

EXAMINATION CONVENTIONS 2016-17 (including Guidance on Special Circumstances)

UNDERGRADUATE AWARDS

DEGREE REGULATIONS

The 'Regulations for Modular Initial Degrees' should be read in conjunction with the Examination Conventions outlined below. These can be found at: <http://www.aber.ac.uk/en/regulations/contents/modular-degrees/>. Foundation Degrees can be found at: <http://www.aber.ac.uk/en/regulations/contents/foundation/>.

The Examination Conventions are used to determine progression between years of study on different types of award and the calculation of degree classes at the end of degree schemes. These Conventions should be read in conjunction with the Academic Regulation on Academic Progress.

For Bachelor's Degree students considering transferring to the Integrated Master's Degree, please refer to the Integrated Master's Examination Conventions.

HONOURS DEGREE CONVENTIONS

BACHELOR'S DEGREE

RULES FOR PROGRESSION

Part One

You will pass Part One if you satisfy both of the following conditions in your Part One module assessments:

1. passes at 40% or more in 100 credits' worth of modules

and

2. an overall weighted average of at least 40%.

Part One students are normally allowed up to three resit opportunities. However, you must have passed at least 60 credits to be allowed to take assessments in August. If you have fewer than 60 passed credits you will be required to repeat your first year.

You will not be allowed to enter Part Two until you have satisfied all the above conditions (i.e. you will not be allowed to retake failed Part One modules while studying in Part Two).

Part Two (Years Two and above) - Students who entered Part Two BEFORE September 2013

1. To complete each year of Part Two successfully, **including the final year**, and to gain 120 credits towards your degree you must obtain passes at 40% or above in at least 60 credits' worth of modules each year BUT NOTE the maximum number of credits you may fail and still qualify for a degree set out in 2 below.

NOTE: Students cannot resit modules they have passed in Part Two. These must remain on the record, even if you wish to change degree schemes.

Final year

2. To qualify for a degree under University Regulations you must satisfy the **three** following criteria:
- i. passes in at least three quarters (75%) of the credits counting towards your degree (i.e. 180 out of 240 credits for 3 year schemes or 270 out of 360 for 4 year schemes), **excluding** credits obtained during a Sandwich Year or Year Abroad.

and

- ii. passes in at least two thirds (66.7%) of the credits taken at the **level** of award, as follows:

Bachelor's Degrees

Level Three Credits Taken	Minimum Level Three Credits to be Passed
240	180
230	170
220	160
210	150
200	140
190	130
180	120
170	115
160	110
150	100
140	95
130	90
120	80

and

- iii. in order to obtain honours you must also pass any modules defined as 'must pass'.

Part Two (Years Two and above) – Students who entered Part Two FROM September 2013

1. The only requirement for the award of a degree is that students may fail no more than 20 credits which contribute to the final award classification (excluding level 'S' modules, ie. marks gained from a Sandwich/Intercalary year);
2. To progress from one year of study to the next students must pass a minimum of 100 credits;
3. Students are normally allowed only one opportunity to resit failed modules for the bare pass mark of 40%;
4. Students are allowed to be assessed on a maximum of 60 credits in the August Resit period. Students who have passed fewer than 60 credits are permitted to undertake assessments but only up to the 60 credit maximum.

INTEGRATED MASTER'S DEGREE

RULES FOR PROGRESSION *

Part One

You will pass Part One if you satisfy both the following conditions in your Part One module assessments:

1. passes at 40% or more in 100 credits' worth of modules
and
2. an overall weighted average of at least 40%.

Part One students are normally allowed up to three resit opportunities. However, you must have passed at least 60 credits to be allowed to take assessments in August. If you have fewer than 60 passed credits you will be required to repeat your first year.

You will not be allowed to enter Part Two until you have satisfied all the above conditions (ie. you will not be allowed to retake failed Part One modules while studying in Part Two).

Part Two (Years Two and above) - Students who entered Part Two BEFORE September 2013 (e.g. MEng)

1. The rules for progression for Integrated Master's schemes are different and will be explained by the departments offering these schemes.

Final year

2. To qualify for a degree under University Regulations you must satisfy the **three** following criteria:
 - i. passes in at least three quarters (75%) of the credits counting towards your degree (i.e. 270 out of 360 for 4 year schemes), **excluding** credits obtained during a Sandwich Year or Year Abroad.

and
 - ii. passes in at least two thirds (66.7%) of the credits taken at the **level** of award (i.e. 80 credits out of 120 credits at Level M)

and
 - iii. in order to obtain honours you must also pass any modules defined as 'must pass'.

