

Requirements for Examination Broadsheets

Introduction

This paper outlines the requirements for an Examination Broadsheet within partner institutions. Institutions wishing to develop their own broadsheet rather than use the one supplied by the University must conform to these guidelines. Note that it is possible for individual Institutions to use additional rows or columns to facilitate their own information requirements. However, any additional rows or columns should be hidden in the version submitted to the Examinations Office.

Content

Each page of the broadsheet must include a header containing:

- The title “University of Ulster”,
- The name of the sponsoring Faculty,
- The name of the institution,
- The academic year,
- The course title, course code and student year group (Year 1, 2 etc).
- The date and time the broadsheet was printed

One possible header is illustrated in Figure 1. Please note that this is intended as an example layout only, the precise layout shown is not a requirement, only the content.

University of Ulster

Printed on 25/12/2005 at 10:00

Sponsoring Faculty: Faculty of Something

Name of Institution: Somewhere Institute of Further & Higher Education

Academic Year: 2004/2005

Course Code: E123UX **Year Group 1** **Course Title:** FdSc in Something

Figure 1

Following the page header, column headings should be presented and include:

- The student’s University registration number,
- The award the student is registered for,
- The student’s name (to include surname, initials and title, i.e. Mr, Miss, Ms etc),
- The registration progress type (RPT) to be applied for each student,
- Information on each module including:
 - The number of credits for a module,
 - The module code,
 - The coursework weighting,
 - The examination weighting,
 - A student’s coursework mark (CW),
 - A student’s examination mark (EX),
 - A student’s overall module result (TOT),
 - The grade for the module (if required, e.g. F, P, M or D for fail, pass, merit or distinction)
- Each student’s overall weighted average across the modules.

Information should then be recorded for each student. Coursework and examination marks should be recorded as integer values and these integer values used to determine the overall module mark, which should itself be recorded as an integer. Where rounding is required, normal mathematical rounding is applied, namely fractional components of scores that are greater than or equal to 0.5 are rounded up, values less than 0.5 are rounded down. It may be helpful if marks lower than 40% are presented in bold to assist Boards of Examiners to identify failed components.

The overall weighted average is calculated summing the values obtained by multiplying the (integer valued) total mark for a module by the credit points for that module across all modules and dividing by the number of credit points studied. This overall average should be displayed to 2 decimal places.

The award for which students are registered is typically used within the University to indicate whether a particular candidate is enrolled on a course including a Diploma in Industrial Studies (or similar award) or simply the honours degree itself. A code is simply recorded to indicate this, rather than the actual award title, for example, BSCHDIS implies a student is on the BSc (Hons) version of the course that also incorporates a placement component. For consistency with University broadsheets it is important that this information is included, even though in most cases all students will all have the same code. A complete list of codes is provided in Appendix 1.

Students should be listed alphabetically within cohorts (year groups), with each cohort commencing on a new page. Space should be provided for comments to be inserted on each student, for example, to indicate which modules have to be retaken or in which first-sits have been awarded by the Examination Board.

Figure 2 shows a possible layout for column data. The “...” represents the list of modules on which the student is enrolled.

ID Num	Name	RPT	COM123X1			...	COM456X2			Avg
			0.4	0.6	20		0.2	0.8	20	
			CW	EX	TOT		CW	EX	TOT	
12345678	Brown, AB, Mr	A21	63	32	44		70	63	64	58.33
FD\$C			Resit COM123X1							

Figure 2

Each page should have a footer for the signatures of the Chairperson of the Board of Examiners and all External Examiners. The date of the Examination Board should also be entered.

As noted above, students should be ordered alphabetically within cohorts. At the end of each cohort, the following information should be shown for each module:

- The average of the coursework, examination and overall module marks,
- The standard deviation of the coursework, examination and overall module marks.

These values should be displayed to 1 decimal place.

An example layout showing this summary information and page footer is illustrated in Figure 3.

	Coursework average for a module	Examination average for a module	Overall average mark for a module		Average of student averages			
Average	55.2	51.3	52.9	..	58.4	54.2	55.0	56.3
Std Deviation	9.7	13.2	10.7		8.3	10.6	9.8	12.4

Chairperson:

External Examiner(s):

Date:

Figure 3

Margins should be at least 1 cm on all sides. All information should be presented in Arial with a font size of at least 8 points. This font size allows the broadsheet to be printed on a landscape A4 page with information on up to 8 modules, including columns for module grades. However, a larger font size (e.g. 10 point) should be used if possible.

If results from more than 8 modules are required, the broadsheet should be presented on an A3 page.

Two example broadsheets (holding only factious data) are illustrated in Appendix 2. Some minor variations in layout are shown to the examples above as further examples.

