULSTER**

**BOARDS OF EXAMINERS**

COURSE(S):

A meeting of the Board of Examiners for the above course(s) will be held  
on \_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_  
(Notes of Guidance are attached)

**AGENDA**

**1. Attendance**

To note the attendance of internal examiners and the external examiner(s) and the arrangements for external examining in the absence of an external examiner.

**2. Regulations**

To note the course regulations.

**3. Evidence of Extenuating Circumstances**

To receive evidence of extenuating circumstances submitted by or on behalf of examination candidates.

**4. Receipt and Consideration of Candidates' Results**

4.1 To note any changes to overall module marks following moderation.

4.2 To confirm the results of candidates in examinations and coursework for which the Board is responsible including marks for elective modules.

4.3 To determine the overall results and the academic progress of candidates.

4.4 To forward to Senate recommendations for awards to candidates who have successfully completed their courses of study and who have satisfied the conditions specified in Ordinance XXXI.

**5. Publication of Results**

To note the arrangements for (a) publication of progress and award decisions and marks; (b) communication of decisions to unsuccessful candidates and (c) publication of pass lists.

**6. Appeals (based on submission of new information)**

6.1 To note the dates on which appeals shall be heard.

6.2 To note the composition of the Appeals Panel.

**7. Supplementary Examinations**

To agree arrangements for supplementary examinations.

**8. Prizes and Awards**

To make recommendations for prizes and awards.

**9. Comments from Internal and External Examiners**

To receive comments from internal and external examiners in relation to the course(s).

**ATTACHMENT 2  
SUGGESTED TEMPLATE FOR MINUTES OF MEETINGS OF COURSE BOARDS OF EXAMINERS**

**UNIVERSITY OF ULSTER**

FACULTY:

BOARD OF EXAMINERS FOR (COURSE TITLE, DATE & CAMPUS)

PRESENT (As per attached list)

The Chairperson, ....., welcomed the members to the meeting of the Board of Examiners and briefly outlined the procedures.

**11.01 ATTENDANCE**

The Board noted that explanation(s) for absence acceptable to the Board had been received from ...

**11.02 COURSE REGULATIONS**

The Board noted specific course regulations from the Course Director relating to course assessment.

**11.03 RECEIPT AND CONSIDERATION OF CANDIDATES RESULTS**

- a. The Board noted changes to overall module results arising from the moderation process as below:

Module Code	Rationale for Change

- b. The Board received evidence of extenuating circumstances submitted by or on behalf of the following candidates .....
- c. The Board agreed the results of candidates in assessments for which the Board is responsible, including marks for elective modules.
- d(i). The Board received and agreed individual recommendations from the preliminary meeting in respect of candidates to be considered for progression or award.
  - (ii). The Board agreed the appropriate progress code to be recorded against each candidate on the course results sheets as the formal record of the decision.
- e. The Board agreed the recommendations to be forwarded to Senate, for awards to candidates who have successfully completed their course of study and who have satisfied the conditions specified in Section 3 of Ordinance XXXI.

**11.04 PUBLICATION OF RESULTS**

The Board noted the arrangements for (a) publication of progress and award decisions and marks; (b) communication of decisions to unsuccessful candidates; and (c) publication of pass lists.

**11.05 APPEALS**

The Board agreed the arrangements for the appeals process and noted the agreed dates for appeal as set out in the Agenda.

**11.06 SUPPLEMENTARY EXAMINATIONS**

The Board agreed the arrangements for (a) supplementary examinations; (b) submission and collection of coursework; and (c) meeting of Supplementary Boards of Examiners.

**11.07 PRIZES AND AWARDS**

The Board received and agreed recommendations on the allocation of course related awards and

prizes and recorded these.

#### **11.08 REPORTS FROM INTERNAL AND EXTERNAL EXAMINER(S)**

The Board received preliminary oral reports from the internal and external examiner(s).