Part Two (Years Two and above) – Students who entered Part Two FROM September 2013 (MPhys, MEng and MMath)

1. Students may fail no more than 20 credits which contribute to the final award classification (excluding level 'S' modules, ie. marks gained from a Sandwich/Intercalary year);
2. To progress from one year of study to the next students must pass a minimum of 100 credits;
3. Students are normally allowed only one opportunity to resit failed modules for the bare pass mark of 40%;

4. Students are allowed to be assessed on a maximum of 60 credits in the August Resit period. Students who have passed fewer than 60 credits are permitted to undertake assessments but only up to the 60 credit maximum.
5. Students will be required to achieve an overall average of 55% to progress beyond the second year. Students failing to achieve this minimum requirement will be required to transfer to a Bachelor's degree.

Students who entered Part Two of an Integrated Master's Scheme FROM September 2016 (e.g. MBiol, MPhys, MEng, MMath, MLibArts, MSci, MLaw, MArt, MBiochem)

1. The module pass mark at Level Two (Second Year) and Level Three (Third Year) is 40%. The module pass mark at Level M (Fourth Year) is 50%.
2. Students may fail no more than 20 credits across Level Two (Second Year) and Level Three (Third Year), and fail no more than 20 credits at Level M (Fourth Year), which contribute to the final award classification (excluding level 'S' modules, i.e. marks gained from a Sandwich/Intercalary year);
3. Students will be required to achieve an overall average of 60% in the second year in order to progress to the third year. Students must pass a minimum of 100 credits in the second year to progress to the third year. Students failing to achieve this minimum requirement will be required to transfer to a Bachelor's degree;
4. Students are normally allowed only one opportunity to resit failed modules at Level Two and Three for the bare pass mark of 40%. Students are normally allowed only one opportunity to resit failed modules at Level M for the bare pass mark of 50%;
5. Students are allowed to be assessed on a maximum of 60 credits in the August Resit period. Students who have passed fewer than 60 credits are permitted to undertake assessments but only up to the 60 credit maximum.
6. To progress from the third year of study to the fourth year, students must pass a minimum of 220 credits.

The award of a Bachelor's degree to students who have accumulated 360 credits with 120 credits at Levels One, Two and Three, but who are unable to proceed further with the scheme, or fail to accumulate a further 120 credits at Level M or qualify for the Integrated Master's may, on the recommendation of the Examining Board, be awarded a Bachelor's degree at the Honours or Pass level, as appropriate, subject to satisfying the requirements for that scheme. This award will be classified using the Bachelor's degree conventions, ie. including all second and third year modules in the Cascade, and discounting Level M modules. Students must satisfy all learning outcomes for the Bachelor's scheme.

* these requirements also apply to anyone wishing to transfer onto an Integrated Master's Scheme, e.g. from a BEng to MEng.

Wiping the Slate Clean (this only applies to undergraduate students who commenced their studies at Aberystwyth University as a registered student before September 2016)

1. Normally a Part Two Honours degree student may not resit any module for which a pass mark has been attained. However, with the agreement of the University, a **second year** student may be permitted to resit a full year of study for the full marks;
2. In order for this to be approved the student must formally agree to relinquish all previous Part Two marks attained. These will no longer be counted towards the final degree classification and cannot be retrieved if the student performs less well in the repeat year. The only exception to this would be in cases of Unacceptable Academic Practice where an N indicator has been awarded and further consideration may be required;
3. Students requests will not be considered until semester two marks have been released at the end of their second year;

4. Students will only be allowed to wipe the slate clean on one occasion and with the approval of their Institute(s);
5. Students will only be allowed to wipe the slate clean in the context that they are required to complete a full-time three year degree within five years;
6. If students choose to wipe the slate clean, they should note that their final year transcript and Higher Education Achievement Record (HEAR) will still include a record of the marks achieved in that year;
7. As appropriate, students are responsible for checking any visa implications.

CONVENTIONS FOR THE CLASSIFICATION OF MODULAR DEGREES

A student's class of honours degree shall normally be determined according to the following rules.

1. The student's overall class of degree shall be determined by his or her cascade average over all modules contributing to the honours assessment, using the classifications in Table 1:

Table 1 - Degree Classes

I	70% and above
II(1)	60-69%
II(2)	50-59%
III	40-49% (does not apply to students who entered Part Two of an Integrated Master's scheme from September 2016)
PASS	35-39% (does not apply to students who entered Part Two of an Integrated Master's scheme from September 2016)
FAIL	less than 35% (less than 40% for students who entered Part Two of an Integrated Master's before September 2016 and less than 50% for students who entered Part Two of an Integrated Master's from September 2016)