Institutes using their own spreadsheet are responsible for ensuring that all students listed are fully registered with the University. The University's registration number for each student **must** therefore be included. (However, note that it is possible for a returning student to have a registration number from the previous year and not be fully registered for the current year of study. Hence a registration number in itself does not guarantee the registration process is complete.) Broadsheets containing unregistered students may be returned.

Appendix 1

Qualification Code	Description
AB	Associate Bachelor's Degree
ADVCERT	Advanced Certificate
ADVDIP	Advanced Diploma
BA	Bachelor of Arts
BADAS	Bachelor of Arts and Diploma in Area Studies
BADIS	Bachelor of Arts and Diploma in Industrial Studies
BAH	Bachelor of Arts with Honours
BAHDAS	Bachelor of Arts with Honours and Diploma in Area Studies
BAHDIS	Bachelor of Arts with Honours and Diploma in Industrial Studies
BAHDPP	Bachelor of Arts with Honours and Diploma in Professional Practice
BARCH	Bachelor of Architecture with Honours
BENG	Bachelor of Engineering
BENGDIS	Bachelor of Engineering and Diploma in Industrial Studies
BENGH	Bachelor of Engineering with Honours
BENGHDAS	Bachelor of Engineering with Honours and Diploma in Area Studies
BENGHDIS	Bachelor of Engineering with Honours and Diploma in Industrial Studies
BMUSH	Bachelor of Music with Honours
BMUSHDAS	Bachelor of Music with Honours and Diploma in Area Studies
BSC	Bachelor of Science
BSCDAS	Bachelor of Science and Diploma in Area Studies
BSCDIS	Bachelor of Science and Diploma in Industrial Studies
BSCH	Bachelor of Science with Honours
BSCHDAS	Bachelor of Science with Honours and Diploma in Area Studies
BSCHDIS	Bachelor of Science with Honours and Diploma in Industrial Studies
BTECH	Bachelor of Technology
BTECHDIS	Bachelor of Technology and Diploma in Industrial Studies
BTECHH	Bachelor of Technology with Honours
BTECHHDIS	Bachelor of Technology with Honours and Diploma in Industrial Studies
CERT	Certificate
DBIOLSC	Doctor of Biological Science

DED	Doctor of Education
DENG	Doctor of Engineering
DENVSC	Doctor of Environmental Science
DINF	Doctor of Informatics
DIP	Diploma
DIPHE	Diploma of Higher Education
DIPHECAS	Diploma of Higher Education and Certificate in Area Studies
DIPHECIS	Diploma of Higher Education and Certificate in Industrial Studies
DLITT	Doctor of Letters
DMAN	Doctor of Management
DMEDSC	Doctor of Medical Science
DMIDSC	Doctor of Midwifery Science
DNURSC	Doctor of Nursing Science
DPHIL	Doctor of Philosophy
DPHILPUB	Doctor of Philosophy by Published Work
DPHYS	Doctor of Physiotherapy
DREHAB	Doctor of Rehabilitation Sciences
DSC	Doctor of Science
DTECH	Doctor of Technology
FCERT	Foundation Certificate
FDA	Foundation degree in Arts
FDENG	Foundation Degree in Engineering
FDIP	Diploma in Foundation Studies
FDSC	Foundation Degree in Science
GRADDIP	Graduate Diploma
HNC	Higher National Certificate
HND	Higher National Diploma
HNDCAS	Higher National Diploma and Certificate in Area Studies
HNDCIS	Higher National Diploma and Certificate in Industrial Studies
LLB	Bachelor of Laws with Honours
LLBDAS	Bachelor of Laws with Honours and Diploma in Area Studies
LLM	Master of Laws
MA	Master of Arts
MBA	Master of Business Administration
MBS	Master of Business Studies

MD	Doctor of Medicine
MED	Master of Education
MENG	Master of Engineering
MENGDIS	Master of Engineering and Diploma in Industrial Studies
MFA	Master of Fine Art
MMEDSC	Master of Medical Science
MPA	Master of Public Administration
MPHIL	Master of Philosophy
MRES	Master of Research
MSC	Master of Science
PGCE	Postgraduate Certificate in Education
PGCERT	Postgraduate Certificate
PGDIP	Postgraduate Diploma
PHD	Doctor of Philosophy

Appendix 2

The examples shown overleaf are available electronically as an Excel spreadsheet and include eight modules. The first example is for a Foundation Degree where only the students' marks are recorded. The second is for an HND where it is assumed that each module has an associated grade; fail, pass, merit or distinction. Two pages of "student results" are presented in each example to make clear what information needs to be included on each page and that which is only required on the final sheet. The same student data has largely been duplicated across each row. Obviously these would be unique records on an actual spreadsheet.