[Note alternative for use in exceptional circumstances:

The Board noted the written report(s) from ..... in relation to the course(s)].

The Chairperson, ....., reminded the External Examiner(s) that formal written report(s) should be submitted to the Pro-Vice-Chancellor (Teaching and Learning) and would subsequently be discussed by the Course Committee.

#### **11.09 SIGNING OF COURSE RESULTS SHEETS**

The Chairperson and the External Examiner(s) signed and dated the course results sheets to confirm the decisions recorded.

#### **11.10 DATE OF MEETING FOR FOLLOWING YEAR**

The Board noted the agreed date for the following year and the meeting then closed.

## ATTACHMENT 3 NOTES OF GUIDANCE FOR BOARDS OF EXAMINERS

### Agenda Item

1. The Course Director is responsible for advising the Board on the course regulations and for making a copy available at the meeting.
2. Evidence of extenuating circumstances should be noted prior to consideration of results. Course 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

- N1/N2/N3/N4 A candidate coded N1/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. It is essential however 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 Director. Arrangements should be made for the completion of Communication of Results forms and for the Course 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 pass list.
- 5 Arrangements should be made for the Chairperson, accompanied by the Head of Department and Course Director or their nominees, to consider appeals against academic decisions. **Details of appeals and decisions should be notified to the Collaborative Courses Unit by the beginning of July for**

**Semester Two appeals and by the end of September for Supplementary appeals.**

- 6 Coursework shall be lodged in the College Examinations 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 College 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 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 Directors.

**ATTACHMENT 4**

**APPENDIX**

**NON-ATTENDANCE OF EXTERNAL EXAMINER  
AT BOARD OF EXAMINERS' MEETING**

***CONFIRMATION OF AWARDS***

Name of External Examiner: \_\_\_\_\_

Course Title(s)/Code(s): \_\_\_\_\_

Campus(es): \_\_\_\_\_

Date of Board of Examiners: \_\_\_\_\_

I certify that I have been adequately involved in the external examining process for the above course(s). The work presented by final year students has been appropriately moderated and the awards to be presented at the Board have been agreed by me.

**Observations/Comments**

(To be completed where the External Examiner wishes to add anything to the above statement).

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ATTACHMENT 5  
BANNER ACADEMIC STANDING CODES (AST)**

**RECORDING ACADEMIC PROGRESS (BOARDS OF EXAMINERS)**

**Successful Leavers**

<b>AST</b>	<b>DESCRIPTION</b>
<b>S1</b>	Course completed and award obtained.
<b>S2</b>	Exit with lower award on a linked higher level course and not eligible to apply for readmission to the same course in the next academic year.
<b>S3</b>	Completion of course or period of study (no University award).
<b>S4</b>	Award of MPhil has been obtained when enrolled for study leading to PhD.
<b>For Nursing Courses Only</b>	
<b>SA</b>	Course completed, award obtained and record professional award.
<b>SB</b>	Completion of course or period of study (no University award) and record professional award.
<b>SC</b>	Exit with lower award on a linked higher level course and record professional award and not eligible to apply for readmission to the same course in the next academic year.

**Proceed**

<b>AST</b>	<b>DESCRIPTION</b>
<b>P1</b>	Proceed to the next year/stage of the course in the next academic year.
<b>P2</b>	Proceed to the next year/stage of the course in the same academic year.
<b>P3</b>	Proceed to the next year/stage of the course in the next academic year but required to take or retake specified examination(s) and/or coursework.
<b>P4</b>	Proceed to placement year but required to take or retake specified examination(s) and/or coursework.
<b>P5</b>	Student has satisfied the examination requirements for the course and is eligible to proceed to a linked higher level course in the next academic year.
<b>P6</b>	Student has satisfied the examination requirements for the course and is eligible to proceed to a linked higher level course in the same academic year.
<b>+P7</b>	Permitted to proceed to the final year but final award will not include CIS/DIS/CAS/DAS/DPP.
<b>+P8</b>	Not taking/exempt placement year but permitted to proceed to final year (final award will not include CIS/DIS/CAS/DAS/DPP).
<b>P9</b>	Dissertation in progress. Proceed to next academic year. No fee due (Masters Courses only).
<b>For Nursing Courses Only</b>	
<b>PA</b>	Proceed to the next semester but required to take or retake specified examination(s) and/or coursework.
<b>PB</b>	Proceed to the next year/stage of the course and record completion of the Common Foundation Programme.
<b>PC</b>	Proceed to the next year/stage of the course in the next academic year and record professional award.
<b>PD</b>	Student has satisfied the examination requirements for the course and is eligible to proceed to a linked higher level course in the next academic year and record professional award.