2. In calculating the weighted average mark the following rules will apply:
 1. Marks will be weighted according to the credit value of each module (i.e. 20 credit modules having **twice** the weighting of 10 credit modules, etc.).
 2. *Three Year Schemes*
Marks will be arranged in a 'cascade' according to the following rules:
Band 3: Best 80 Level Three credits, given a weighting of 3.
Band 2: Next Best 80 Level Three and Level Two credits, with a weighting of 2.
Band 1: Remainder of Level Three and Two and any Level One credits taken in Part Two, with a weighting of 1.
 3. *4 Year Schemes with 3 Years in Aberystwyth after Part One.*
Band 4: Best 90 Level M credits with a weighting of 4.
Band 3: Next Best 90 Level M and Level Three credits with a weighting of 3.
Band 2: Next Best 90 Level Three and Level Two credits with a weighting of 2.
Band 1: Remainder of Levels Three and Two and any level One credits taken in Part Two with a weighting of 1.
 4. *4 Year schemes with 2 years in Aberystwyth after Part One plus Sandwich Year or Year Abroad*
Band 3: Best 80 Level Three credits, with a weighting of 3.
Band 2: Next best 80 Level Three and Level Two credits, with a weighting of 2.
Band 1: Remainder of Levels Three and Two and any Level One credits taken in Part Two, with a weighting of 1.
Band S: (120 credits) with weighting of 0/0.25/0.5 (as determined by Honours Departments).

5. *5 Year Schemes with 3 years in Aberystwyth after Part One plus Sandwich Year (MEng)*
- Band 4: Best 90 Level M credits with a weighting of 4.
 - Band 3: Next best 90 Level M and Level Three credits with a weighting of 3.
 - Band 2: Next Best 90 Level Three and Two credits with a weighting of 2.
 - Band 1: Remainder of Level Three, Two and any Level One credits taken in Part Two, with a weighting of 1.
 - Band S: 120 credits with a weighting of 0/0.25/0.5 (as determined by Honours department).

Note: In allocating marks to Bands, no Level Two mark may appear in a Band higher than that in which a Level Three mark appears and no Level Three mark may appear in a Band higher than that in which a Level M mark appears.

THE WINDOW OF OPPORTUNITY (HONOURS DEGREE CONVENTIONS)

The following rules apply to the operation of the Window of Opportunity:

1. Preponderance

Students whose cascade average falls within 1%* of any borderline **SHALL** be raised to the higher class provided they meet one of the following criteria:

EITHER at least 50% of credits over Part Two as a whole, excluding Sandwich Year or Year Abroad, in the upper class or above;

OR at least 80 credits out of the final 120 Part Two credits in the upper class or above.

2. Special Circumstances

Students whose cascade average falls within 2%* of any borderline **MAY** be raised, on the recommendation of the Examining Board, to the higher class if their performance in Part Two has been affected by illness or other compassionate grounds (for example, personal or family circumstances) which have not already been taken into account when individual module marks were confirmed.

* for the purposes of this rule, cascade averages shown to one decimal point for the information of examination boards will be rounded up (0.5 and above) or down (<0.5) to the nearest whole number.

1. The Window of Opportunity should be used only if special or academic circumstances come to light which have not already been taken into account when individual module marks are confirmed;
2. A note should be made of every decision, both in favour of and against each borderline student so that it can be defended in future, if necessary.

NOTE:

Where departmental boards are aware of special circumstances but do not take them into account in setting marks and allowing resits, the individual cases concerned should be discussed and minuted in the Senate Examination Board in the semester in which the problem arises. Students within 2% of the higher category should not be raised to the higher category on the basis of special circumstances unless the problem was discussed and minuted at the time it arose OR was not known to previous exam boards.

ORDINARY DEGREE SCHEME IN MATHEMATICS

Students may only transfer to the Ordinary Degree in Mathematics at the end of the second year of the honours degree and on the recommendation of the department. To qualify for the ordinary degree students must obtain an average of 40% in their third year modules. Third year students are allowed one resit opportunity in line with honours degree regulations and any student who resits modules is eligible for the full mark.

DEGREE SCHEMES WITH LEVEL 0 (YEAR ONE) MODULES, eg. BSc Computer Science (including Foundation Year); BSc Physics Four Year Scheme, etc.

If you pursue Level 0 (Year One) modules as part of your degree you will pass if you satisfy all the following conditions in your Level 0 (Year One) module assessments:

1. passes at 40% or more in 100 credits' worth of modules

and

2. an overall weighted average of at least 40%.

Part One students are normally allowed up to three resit opportunities. However, you must have passed at least 60 credits to be allowed to take assessments in August. If you have fewer than 60 passed credits you will be required to repeat your first year.

You will not be allowed to enter Year Two (Level One Modules) until you have satisfied all the above conditions (i.e. you will not be allowed to retake failed Level 0 modules whilst studying in Year Two).

