

# what happens next...?

If you are reading this leaflet you have received a communication of results form and have some resits in the summer or have to retake all or part of the year. This leaflet is to help you understand what the form means and what you should do now.

If you would like this leaflet in large font or on a CD, please contact  
Bronagh Dunleavy,  
Examinations Office,  
4F01,  
Jordanstown

# DON'T PANIC

Very often it is not quite as bad as it seems, although it may not feel like it at first. You **can** still turn things around – so read on!

1. Check your results - do you understand them? You should look at the results website to see details of how you have performed in each module.
  - CHECK OUT** the section - *'What does it all mean?'*
2. Identify whether you have summer resits or if you are being asked to retake part or all of the year.
  - CHECK** the progress codes in *'What does it all mean?'*
3. If you have summer resits, look at which elements of the module(s) you need to re-sit – is it coursework, examination or both?
  - CHECK** the ticked boxes on the Communication of Results form and look at *'What does it all mean?'* for an explanation
4. If it's coursework, whom do you have to contact to get the new assignment? Look over the task set – do you understand what you need to do?
  - CHECK OUT** *'What happens in the Resit Process'*
5. Check when and where the coursework has to be handed in. This is on the Communication of Results form.
6. If you have an examination to take, check the timetable on the Portal at **My Studies tab, Examination and Assessment channel.** There are no alternative dates.
7. Check what **fees** are payable, where and when. This information is on the form.
8. Draw up a study timetable – don't leave things to the last minute, the resits will be here sooner than you think!
  - CHECK OUT** *'Getting help and support'*
9. Put the resit coursework submission date and the examination resit week in your diary.
  - CHECK OUT** *'What happens in the resit process'*
10. If you have to retake the year, check how many modules you have to take, and whether with or without attendance?
  - CHECK** the progress codes in *'What does it all mean?'* and look at what is written on the Communication of Results form
11. Confused...concerned...worried...any questions? Get in touch!
  - CHECK OUT** *'Other sources of support'* and *'Contact Numbers'*

# WHAT DOES IT ALL MEAN

University of Ulster

## BOARD OF EXAMINERS: COMMUNICATION OF RESULTS

Name:

ID No:

Address:

Course/Yr:

Date of Meeting:

Progress Decision (AST)\*

\*See Key to Progress Decisions and related information on reverse of students' copy

Module Code/CRN Resit First Sit

Comments (to be completed as appropriate by the Course Director/Director of Combined Studies/Examinations Officer)

**Progress Decision (AST)\* - This will state the code that applies to you.**

**Each code has a description, which is explained on the green sheet at the back of the form.**

**Below is a list of the most usual codes and their outcomes.**

<b>D1</b>	<b>RESIT/RESUBMIT</b> either coursework or examination or both	These codes mean that you will proceed to the next year of your programme if you pass all your coursework and/or examinations in the summer resit period
<b>D4</b>	<b>RESIT/RESUBMIT</b> as above but no fees payable	
<b>D2</b>	<b>FIRST SIT</b> coursework and/or examinations	
<b>D3</b>	<b>FIRST SIT &amp; RESIT</b> a combination of resit/resubmission and first sit/first submission in different modules	
<b>N1</b>	<b>RETAKE</b> year in full with attendance - as for first time due to extenuating circumstances	These codes mean that you have to repeat some or all of this year's modules next year and <b>cannot proceed into the next year of the programme. You cannot register for any new modules.</b>
<b>N2</b>	<b>RETAKE</b> year <b>in part with attendance</b> , this may be to complete coursework and/or examinations, as for first time due to extenuating circumstances	
<b>N3</b>	<b>RETAKE</b> year <b>in part with attendance</b> , this may be to resubmit coursework and/or resit examinations in failed modules.	
<b>N4</b>	<b>RETAKE</b> <b>without attendance</b> some coursework and/or examinations in failed modules	
<b>N5</b>	<b>FIRST SIT</b> <b>without attendance</b> some coursework and/or examinations	

# WHAT DOES IT ALL MEAN

Progress Decision (AST)\*.....  
\*See Key to Progress Decisions and related information on reverse of students' copy

Module Code/CRN (See note)	Resit		First Sit		Comments (to be completed as appropriate by the Course Director/Director of Combined Studies/Examinations Officer)
	CW	EX	CW	EX	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Note:** CW = Coursework, EX = Examinations.

You are required to take examinations or submit coursework as indicated by (✓) above. Any queries should be addressed to the Course Director/Director of Combined Studies and not the Examinations Office.

Boxes will be ticked (✓) where you are required to take an examination or submit coursework as indicated, either in the summer or in your retake year.

It is extremely important that you read the comments section very carefully. It may give you information on the work that you have to do.

You should keep your copy of the communication of results form (i.e. the green sheet) - it needs to be presented on payment of fees to the Examinations Office.

## The difference between a RESIT, a FIRST SIT and a RETAKE

**A RESIT** Taking an examination/coursework for a second time after failing it the first time – the maximum mark for the piece of coursework or the examination will be 40% (50% for postgraduate courses).