*+ The student may be required to transfer course where separate sandwich and non- sandwich versions of courses have been retained.*

## Transfer

AST	DESCRIPTION
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).

## Decision Deferred/Resit

AST	DESCRIPTION
D1	Resubmit coursework and/or retake examinations before the start of the next academic year.
D2	First sitting of examinations and/or extension of period of time granted to submit coursework/project/dissertation due to authenticated medical or other extenuating circumstances before the start of the next academic year (no fee to be charged).
D3	Combination of resit/resubmission and first sit/first submission prior to the start of the next academic year.
D4	Resubmit coursework and/or retake examinations before the start of the next academic year, but for exceptional reasons exempt from payment of resit fee.
D5	Submit dissertation/thesis by a specified date in the next academic year (students on postgraduate courses only).
D6	Resubmit dissertation/thesis by a specified date prior to the start of the next academic year (students on postgraduate courses only).
D7	Decision on progress deferred due to insufficient information.

## Non-progressing – Progress to Next Stage Not Permitted

AST	DESCRIPTION
N1	Retake year in full with attendance, as for the first time, where there is authenticated evidence of medical or other extenuating circumstances.
N2	Retake year in part with attendance, as for the first time, where there is authenticated evidence of medical or other extenuating circumstances. Take specified examinations and/or coursework.
N3	Retake year in part with attendance and repeat specified examinations and/or coursework for failed modules.
N4	Repeat specified examinations and/or coursework for failed modules, without attendance, during the next academic year.
N5	Take specified examinations and/or coursework during the next academic year, without attendance (first sitting/submission because of authenticated extenuating circumstances).
N6	Resubmit dissertation/thesis by a specified date during the next academic year (postgraduate courses only).

## Unsuccessful Leavers

AST	DESCRIPTION
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.

## Early Leavers

AST	DESCRIPTION
#L1	Withdrawn – recorded by the Board of Examiners as having withdrawn from the course.

# 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 Ulster course, 07 – Transfer to another Institution, 08 – Unknown

## ACADEMIC STANDING CODES (AST) 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 <b>not</b> 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 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 Ulster course, 07 – Transfer to another Institution, 08 – Unknown

## ATTACHMENT 6

### GUIDELINES: RECOMMENDATIONS FOR AEGROTAT AND POSTHUMOUS AWARDS

#### AEGROTAT

1. Where a candidate has been prevented by illness or other sufficient cause from taking or completing the final stage assessment or where his/her result was in the opinion of the Board affected by illness or other sufficient cause, the Board may:
  - (a) deem the candidate to have passed and recommend an Aegrotat award, or
  - (b) permit the candidate to complete, take or repeat the assessment.
2. An Aegrotat award should be recommended only if the Board is satisfied that the candidate would have qualified for the award had it not been for illness or other sufficient cause.
3. In order to reach its decision a Board may assess the candidate by whatever means it considers appropriate.
4. Before an Aegrotat is recommended a candidate must have signified in writing that he/she is willing to accept such an award. Where he/she is not willing to do so the Board shall recommend that he/she be permitted to complete, take or repeat the examination in one or more course components by an approved subsequent date.
5. The Teaching and Learning Committee at a meeting of 20 October 2004 agreed that the parchment for Honours degree students receiving Aegrotat awards reflect the level of the award by using the words "With Honours".
6. Boards should note that the relevant professional body may refuse to accept an aegrotat award as conferring eligibility upon the candidate to practise in the profession; that, where necessary, candidates should be made aware of this possibility.