To progress beyond Year Two you must meet the same requirements as laid out under Pages 1 and 2 above.

FOUNDATION DEGREE (FDSC) CONVENTIONS

RULES FOR PROGRESSION

Year One – Requirements to enter the Final Year

You will pass Year One if you satisfy the following conditions in your Year One module assessments:

1. passes at 40% or more in 100 credits' worth of modules

and

2. an overall weighted average of at least 40%

Year One students are normally allowed up to three resit opportunities. Resit marks will be capped at 40%. However, you must have passed at least 60 credits to be allowed to take assessments in August. If you have fewer than 60 passed credits you will be required to repeat your first year.

Year One – Requirements to undertake Work Experience

Two Year FDSc Degrees

You will be allowed to proceed onto the 6 week work experience but you will not be allowed to enter Year Two until you have satisfied all the above conditions (i.e. you will only be allowed to retake a maximum of 20 credits of failed Year One modules while studying in the Final Year, subject to the limit on resit opportunities).

Three Year FDSc

You will be allowed to proceed to the Sandwich year provided you have passed a minimum of 60 credits in the first year, but will not be allowed to proceed to the Final Year until you have satisfied all the above conditions (i.e. you will only be allowed to retake a maximum of 20 credits of failed Year One modules while studying in the Final Year, subject to the limit on resit opportunities).

To qualify for a Foundation Degree students must:

1. Gain an overall weighted average of 40% with passes in 200 credits out of 240 credits over Year One and the Final Year, excluding credits obtained during a sandwich placement.
2. Fail no more than 20 credits in their Final Year.
3. Pass the Sandwich year in the three year Foundation Degree scheme.
4. Resit marks will be capped at 40% and final year students may resit on one occasion only, either during the supplementary examination period or when the module is next examined in the following session.

NB. It is not permitted to resit the Final Year with a clean slate but there will be no restriction on the number of credits that you may resit in August.

Wiping the Slate Clean (this only applies to undergraduate students who commenced their studies at Aberystwyth University as a registered student before September 2016)

1. With the agreement of the University, the student may be permitted to resit the whole of Year One for the full marks rather than resitting the failed credits only;
2. In order for this to be approved the student must formally agree to relinquish all previous marks attained. These will no longer be counted towards the final degree classification and cannot be retrieved if the student performs less well in the repeat year. The only exception to this would be in cases of Unacceptable Academic Practice where an N indicator has been awarded and further consideration may be required;
3. Students requests will not be considered until semester two marks have been released at the end of their first year;
4. Students will only be allowed to wipe the slate clean on one occasion and with the approval of your Institute(s);
5. Students will only be allowed to wipe the slate clean in the context that they are required to complete a full-time two year foundation degree within four years and a three year foundation degree within five years;
6. If students choose to wipe the slate clean, they should note that their final year transcript and Higher Education Achievement Record (HEAR) will still include a record of the marks achieved in that year;
7. As appropriate, students are responsible for checking visa implications

Classification of Award

Students who started the FDS Sc BEFORE September 2014

The FDS Sc is not graded, but individual modules are (as Pass 40 - 54%, Merit 55-69%, or Distinction 70% and above).

Students who started the FDS Sc FROM September 2014

The FDS Sc as a whole will be awarded based on a weighted average of all module marks as a Pass (40-54%), with Merit (55-69%) or with Distinction (70% and above).

In calculating the weighted average mark the following rules will apply:

1. Marks will be weighted according to the credit value of each module (i.e. 20 credit modules having **twice** the weighting of 10 credit modules, etc).
2. Marks will be arranged in a 'cascade' according to the following rules:

Two Year FDS Sc:

Band 3: Best 80 Level Two credits, given a weighting of 3.

Band 2: Remainder of Level Two credits, and best 40 Level One credits, with a weighting of 2.

Band 1: Remainder of Level One credits, with a weighting of 1.

Three Year FDS Sc:

Band 3: Best 80 Level Two credits, given a weighting of 3.

Band 2: Remainder of Level Two credits, and best 40 Level One credits, with a weighting of 2.

Band 1: Remainder of Level One credits, with a weighting of 1.

Band S: (120 credits) with weighting of 0.5 or as determined by the Department

Note: In allocating marks to Bands, no Level One mark may appear in a Band higher than that in which a Level Two mark appears.

THE WINDOW OF OPPORTUNITY (FOUNDATION DEGREE CONVENTIONS)

The following rules apply to the operation of the Window of Opportunity:

1. Preponderance

Students whose cascade average falls within 1%* of any borderline **SHALL** be raised to the higher class provided they meet one of the following criteria:

EITHER at least 50% of credits over the degree as a whole, excluding Sandwich Year, in the upper class or above.