**A FIRST SIT** The first time you sit that examination/coursework, or treated as such (usually as a result of extenuating circumstances, like a medical certificate) – you can receive the full mark. If you fail a summer first sit, you are entitled to a resit, but you will have to do that in the next academic year and may not be able to proceed to the next stage of your programme until you have passed.

**A RETAKE** This means that you have to repeat some or all of your modules in the next academic year and therefore cannot proceed yet into the next year of your programme. You cannot enrol on any new modules during this retake year. You need to check whether you are expected to attend classes and retake coursework and/or examinations, or whether attendance is not required. You also need to check how many modules you are expected to do.

**IF YOU ARE IN ANY DOUBT ABOUT YOUR RESULTS,  
PLEASE CONTACT YOUR COURSE/SUBJECT DIRECTOR OR STUDIES ADVISER.**

# WHAT HAPPENS IN THE RESIT PROCESS

## Your results

If you have a query regarding the marks/grades awarded, or feel you have grounds for an appeal against a decision, in the first instance talk to your Course/Subject Director. Further information on Student Appeals can also be found on the Portal, My Studies tab, Examinations & Assessment channel, and in your Student Handbook. You might also like to talk to an official of the Students' Union or a student counsellor in Student Support Services. Remember that you need to move fast – there is a short deadline for the receipt of appeals by the University.

## Deadline dates for coursework

The deadline for submission of resit (and first sit) coursework is given on the front of the green form. Extensions will not be granted, but you may submit work earlier than the deadline date if you wish. It should be submitted to the School Office on your campus. If you are posting coursework it is advisable to use Recorded Delivery in order that you can be assured that the University has received your work. You should also keep a copy of submitted coursework.

## Examination dates

The time period for all resit (and first sit) examinations is given on the green form and is on the Portal, My Studies tab, Examinations & Assessment channel. Your personal examination timetable (with dates and times) will be available on the Portal as usual.

## Resit results

Resit (and first sit) examination and coursework results are considered at the summer Examination Boards held in August. Marks will be available on the Portal in accordance with the publication schedule published on the Portal. It is your responsibility to check your results and make sure that you understand the meaning of any decisions taken regarding your progress to the next year of the course.

# GETTING HELP AND SUPPORT

## Academic queries

Your resit coursework materials should clearly explain what you need to do. However, if you have module specific queries, you will need to contact the Module Coordinator, or Course/Subject Director. If you can't get hold of the lecturer, contact the School Office.

Don't leave this until the last minute; lecturers may not be available during the whole of the summer period.

## Need access to specialist resources?

**Central computer labs** are open throughout the summer on all campuses, and some are open 24 hours at Coleraine, Jordanstown and Magee. Further details on opening times and the support available can be found on the University Web Site and by contacting the ICT Customer Service Desk:

Telephone: 028 9036 6777    Email: [servicedesk@ulster.ac.uk](mailto:servicedesk@ulster.ac.uk)

Web: [www.ulster.ac.uk/isd/itus/servicedesk/](http://www.ulster.ac.uk/isd/itus/servicedesk/)

**The libraries** (all campuses) are open throughout the summer - for opening times check:

<http://library.ulster.ac.uk/info/hour.php>

**Past exam papers** - The Library has a resource bank of past examination papers. These can be accessed online at: <http://library.ulster.ac.uk/exampapers/>

## OTHER SOURCES OF SUPPORT

**Student Support** offers a range of support including financial assistance, personal counselling and the assessment of additional study needs arising from disability. If you are worried about the financial implications of your results, would like to review your time management and personal learning style or just want to talk to someone in confidence please get in touch. See below for telephone numbers or look at

<http://studentsupport.ulster.ac.uk/>

The **Students' Union** has Education and Welfare Officers on each campus who will be happy to talk to you. Some information is also available on the website,

[www.uusu.org/](http://www.uusu.org/)

## CONTACT NUMBERS

### **Belfast Campus**

Student Support	028 9536 7300
Career Development Centre	028 9036 7341

### **Coleraine Campus**

Student Support	028 7012 4105
Career Development Centre	028 7012 4381

### **Jordanstown Campus**

Student Support	028 9036 6336
Career Development Centre	028 9036 8002

### **Magee Campus**

Student Support	028 7167 5218
Career Development Centre	028 7167 5316

### **Library**

<http://library.ulster.ac.uk/contact/>

### **IT Support**

028 9036 6777

### **Your School Office**

This number should be in your Course Handbook - if you can't find it, ring the University on 08700 400 700 and ask the switchboard to put you through.

## REMEMBER



If you didn't manage to get the results you were hoping for, it's not the end of the world.

If you have resits in the summer, you have a second chance to correct the situation and proceed to the next stage of your course in September

If you plan your resit work now, you'll still have some time left to relax and enjoy the holiday, so don't put it off, get it out of the way now!

If you have to repeat work next year, you have time to adjust your study habits so that you can learn more effectively. Look at the sources of support available.

So once you have had a chance to take it all in, make an appointment to speak to your Studies Advisor, Course/Subject Director, the Career Development Centre or a Student Counsellor or other adviser.

Together you can discuss the best way forward and work on a strategy that helps you successfully progress to the next level of your studies.

## GOOD LUCK WITH YOUR STUDIES!