#### POSTHUMOUS

1. In deciding to recommend a posthumous award, the Board must have sufficient evidence that, had the student survived and completed the course, he or she would have been eligible for the award.
2. Where the student's death precedes the meeting of the Board, and the Board recommends that the award be conferred, the pass list should include "posthumously" in brackets after the student's name; if the student's death occurs after the pass list is posted but before it is submitted to Senate for approval, "posthumously" should be added retrospectively.
3. The conferment list should include the student's name with "posthumously" in brackets.
4. The award parchment should state "posthumously" immediately after the title of the award.
5. A member of the Faculty who has been in contact with the family should discuss with the family whether:
  - (a) they wish to attend the graduation ceremony and to receive the parchment from the Provost (failing whom, the Dean) in a suitable quiet location at the end of the ceremony. If the family wish, the Provost should refer to the award in his or her closing remarks;
  - (b) they would wish to attend the graduation ceremony and for a member of the family to process onto the stage to receive the parchment from the Chancellor/Vice-Chancellor on behalf of the deceased student;
  - (c) they would prefer not to attend, but to receive the parchment by post, with a letter signed by the Provost.
6. In the event that a member of the family of the deceased student wishes to attend to receive the award in person, the following, or similar, wording should be inserted at the appropriate point into the Dean's script:

"Chancellor/Vice-Chancellor, sadly one of our students, (name of student), died earlier in the academic year. Today we are awarding the degree of (degree) posthumously in recognition of (student's first name'(s)) academic achievements. He/she loved being a student and contributed much to the life of the University and the Faculty while he/she was a student here. I invite (first name of student'(s) wife/husband/brother/sister etc (person's name) to receive the award on behalf of his/her wife/husband/brother/sister etc."

**STUDENT APPEALS**

The timetable for submission and consideration of appeals against academic decisions is as follows:

	Semester Two Examinations	Supplementary Examinations	Semester Three Examinations
Last date for receipt of students' requests	Within seven working days from the date of publication of the pass list	15 September	6 October
Last date for consideration of requests (all year groups)	28 June	22 September	13 October
Last date for Faculties to lodge completed SA1 forms with College Examinations Office	29 June	23 September	14 October

**NAME OF COLLEGE**

**COURSE:**            *Input course code*                      **COURSE TITLE:**                      *Input course title*

**YEAR:**                      *Input year group*

The Board of Examiners has agreed to RECOMMEND to Senate the following award list subject to candidates meeting the conditions specified in Section 3 of Ordinance XXXI

***PASS WITH COMMENDATION***

**Surname, first names**

***PASS***

*Surname, first names*

STUDENTS WHOSE NAMES DO NOT APPEAR ON THIS LIST SHOULD MAKE AN APPOINTMENT TO SEE THEIR COURSE DIRECTOR

Course Co-Ordinator: .....                      Date: ...../ ...../ 20.....

\* Section 3 states that the University may grant and confer degrees, diplomas, certificates and other academic distinctions upon candidates who have, inter alia, paid the prescribed fees and any debts owed by them to the University.

**NAME OF COLLEGE**

**COURSE:**        *Input course code*

**COURSE TITLE:**        *Input course title*

**YEAR:**        *Input year group*

The Board of Examiners has agreed that the following candidates may proceed to the next stage of the course:

**Surname, first names**

STUDENTS WHOSE NAMES DO NOT APPEAR ON THIS LIST SHOULD MAKE AN APPOINTMENT TO SEE THEIR COURSE DIRECTOR

Course Co-Ordinator: .....        Date: ...../ ...../ 20.....