OR at least 80 credits out of the final 120 credits in the upper class or above.

2. Special Circumstances

Students whose cascade average falls within 2%* of any borderline **MAY** be raised, on the recommendation of the Examining Board, to the higher class if their performance has been affected by illness or other compassionate grounds (for example, personal or family circumstances) which have not already been taken into account when individual module marks were confirmed.

* for the purposes of this rule, cascade averages shown to one decimal point for the information of examination boards will be rounded up (0.5 and above) or down (<0.5) to the nearest whole number.

1. The Window of Opportunity should be used only if special or academic circumstances come to light which have not already been taken into account when individual module marks are confirmed.
2. A note should be made of every decision, both in favour of and against each borderline student so that it can be defended in future, if necessary.

NOTE:

Where departmental boards are aware of special circumstances but do not take them into account in setting marks and allowing resits, the individual cases concerned should be discussed and minuted in the Senate Examination Board in the semester in which the problem arises. Students within 2% of the higher category should not be raised to the higher category on the basis of special circumstances unless the problem was discussed and minuted at the time it arose OR was not known to previous exam boards.

Progression to BSc schemes

On completion of the FDS_c all students have the opportunity to progress to the second year of an appropriate Honours degree scheme. Additionally, students may be offered progression directly into the final year of an appropriate Honours degree scheme as follows:

Students who qualify for a classified FDS_c must have gained at least a Merit in the overall class, and received a supportive reference from their Scheme Committee.

Students who qualify for an unclassified FDS_c must have either gained Merit grades or above in at least 180 credits (excluding Work Experience Programme), or gained Merit grades or above in at least 90 credits of the final year modules, and received a supportive reference from their Scheme Committee.

CONVENTIONS FOR THE AWARD OF CERTIFICATES OR DIPLOMAS OF HIGHER EDUCATION

Certificates and Diplomas of Higher Education may be awarded as qualifications in their own right to students who have successfully completed schemes of study approved by the University.

In addition Certificates and Diplomas of Higher Education may be awarded as qualifications to students who successfully acquire credits which are insufficient for the award of a degree, subject to any scheme-specific requirements.

The conventions which will apply in these latter cases are:

1. **Certificates of Higher Education**

The successful acquisition of 120 credits, according to the conventions which normally govern completion of Part One of degree and Foundation Degree schemes.

2. **Diplomas of Higher Education**

To qualify for a Diploma in Higher Education students must have:

1. pursued at least 240* credits overall, with a minimum of 100 credits at Level Two or above;

and

2. obtained passes at 40 in at least 90 credits in Year Two (or its equivalent) or 120 credits over Part Two as a whole (excluding Level S modules).

* Suitably qualified students may be granted exemption from up to 120 credits at Level One via arrangements for Credit Accumulation and Transfer.

Students who temporarily withdraw with the intention of returning to their studies at a later date will **not** be eligible for the award of the Certificate or Diploma of Higher Education at the time of their withdrawal.

POSTGRADUATE AWARDS

DEGREE REGULATIONS

The 'Regulations for Modular Master's Degrees' should be read in conjunction with the examination conventions outlined below. These can be found at: <http://www.aber.ac.uk/en/regulations/contents/modular-masters/>.

A taught postgraduate scheme is a level 'M' postgraduate programme not based entirely on a research thesis. These include the MRes, MA, MSc, LLM, MScEcon, MBA.

PROGRESSION RULES FOR TAUGHT POSTGRADUATE SCHEMES

Students who started a Taught Master's BEFORE September 2013

1. To qualify for progression to the dissertation/project phase of a **Taught Master's** scheme a student must obtain:
 - i. an average of at least 50% overall;
 - ii. marks of 50% or above in at least 80 credits of the modules taken in Part One of a Taught Postgraduate scheme, including any of the scheme's core modules which have been specified by the Department as having to be passed with a minimum of 50%.

2. To achieve Distinction level in Part One of a Taught Master's scheme a student must obtain:
 - i. an average of at least 70% overall;
 - ii. marks of 50% or above in at least 80 credits of the modules taken in Part One of a Taught Postgraduate Scheme, including any core requirements as specified by Departments.

3. In order to gain a Master's degree a student must pass Part One and Part Two.

In order to gain a Master's Degree with Distinction, a student shall achieve an overall mark of not less than 70%, having achieved not less than 65% in Part One and not less than 70% in Part Two. [In calculating the overall mark, Part One and Part Two are equally weighted].

Students who do not meet the requirements for a Distinction but who achieve an overall mark of 60% or above shall gain a Master's degree with Merit (starters from September 2009).

Students who have failed Part One or Part Two at the first attempt shall not be eligible for the award of Distinction or Merit.

4. To qualify for the award of a Postgraduate Diploma a student must obtain:
 - i. an average of at least 50% overall over 120 taught credits;
 - ii. marks of 50% or above in at least 80 credits' worth of modules in Part One including any modules which have been specified as core for the Postgraduate Diploma.

A student who has attained an overall mark of 70% or above shall be eligible for the mark of Distinction
A student who has attained an overall mark of 60 – 69% shall be eligible for the mark of Merit (starters from September 2009).

5. To qualify for the award of a **Postgraduate Certificate** a student must obtain:

- i. an average of at least 50% overall over 60 taught credits;
- ii. marks of 50% or above in at least 40 credits' worth of modules in the 60 taught credits assessed for the Certificate, including any modules which have been specified as core for the Certificate.

A student who has attained an overall mark of 70% or above shall be eligible for the mark of Distinction
 A student who has attained an overall mark of 60 – 69% shall be eligible for the mark of Merit (starters from September 2009).

- 6. Students resitting failed modules shall be eligible for a maximum of 50% in each.

Students starting a Master's Degree FROM September 2013

- 1. In order to pass a Taught Master's Degree a student must obtain:
 - i a weighted average of at least 50% overall;
 - ii marks of 50% or above in at least 160 credits of the total 180 taken in a Taught Master's scheme.
- 2. In order to gain a Master's Degree with Merit, a student must obtain:
 - i a weighted average of at least 60% overall;
 - ii marks of 50% or above in at least 160 credits of the modules taken in a Taught Master's scheme.
- 3. In order to gain a Master's Degree with Distinction, a student must obtain:
 - i a weighted average of at least 70% overall;
 - ii marks of 50% or above in at least 160 credits of the modules taken in a Taught Master's scheme
- 4. To qualify for the award of a Postgraduate Diploma a student who has not completed the dissertation or equivalent must obtain:
 - i a weighted average of at least 50% overall over the 120 taught credits;
 - ii marks of 50% or above in at least 100 credits' worth of those modules

A student who has attained an overall mark of 70% or above shall be eligible for the mark of Distinction
 A student who has attained an overall mark of 60-69% shall be eligible for the mark of Merit

- 5. To qualify for the award of a Postgraduate Certificate a student who is exiting after completing 60 credits must obtain:
 - i a weighted average of at least 50% over the 60 credits;
 - ii marks of 50% or above in at least 40 credits' worth of those modules;
 - iii successfully completed credit at CQFW Level 7 (former HE level M)

A student who has attained an overall mark of 70% or above shall be eligible for the mark of Distinction
 A student who has attained an overall mark of 60-69% shall be eligible for the mark of Merit

- 6. A student who has completed 180 credits but not met the requirements for the Master's award shall qualify for a Postgraduate Diploma or Certificate if:
 - i they have completed 100 credits with marks of 50% or above (Diploma);
 - ii they have completed 40 credits with marks of 50% or above and the credits they have successfully completed are CQFW Level 7 (former HE Level M (Certificate)).

Students who have completed the full 180 credits will not be eligible for Merit or Distinction if they do not qualify for the Master's degree but qualify for the intermediate award of Certificate or Diploma.

7. Retrieval of Failure

Students resitting failed modules may do so on one occasion for a maximum mark of 50% (other than where special circumstances have been accepted).

8. Window of Opportunity

Where students have completed 180 credits, and have presented special circumstances, Examination Boards will have discretion to award a Pass, Merit or Distinction to those whose overall weighted average is up to 2% below the boundary, and where other requirements have been met, i.e.:

Average of 47.5 – 49.4% may be considered for a PASS

Average of 57.5 – 59.4% may be considered for a MERIT

Average of 67.5 – 69.4% may be considered for a DISTINCTION

The Examination Board must be satisfied when making such recommendations within the 2% window of opportunity that the student would have achieved the required standard had it not been for the adverse impact on their performance of the special circumstances.

ABSENCE FROM ASSESSMENTS

The following scheme has been devised to meet those cases of unavoidable absence from an examination or failure to submit coursework which would preclude the examiners from arriving at an assessment on the available evidence. It allows students who, because of illness or other sufficient cause, are unable to complete assessment(s) within the relevant semester, an opportunity to sit a special paper or papers or to be assessed by some other suitable means within the same Examination period.

GUIDELINES

1. The Department or Departments which are involved in the individual case are responsible for initiating the procedure to allow a student a further opportunity to sit a paper or papers, or to be assessed by some other suitable means, which may include, or consist of, an oral examination.
2. If the absence is the result of illness the student should normally be required to submit a medical certificate.
3. In every case the agreement of the student is required and it should be explained to the student that the opportunity to sit the additional paper or papers or to be otherwise assessed within the same Examination period is an alternative to re-sitting at the normal time.
4. For examinations which count towards a classification of a qualification the arrangements proposed must be approved by the external examiner and by the Pro Vice-Chancellor; for other examinations by the Director of the Institute.
5. These arrangements should only be operated if there is enough time both for the student to complete the examination(s) and for the paper(s) to be marked in good time for the results to be considered by the Examining Board at the normal meeting.
6. It is not appropriate to lay down a maximum number of special papers a student would be permitted to sit. This decision is left to the discretion of the Pro Vice-Chancellor or the Institute Director.

PROCEDURE FOR ALLOCATING A MARK FOR MISLAID OR LOST WORK BY THE UNIVERSITY

Members of staff should take every possible precaution to ensure that any work presented for assessment is not mislaid or lost. In the event that student work submitted for assessment is mislaid or lost by the University and there is no opportunity of recovering it, the student will be provided with a substitute mark for the missing work based upon the student's performance in other assessments.

In the event that the missing assessment is one of a number of assessment components for the module, the student will be allocated a mark based upon the weighted average of the marks available from the other marked assessments for that module.

In the event that the missing assessment is the entire assessment for the module, the student will be allocated a module mark equal to his/her weighted average taken from all modules completed at the same level, at the end of the session.

Alternatively, the student can choose to be re-assessed during the August resit period, or following session if appropriate. The module will be recorded with the appropriate special circumstances resit indicator (e.g. M, H or S) and any other costs incurred by the student (e.g. travel and accommodation) should be reimbursed by the Department.

In the event that the student is not prepared to accept any of these solutions, the student can decide to submit a formal complaint following the University's Student Complaints Procedure.

When cases come to light that do not meet with any of the above options, of where current solutions offered are felt not to be suitable, departments should contact the Academic Quality & Records Office to seek further advice and discuss alternative solutions. Any alternative solutions would have to be agreed by the Senate Examination Board.

Departments must contact the Academic Quality & Records Office to advise on any such instances as noted above and report circumstances and actions in their departmental examination board minutes for record purposes.

PROCEDURE FOR ALLOCATING A MARK FOR COMPLETION OF INCORRECT ASSESSMENT

In the event that a student has been assessed on the wrong question(s), owing to an administrative error on the part of the University, the student will be provided with a substitute mark based upon their performance in other assessments:

1. In the event that the affected question is one of a number of questions for an assessment (e.g. an examination question paper), the student will be allocated a mark based upon the weighted average of marks available from the other marked questions for that assessment.
2. In the event that the affected question is the only question for an assessment (e.g. one question of an examination question paper), the student will be allocated a mark equal to his/her weighted average taken from all modules completed in that semester.
3. In the event that the affected assessment is one of a number of assessment components for the module, the student will be allocated a mark based upon the weighted average of the marks available from the other marked assessments for that module.
4. In the event that the affected assessment is the entire assessment for the module, the student will be allocated a module mark equal to his/her weighted average taken from all modules completed at the same level, at the end of the session.
5. Alternatively, the student can choose to be re-assessed during the August resit period, or following session if appropriate. Any costs incurred (e.g. travel and accommodation) should be reimbursed by the Department.
6. In the event that the student is not prepared to accept any of these solutions, the student can decide to submit a formal complaint following the University's Student Complaints Procedure.

When cases come to light that do not meet with any of the above options, of where current solutions offered are felt not to be suitable, departments should contact the Academic Quality & Records Office to seek further advice and discuss alternative solutions. Any alternative solutions would have to be agreed by the Senate Examination Board.

Departments must contact the Academic Quality & Records Office to advise on any such instances as noted above and report circumstances and actions in their departmental examination board minutes for record purposes.

GUIDANCE ON SPECIAL CIRCUMSTANCES

This document provides guidance to departments on how to deal with students with Special Circumstances i.e. those that involve illness or other compassionate grounds (such as personal or family circumstances) in the examination and assessment process.

Action in preparation for the Departmental Examination Board

1. All special circumstances of a medical nature require appropriate certification from a medical health care professional.

2. The greater the degree of compensation under consideration the more systematic and detailed should be the corroboration, preferably making clear the nature and degree of impairment on the student's performance. Where, for example, a department recommends a student should be raised a degree classification it will not normally be sufficient to do so on the basis of a one word or phrase medical note, but will require a detailed and corroborated account of where and how the student was impaired. Where the medical certification submitted is inadequate for this purpose departments are encouraged to invite the Student Wellness Centre to approach the relevant doctor/health care professional on a basis of medical confidentiality.
3. Special circumstances of a personal nature also require certification or corroboration. Again the greater degree of compensation the more systematic and detailed should be the corroboration, preferably making clear the nature and extent of impairment on the student's performance. Departments may need to exercise discretion in approaching relatives or third parties in cases such as bereavement or where the illness or special circumstances of dependant relatives or other close relationships are concerned. Doctors or other health care professionals may be an appropriate source for such corroboration. In all circumstances certification or corroboration should be obtained that enables departments to assess how a problem or illness has affected the performance of the student. Both the Departmental and the Senate Examination Board will also need to review such cases with regard to the principle of maintaining comparability between individual students.
4. Departments should seek to preserve the confidentiality of information supplied by students or about students. Information should be processed on 'a need to know' basis. Departments are encouraged to develop procedures that balance respect for students with the need for appropriate disclosure. Specific guidance on processing sensitive information has been issued separately with information on the Data Protection Act. Other departments teaching the student should be notified of the student's special circumstances.

Departmental Examination Boards for Part Two Students

5. Special circumstances that affect a student's performance may receive compensation in the examination process at the relevant Semester Examination Board, or in the final degree classification at the Final Examination Board.
6. Where a student has significant medical or other problems that prevent him/her completing the assessed work or taking an examination, or have resulted in failure, the Departmental Board may recommend Honours resit(s).
7. In exceptional circumstances where the department believes the student's medical condition precludes an Honours resit at some time in the future the Departmental Board may recommend that the mark of one element of the assessment be taken as the mark for the module as a whole. Any such decision must be carefully minuted.
8. Where the personal/medical circumstances of a student have affected his/her performance but not sufficiently so that s/he fails, the department may, with the agreement of the student, amend the recorded mark to 39 'H' to enable the student to retake the module and achieve a performance that more accurately reflects his/her efforts and ability. The student need only resit those elements of assessment which were affected by the problem but can carry forward unaffected marks.
9. Where a student has sufficient credits to graduate but also has Honours resits in hand the department should endeavour to establish ahead of the Senate Examination Board whether the student wishes to exercise his/her right to resit. The normal expectation is that where students are able to resit modules to improve the class of degree they should take the resits, rather than have their degree class raised if they fall within the Window of Opportunity.

Final Senate Examination Board

10. Where a student has ongoing personal or medical problems (for example recurring clinical depression or multiple sclerosis) it will normally be appropriate at the Final Examination Board to consider whether compensation is necessary. Where Departmental Examination Boards are aware of such circumstances but do not take them into account, the individual cases concerned should be discussed and minuted at the Departmental Examination Board in the semester in which the problem arises. Students whose cascaded average is within 2% of the higher class should not be raised within the Window of Opportunity on grounds of special circumstances unless the problem was discussed and minuted at the time it arose or was not known to previous exam boards. Students who are not within 2% of the higher category cannot be considered to be raised on grounds of special circumstances.
11. Where students are prevented by illness or other exceptional circumstances from completing their degree/diploma/certificate the Regulations for the Award of Aegrotat Degrees, Diplomas and Certificates may be applied, with the consent of the student. In most cases, however, it will be possible to award a classified degree. (Note that Diplomas and Certificates of Higher Education may be used as exit qualifications for degree students who have withdrawn permanently or failed to achieve sufficient credits for a degree and where there are no special circumstances).
12. Where the Senate Examination Board is satisfied that a student is absent with good cause from a final examination/assessment, the qualification may be awarded providing that at least 220 out of 240 credits worth of Part Two modules which count towards the final award have been completed. However, please note that the normal course of action in such cases would be the award of 'H' resits. Only in the last resort (i.e. as with aegrotats, where illness or other special circumstances prevent students from completing their degrees and taking resits) would the degree be awarded without all credits being completed.
13. Departments should forward to the Senate Examination Board details of all students whose marks fall within the Window of Opportunity and who have Special Circumstances. This should be done whether or not they recommend that the degree classification should be raised. The details to be sent should include all medical certificates and other relevant documentation. Qualified counsellors in the University Counselling Service may well be aware of special circumstances relevant to a student's performance and departments should consider their letters in support of such cases. All letters from AU Counselling Service attesting medical conditions should be accompanied by a certificate/letter from a qualified medical practitioner.
14. For every student who is recorded at the Departmental Board as a fail, reasons for failure should be entered on the relevant screen on AStRA by the published deadline so that the reason for failure is known to the Senate Examination Board.
15. Part Two students cannot resit modules that they have passed. In exceptional circumstances where serious medical or personal difficulties have prevented the student from meeting the module requirements, it may be possible for students to retake the module or replace it with another. This requires the approval of the Institute Director.

CBB
September 2016